

# New Family Onboarding Plan

A startup worksheet for helping a new caregiver-family relationship become clear, trusted, and easier to align with in the first weeks.

Name \_\_\_\_\_

Date \_\_\_\_\_

## Week-one essentials

### SCHEDULE AND HOURS

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### HANDOFF FLOW

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### FOOD / ROUTINE BASICS

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## Household norms and expectations

### CLEANUP STANDARDS

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### PRIVACY / SHARED-SPACE NORMS

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### INDEPENDENT DECISION RULES

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## Communication plan

### DAILY UPDATES

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### URGENT ISSUES

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### WHEN TO DO THE FIRST REVIEW

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## Early trust-building checks

WHAT WOULD HELP TRUST GROW FASTER

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WHERE CONFUSION IS MOST LIKELY

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WHAT TO REVISIT AFTER WEEK ONE

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CalmCare worksheet — designed for printing and filling out by hand or on screen.