



Baby & Toddler Caregiver Handoff Sheet

Use this when another trusted adult is taking over a baby or toddler's care.

The goal is a safe, predictable handoff, not making every caregiver follow the same clock.

Child's name

Date

Handoff time

Caregiver handing off

Next caregiver

Sleep & routine

Last woke at

Last sleep / nap, when and how it went

Familiar wind-down, settling or sleep cues

For every baby sleep:

Use current Health Canada safe-sleep guidance. Place baby on their back in a crib, cradle or bassinet that meets current Canadian safety regulations, on a firm, flat surface free of soft items. Share safe-sleep information with everyone who cares for the baby.

Source: Health Canada, Safe Sleep Tips

Feeding & day-to-day care

Last feed, time, what was offered and how much

Next feed or feeding notes

Diapering / toileting notes

Health, comfort & next steps

Medication or health instructions to follow during this handoff

Allergies, symptoms, comfort cues or anything unusual today

Emergency contact name & phone

Other notes / expected return or next handoff

Share only what the next caregiver needs for safe day-to-day care. Keep detailed legal and private records secure.