

Weekly Drop-off & Pickup Roster

One named owner on every drop and pickup, plus a backup for the days you already know are tight.

Week of _____

OWNERS BY DAY

	MORNING DROP	AFTERNOON PICKUP	BACKUP	ACTIVITY / NOTES
Mon				
Tue				
Wed				
Thu				
Fri				

BACKUP BENCH

Line these up while things are calm, and get them on the school pickup list.

Backup 1 _____ phone _____ Backup 2 _____ phone _____

Swap rule: if a meeting runs long, the owner texts the backup by _____