Practice Change Notice Checklist

Confirm the change, state what is different, and send the same current message to every affected audience through the program's approved channel.

A notice should communicate an authorized current decision.

Example: A confirmed start-time change keeps the same gym but changes pickup. The notice puts both times first, updates the approved calendar, and directs private pickup conflicts to the authorized program contact.

01 Confirm the decision

A notice should communicate an authorized current decision.

Affected session date and group

Decision authority and confirmation

Former plan

Confirmed current plan

02 State the difference

Make the changed duty easy for families to identify.

What changed

What stays the same

Family action and deadline

Exact opening notice

Practice Change Notice Checklist / Review & follow-through

03 Reach affected people

Send the same version through the appropriate program channels.

Affected audience list

Approved channels and version date

Calendar update owner

Required acknowledgment or response route

04 Resolve before arrival

Handle missed messages through established responsibilities.

Unconfirmed recipient follow-up

Former-time arrival plan

Pickup conflict response owner

What actually happened and next safeguard