

Caregiver Action Plan - SAMPLE #1

Child Name: Winnie	Main School Contact: Ms. School Psychologist (555) 123-4567 SchoolPsych@schooldistrict.org
Caregiver Name(s): Ms. Winnie's Mom	

Current Goal: Winnie will take the bus to school 3 out of 5 days this week.

Evening Checklist/Routine	Morning Checklist/Routine
<p>3:30: Arrive home. Relax for 30 minutes. 4:00 - 5:00: Homework 5:00 - 5:30: Physical activity (Walk the dog, VR, chore) 5:30 - 6:30: Help with/eat dinner 6:30 - 8:00: Finish hw if needed, spend time with mom, activity (drawing, watch a show, game with friends) 8:00: Take medication 8:00 - 9:00: Pick out clothes for morning, get bag ready, skincare, brush teeth, shower 9:00 - 9:30: Read, draw, or listen to music 10:00: Lights out</p>	<p>6:00: Alarm goes off 6:00 - 6:15: Listen to music or watch a video 6:15: Mom checks in 6:20 - 6:40: Bathroom, brush teeth, brush hair (Straighten hair but only if it's before 6:30), skincare 6:40 - 6:45: Get dressed 6:45 - 6:55: Time for questions if needed, makeup (Running short on time, bring items in bag) 6:55 - 7:00: Bus arrives</p> <p>Eat breakfast at school</p>

Morning Transportation Plan	Transportation Back-Up Plan
<p>Winnie will take the bus to school in the morning. The bus arrives at the house between 6:55 and 7:00am.</p>	<p>Mom drives Winnie to school, but can only do this on MWF when she goes into work later. Winnie can call her aunt and ask for a ride on other days. Winnie can uber as a last resort, but only 1x per week.</p>

Strategies to Remember

- Stick to the agreed upon routine. Provide verbal praise and positive reinforcement for following the routine.
- Remain neutral and calm in tone. Remind Winnie of the procedure and don't adjust the conditions: "If you take the bus this morning, you can have electronics this evening."
- Answer questions Winnie has about school in the time allotted (6:45 to 6:55).
- Reassure Winnie of her safe places at school.

Deescalation Strategies

- Box breathing
- Grounding: Name 5 things you can see, 4 things you can touch, 3 things you can hear, 2 things you can smell, 1 thing you can taste

Caregiver Action Plan - SAMPLE #2

Student Name: Eric	School Contact: Ms. School Psychologist (555) 123-4567 SchoolPsych@schooldistrict.org
Caregiver Name(s): Mr. & Mrs. Eric	

Current Goal: Eric will arrive at school by 11:05am

- Contingency:**
1. When Eric arrives at school by 11:05am, then he will have access to electronics after school until 9:00pm.
 2. When Eric arrives at school after 11:05am, then he will have **limited** access to electronics (for 2 hours) after school.
 3. When Eric is absent, then he will not have access to electronics that day.

Evening Checklist/Routine	Morning Checklist/Routine
<ul style="list-style-type: none">● Eat dinner● No electronics after 9:00pm● Shower before bed● Dad will determine if electronics need to be taken from bedroom or if they can stay there overnight	<ul style="list-style-type: none">● Start to wake up at 6:00am using alarm● Mom or dad check on Eric● Shower if it didn't happen the night before● Ready for bus at 7:45am

Morning Transportation Plan	Transportation Back-Up Plan
Eric will take the bus at 7:50am to arrive at school by the start of 2nd period (8:15am).	Mom or Dad will drive Eric to school.

Strategies
<ul style="list-style-type: none">● Provide reinforcement for desired behavior. In the past, the best time to do this was in the car on the way to school.● Use "When, then" statements (Ex. "When you go to school by 11:05am, then you will earn electronics.") - Remain neutral in tone.● Eric can only use electronics outside of school hours. School hours are from 8:15am to 1:30pm.

Reminders
<ul style="list-style-type: none">● Attendance at any time of the day counts for credit.● Be mindful of what strategies worked each day and share with school staff.