

FAMILY CARE PLANNING CHECKLIST

A simple starting point for caring for children, older adults, and loved ones.

1 FAMILY AND CARE PRIORITIES

Person receiving care: _____

Primary caregiver / contact: _____

What matters most to this person and family? _____

2 SUPPORT NEEDS TO DISCUSS

☐ Meals and nutrition

☐ Companionship / activities

☐ Personal care / hygiene

☐ Childcare / school routines

☐ Transportation / errands

☐ Mobility / accessibility

Other needs or preferences: _____

3 PLAN THE DAILY ROUTINE

☐ Morning routines

☐ Afternoon / school / outings

☐ Evening routines

☐ Meals, snacks, and hydration

☐ Rest and sleep

☐ Appointments and reminders

4 SAFETY AND IMPORTANT INFORMATION

☐ Emergency contacts are current

☐ Allergies / sensitivities are noted

☐ Home safety needs reviewed

☐ Healthcare instructions are accessible

Where are essential records and instructions kept? _____

5 COMMUNICATION AND NEXT STEPS

Who should receive care updates? _____

Preferred communication method: _____

Next action / person responsible: _____

Review date: _____