



HOST FAMILY APPLICATION & INTAKE PACKET

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CHECK LIST

Family Name _____

Date of Application _____

Date of Approval _____

Thank you for your interest in becoming a part of *Safe Families for Children*. As a perspective *Host Family* we ask that you complete our standard application and screening process, along with our trainings to become approved with Safe Families. We have outlined for you below the step by step application & approval process along with a checklist for you to reference.

1. Orientation Meeting
2. Background Check with HWAM Staff
3. Host Family Application
4. Reference Check
5. Documentation:
 - a) copies of your current license
 - b) proof of auto insurance
6. *Safe Families* Online Training
7. *SFFC* Home Interview

Once your application and home interview has been reviewed and approved by the HWAM *Safe Families for Children* Approval Team we will provide you with information on how to obtain the documentation to complete the process of becoming a Safe Family.

In addition to the documentation we require to become a Safe Family we recommend that you or members of your family compete basic first aid and CPR training, water safety (if applicable), emergency disaster plan, a digital photo of your family and shots records for animals in your home.

Please follow the checklist below to complete the Host Family application process.

1. Host Family Application <input type="checkbox"/>	Date Submitted: _____		
2. Background Application <input type="checkbox"/> <i>Please submit a background check for each member of your family over the age of 18 currently residing in your home.</i>	Applicant One: _____ Date Submitted: _____		
	Applicant Two: _____ Date Submitted: _____		
3. Reference Check <input type="checkbox"/>			
4. Vehicle & DMV Documentation:	<table border="1"> <tr> <td>Copy of Driver's Licenses <input type="checkbox"/> <i>Please send a copy for each family member in your home with a license who will be transporting a Safe Families child.</i></td> <td>Copies of Current Vehicle Insurance <input type="checkbox"/> <i>Please send copies for all vehicles in your household.</i></td> </tr> </table>	Copy of Driver's Licenses <input type="checkbox"/> <i>Please send a copy for each family member in your home with a license who will be transporting a Safe Families child.</i>	Copies of Current Vehicle Insurance <input type="checkbox"/> <i>Please send copies for all vehicles in your household.</i>
Copy of Driver's Licenses <input type="checkbox"/> <i>Please send a copy for each family member in your home with a license who will be transporting a Safe Families child.</i>	Copies of Current Vehicle Insurance <input type="checkbox"/> <i>Please send copies for all vehicles in your household.</i>		

5. Release of Information <input type="checkbox"/>			
<i>Please sign the above document and submit with your application.</i>			
6. Confidentiality Statement <input type="checkbox"/>			
<i>Please sign the above document and submit with your application.</i>			
7. Home Interview <input type="checkbox"/>			
<i>We would like the opportunity to meet all members of your family.</i>			
10. Safe Family Trainings:	Hospitality & Household Harmony <input type="checkbox"/>	Applicant One: <i>Date Submitted:</i>	Applicant Two: <i>Date Submitted:</i>
	Healing Grace for Hurting Families <input type="checkbox"/>	Applicant One: <i>Date Submitted:</i>	Applicant Two: <i>Date Submitted:</i>
	Parenting for the Child <input type="checkbox"/>	Applicant One: <i>Date Submitted:</i>	Applicant Two: <i>Date Submitted:</i>
	Parenting Across Cultures <input type="checkbox"/>	Applicant One: <i>Date Submitted:</i>	Applicant Two: <i>Date Submitted:</i>
	Supporting Family Relationships <input type="checkbox"/>	Applicant One: <i>Date Submitted:</i>	Applicant Two: <i>Date Submitted:</i>
11. Home Safety:	Registration &/or Disclosure of Firearms <input type="checkbox"/>	Acknowledgment of Understanding Concerning Prohibition of Corporal Punishment <input type="checkbox"/>	
<i>Please sign and date the above document.</i>			
<i>The following are not required to become a Host Family however we recommend the following best practices for hosting a child in your home.</i>			
12. TB Test <input type="checkbox"/>	Applicant One: <i>Date Submitted:</i>	Applicant Two: <i>Date Submitted:</i>	
13. CPR Certification <input type="checkbox"/>	Applicant One: <i>Date Submitted:</i>	Applicant Two: <i>Date Submitted:</i>	
14. 1st Aid <input type="checkbox"/>	Applicant One: <i>Date Submitted:</i>	Applicant Two: <i>Date Submitted:</i>	
15. Water Safety (if applicable) <input type="checkbox"/>	Applicant One: <i>Date Submitted:</i>	Applicant Two: <i>Date Submitted:</i>	
16. Emergency Care & Disaster Plan <input type="checkbox"/>	Applicant One: <i>Date Submitted:</i>	Applicant Two: <i>Date Submitted:</i>	
17. Family Photo <input type="checkbox"/>	Applicant One: <i>Date Submitted:</i>	Applicant Two: <i>Date Submitted:</i>	
18. Copy of Current Shot Records <input type="checkbox"/> <i>(for pets)</i>	Applicant One: <i>Date Submitted:</i>	Applicant Two: <i>Date Submitted:</i>	



SAFE FAMILIES FOR CHILDREN

Getting Involved

HOST FAMILY

Provide loving sanctuary where parents can place their children.

All host families must complete the full screening process.

1. Orientation
2. Background Check
3. Application
4. References
5. Online Training
6. Home Interview

RESOURCE FAMILY

Provide physical resources or provide services.

Anyone having **direct** access to safe families children (unsupervised) will need to go through the full screening process (see Host Family above). Examples are childcare, transportation, and tutoring/mentoring.

Anyone having **indirect** access to safe families children will need to fill out an online inquiry form, or list their contact information for their case coach. Examples are meals, clothing, diapers, and benevolence. The process includes:

- Filling Out an Interest Card or fill out form at <http://www.safe-families.org>
- Follow-up with Safe Families Coor.

FAMILY FRIEND

Provide friendship, encouragement, and support to Biological Parents.

1. Online Inquiry Form or Contact Information given to Safe Families Coor. (to enter into database).
2. Application & References
 - ❖ Total of 3 references. One of the references should be from a pastor or spiritual leader in their church while the other references can be family/friends. The reference list is given to the HWAM Safe Families Coordinator and reference forms will be mailed and returned to the HWAM Safe Families Coordinator.
3. Interview with Safe Families Coor.



Frequently Asked Questions

DO I HAVE TO FILL OUT AN APPLICATION FOR EVERYONE IN MY HOUSEHOLD?

No. You only need to fill out one application per household but you need anyone over 18 residing in your household to complete a background check and participate in the in home interview with you and *Safe Families* staff.

WHAT IS A HOME INTERVIEW?

A *Safe Families* Home Interview is our term for the screening of the home and life of prospective *Safe Family* parents that must take place before placing a child in the home. The SFFC Home Interview can aid the prospective *Safe Family* in preparing to provide supplemental care and to determine those who are qualified to become *Safe Families*.

WHAT DO I NEED TO PREPARE FOR IT?

The only action that is required for your home study is to turn in your application and home study questionnaire to jaida@heartswithamission.org or tony@heartswithamission.org.

HOW DO I MAKE AN APPOINTMENT FOR A HOME STUDY?

Contact Sharon Rush to schedule an appointment by email: jaida@heartswithamission.org or phone 541-646-7385.

DO I NEED TO GET FINGERPRINTS?

At times fingerprints are required if a person has lived out of the state in the last 5 years or has any adverse criminal history.

Questions? Contact Tony Mendenhall at 541-646-7385 or tony@heartswithamission.org or Jaida Nagenhast at jaida@heartswithamission.org.



Host Family Application

Family Name _____

Date _____

GENERAL INFORMATION

Applicant #1:		
Name: <i>Last</i>	<i>First</i>	Home Phone:
Birth: <i>Date</i>	<i>Place</i>	Cellular Phone:
Race/Ethnicity/Nationality:		Work Phone:
Languages Spoken: <i>Primary</i>	<i>Secondary</i>	Email Address:
Applicant #2:		
Name: <i>Last</i>	<i>First</i>	Home Phone:
Birth: <i>Date</i>	<i>Place</i>	Cellular Phone:
Race/Ethnicity/Nationality:		Work Phone:
Languages Spoken: <i>Primary</i>	<i>Secondary</i>	Email Address:
Home Address:		
Address:		Apt #:
City:	State:	Zip Code:

CHILDREN

Name:	Age:	School:	Average Grades:
Brief personality description:			
Name:	Age:	School:	Average Grades:
Brief personality description:			
Name:	Age:	School:	Average Grades:
Brief personality description:			
Name:	Age:	School:	Average Grades:
Brief personality description:			
Sibling Relationships:	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor: _____		
Health of Children:	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor: _____		

Behavior of Children:	<input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor: _____
Discipline:	<input type="checkbox"/> Time Outs <input type="checkbox"/> Spanking <input type="checkbox"/> Loss of privileges <input type="checkbox"/> Grounding <input type="checkbox"/> Other: _____
Special Needs of Children:	<input type="checkbox"/> Learning <input type="checkbox"/> Development <input type="checkbox"/> Health <input type="checkbox"/> Mental Health <input type="checkbox"/> Substance Abuse
Explain those indicated above:	
Children's view of having Safe Families in your home:	
List any other adults living in the home:	

HOME DESCRIPTION

Construction:	<input type="checkbox"/> Apartment Building <input type="checkbox"/> Condominium <input type="checkbox"/> Duplex <input type="checkbox"/> Single Family Home <input type="checkbox"/> Mobile Home <input type="checkbox"/> Military <input type="checkbox"/> Other: _____
Indoor Space:	<input type="checkbox"/> One Story <input type="checkbox"/> Two or More Stories <input type="checkbox"/> Bi-Level <input type="checkbox"/> Attic <input type="checkbox"/> Basement <input type="checkbox"/> Basement with Walkout <input type="checkbox"/> One Bedroom <input type="checkbox"/> Two Bedrooms <input type="checkbox"/> Three Bedrooms <input type="checkbox"/> Four or more Bedrooms <input type="checkbox"/> Handicapped Accessible <input type="checkbox"/> Other: _____
Outside Space:	<input type="checkbox"/> Porch <input type="checkbox"/> Deck <input type="checkbox"/> Shed/barn <input type="checkbox"/> Pool/Pond/Lake <input type="checkbox"/> Patio <input type="checkbox"/> Hot Tub <input type="checkbox"/> Fenced Yard <input type="checkbox"/> Detached Garage <input type="checkbox"/> Play Equipment <input type="checkbox"/> Handicapped Accessible
Arrangement:	<input type="checkbox"/> Rent <input type="checkbox"/> Own <input type="checkbox"/> Other: _____

HOME ENVIRONMENT & SAFETY

Do you have a swimming pool?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If, yes, is it fenced in?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are smoke detectors and carbon monoxide detectors working?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is water temperature set to avoid burning?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are cleaning supplies and chemicals out of reach or secured	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any open outlets, etc. that may be harmful?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Business Operation on Premises:

Does Applicant operate a business from the residence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Describe impact of home business on Safe Family placement:
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PETS, FIREARMS & WATER SOURCES

Are there pets in the home?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, do they meet all county/city safety ordinance requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If there are pets in the home, describe the number and type of pets:			
Explain any noncompliance with county/city safety ordinance requirements:			
Is the pet friendly to children:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Please explain:	
Are there any firearms or weapons in the home?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, describe the type and purpose for being in the home:	
Where are firearms stored?			
Water Source:	<input type="checkbox"/> Municipal <input type="checkbox"/> Well <input type="checkbox"/> Private		

HOUSEHOLD COMPOSITION

Please include all individuals residing in the home.

Name	Date of Birth	Resides Full-time/Part-time	Relationship to Applicant <i>(Biological, step, foster, adopted, godchild)</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			

DESCRIPTION OF HOME – SLEEPING ARRANGEMENTS

* Please indicate where Safe Families child or children will sleep

Bedroom Measurements	Floor/Level	Names Of Occupants	Types Of Beds For Children			
			Crib	Single	Double	Bunk <i>(upper/ lower)</i>
1.						
2.						
3.						
4.						

TRANSPORTATION

Will household vehicles be used to transport children?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does the applicant(s) have proof of insurance and a valid driver's license for vehicles used to transport children?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, please explain:			
Do all other approved household members have proof of insurance and a valid driver's license for vehicles used to transport children?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Describe alternative transportation plan if family does not own an operating vehicle:			

Check to insure discussion:

- Safe Family Parent understands that they must have appropriate child safety seats when applicable.
- Safe Family Parent understands that they are responsible for insuring that any person outside the household who transports children must have a valid driver's license and insurance.

FAMILY BACKGROUND

Please discuss life experience and family relationships:

Provide a general understanding of the family history:

Family structure & organization:

Family culture:

Has there been any history of domestic violence?

Applicant #1	Which of the following has occurred in your family of origin?	<input type="checkbox"/> Domestic Violence	<input type="checkbox"/> Traumatic Events	<input type="checkbox"/> Child Abuse
		<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Substance Abuse	<input type="checkbox"/> Divorce
	<input type="checkbox"/> Other _____			
Please Explain:				
Applicant #2	Which of the following has occurred in your family of origin?	<input type="checkbox"/> Domestic Violence	<input type="checkbox"/> Traumatic Events	<input type="checkbox"/> Child Abuse
		<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Substance Abuse	<input type="checkbox"/> Divorce
	<input type="checkbox"/> Other _____			
Please Explain:				

CHILDHOOD

Please briefly discuss the following topics regarding your upbringing:

Applicant #1	Family Relationship:
	Siblings:
	Family Rules:
Applicant #2	Family Relationship:
	Siblings:
	Family Rules:

DISCIPLINE IN APPLICANTS' FAMILY OF ORIGIN

Applicant #1	<input type="checkbox"/> Time Outs <input type="checkbox"/> Spanking <input type="checkbox"/> Loss of privileges <input type="checkbox"/> Grounding	Was punishment excessive?	<input type="checkbox"/> Yes
	<input type="checkbox"/> Other: _____		<input type="checkbox"/> No
If yes, please explain:			
Applicant #2	<input type="checkbox"/> Time Outs <input type="checkbox"/> Spanking <input type="checkbox"/> Loss of privileges <input type="checkbox"/> Grounding	Was punishment excessive?	<input type="checkbox"/> Yes
	<input type="checkbox"/> Other: _____		<input type="checkbox"/> No
If yes, please explain:			

EDUCATION

Applicant #1	<i>Check highest grade completed:</i>			
	<input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> 7th <input type="checkbox"/> 8th <input type="checkbox"/> 9th <input type="checkbox"/> 10th <input type="checkbox"/> 11th <input type="checkbox"/> 12th			
	<input type="checkbox"/> Diploma <input type="checkbox"/> GED			
	College	<i>Check highest grade completed:</i>	Grad School	<i>Check highest grade completed:</i>
		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
	Other formal education beyond high school:			
High School	<i>Name/Location:</i>	<i>Dates Attended:</i>	<i>Degree:</i>	
College	<i>Name/Location:</i>	<i>Dates Attended:</i>	<i>Degree:</i>	
Grad School	<i>Name/Location:</i>	<i>Dates Attended:</i>	<i>Degree:</i>	
Applicant #2	<i>Check highest grade completed:</i>			
	<input type="checkbox"/> 1st <input type="checkbox"/> 2nd <input type="checkbox"/> 3rd <input type="checkbox"/> 4th <input type="checkbox"/> 5th <input type="checkbox"/> 6th <input type="checkbox"/> 7th <input type="checkbox"/> 8th <input type="checkbox"/> 9th <input type="checkbox"/> 10th <input type="checkbox"/> 11th <input type="checkbox"/> 12th			
	<input type="checkbox"/> Diploma <input type="checkbox"/> GED			
	College	<i>Check highest grade completed:</i>	Grad School	<i>Check highest grade completed:</i>
	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	

Applicant #2 con't	Other formal education beyond high school:			
	High School	Name/Location:	Dates Attended:	Degree:
	College	Name/Location:	Dates Attended:	Degree:
	Grad School	Name/Location:	Dates Attended:	Degree:

CURRENT FAMILY RELATIONSHIPS

Current Marriage	Number of Years Married:		Have there been any periods of separation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Domestic Violence?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	How did you meet:						
Previous Marriages	Husband	Have you been married before?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Children from prior marriage?		<input type="checkbox"/> Yes <input type="checkbox"/> No
		Strengths of Marriage:					
		Weaknesses of Marriage:					
Previous Marriages	Wife	Have you been married before?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Children from prior marriage?		<input type="checkbox"/> Yes <input type="checkbox"/> No
		Strengths of Marriage:					
		Weaknesses of Marriage:					

RELIGION/SPIRITUAL BELIEFS

Which of the following does your family participate in:	<input type="checkbox"/> Regular church attendance	<input type="checkbox"/> Home Bible Study	<input type="checkbox"/> Awanas
	<input type="checkbox"/> Service/Mission Activities	<input type="checkbox"/> Other: _____	
Name of Church:		Location:	

EMPLOYMENT

Applicant #1	Current/Most Recent Employer:		Location:	Dates Employed:	Job Title:
	Job Description/Responsibilities:				
Previous Employment	Name:		Location:	Dates Employed:	
	Reason for leaving:				
	Name:		Location:	Dates Employed:	
	Reason for leaving:				
	Name:		Location:	Dates Employed:	
	Reason for leaving:				
	Name:		Location:	Dates Employed:	
	Reason for leaving:				

Applicant #2	Current/Most Recent Employer:	Location:	Dates Employed:	Job Title:
Previous Employment	Job Description/Responsibilities:			
	Name:	Location:	Dates Employed:	
	Reason for leaving:			
	Name:	Location:	Dates Employed:	
	Reason for leaving:			
	Name:	Location:	Dates Employed:	
	Reason for leaving:			
	Name:	Location:	Dates Employed:	
Reason for leaving:				

ADDITIONAL QUESTIONS

Husband	Have you ever been convicted of child abuse?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been arrested?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you ever been convicted of a felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been involved in a domestic violence incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you ever had a substance abuse or alcohol problem?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever had mental health problems?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you have health problems that impact your care giving role?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you smoke?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Wife	Have you ever been convicted of child abuse?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been arrested?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you ever been convicted of a felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been involved in a domestic violence incident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you ever had a substance abuse or alcohol problem?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever had mental health problems?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you have health problems that impact your care giving role?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you smoke?	<input type="checkbox"/> Yes <input type="checkbox"/> No

SUPPORT SYSTEM

<i>Frequency of contact with family, friends and neighbors:</i>			
Extended Family	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	Who can help with childcare? If you had a crisis, who would you call?	
Church People	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		
Neighbors	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		

NEIGHBORHOOD & COMMUNITY RESOURCES

What resources are in your community?	<input type="checkbox"/> Parks <input type="checkbox"/> Library <input type="checkbox"/> Hospital <input type="checkbox"/> Recreation Activities
Please briefly describe your neighborhood (e.g. safety, support):	

MOTIVATION

Please discuss your reasons for wanting to become part of the Safe Family Program:
--

FAMILY HOBBIES, ACTIVITIES & INTEREST

Please provide a brief summary of each:

VALUES & BELIEFS OF YOUR FAMILY

What's important to your family?

CULTURAL EXPERIENCES & VALUES

Discuss any experiences with different cultures, discrimination, and prejudice during childhood and adulthood.

Are you willing to help preserve your guest's culture and heritage? If no, please explain:

SAFE FAMILY ROLES

Are you interested in developing a relationship with the parent of the child in your care?

What are your age preferences?

Gender preference?

How many children are you interested in having in your home?

Please explain what factors in your family are affecting your answers above:

REFERENCES

Spiritual Leader:

<i>Name:</i>		<i>Phone:</i>	
<i>Address:</i>		<i>Apt #:</i>	
<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>	

Reference #2:

<i>Name:</i>		<i>Phone:</i>	
<i>Address:</i>		<i>Apt #:</i>	
<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>	

Reference #3:

<i>Name:</i>		<i>Phone:</i>	
<i>Address:</i>		<i>Apt #:</i>	
<i>City:</i>	<i>State:</i>	<i>Zip Code:</i>	



ACKNOWLEDGMENT OF UNDERSTANDING CONCERNING PROHIBITION OF CORPORAL PUNISHMENT

The use of corporal punishment is prohibited upon any child who is served by Safe Families. Corporal punishment may herein be defined as any type of physical punishment, discipline, or retaliation inflicted upon any part of the body of a child. This would include such actions as slapping, hitting, punching, spanking, shoving, and pinching or any other type of action geared toward inflicting pain or bodily discomfort upon a child. Violation of this requirement might well result in the revocation of certification to provide care for children.

In many instances, use of corporal punishment may result in a child abuse investigation by Oregon Department of Human Services Child Welfare and an indicated finding of abuse with a subsequent record of child abuse in the State's Central Registry. It is also conceivable that the child or the child's biological parents might press charges or bring about a legal suit.

*"I / We have read and understand the above, and I / we agree to refrain
from the use of corporal punishment."*

Signature of Host Family

Date

Signature of Host Family

Date

Signature of Witness

Date



AUTHORIZATION TO RELEASE INFORMATION

I, _____ & _____ request that the following
Name (Applicant #1) *Name (Applicant #2)*

information about myself, spouse &/or my child(ren): _____,
Name (Child) *Name (Child)*

_____ be shared:
Name (Child)

- Identifying information; including: family names, addresses and phone numbers
- Family circumstances in relation to determining Safe Families application approval; including all subject matter addressed in the Host Family application and during the Host Family application process unless otherwise noted.
- All additional supporting documentation necessary to complete the application process. *(Please initial below indicating approval of each document).*

Yes _____ Yes _____ Background Check
 No *Initial* No *Initial*

Yes _____ Yes _____ Letters of Recommendation
 No *Initial* No *Initial*

Yes _____ Yes _____ Vehicle & DMV Documentation
 No *Initial* No *Initial*

Yes _____ Yes _____ Home Interview
 No *Initial* No *Initial*

- Other Information: _____

This information will be shared between *Safe Families for Children* and: _____
Agency and/or Individual

for the purpose of: _____.

I understand that this release is good for as long as I participate in Safe Families for Children and that I may cancel this release at any time. I understand that the cancellation will not affect any information that was already released before cancellation. I understand that information about my case is confidential and protected by state and federal law. I approve the release of this information. I am signing on my own and have not been pressured to do so.

Name: _____
Print

Name: _____
Print

Signature

Signature

Date Release Begins: ____ / ____ / ____

If for any reason you wish to discontinue the exchange of information between the parties listed above:

Date Release Withdrawn: ____ / ____ / ____ Signature: _____



CONFIDENTIALITY STATEMENT

In the course of my involvement with *Safe Families for Children*, including the application process and if approved to be a **Host Family** continuing throughout placement of children with *Safe Families* I am aware of the following:

I may be privy to confidential information regarding individuals receiving services from *Safe Families for Children*, about staff members, volunteers and other affiliates of *SFFC* and I should keep any and all information confidential regardless of it being professional or personal in nature.

In addition, I may have access to or be informed of confidential information including but not limited to:

- Case Records
- Intake Applications
- Incident Reports
- Medical &/or Mental Health Records
- School Records
- Legal Documents

All of which are property of *Safe Families for Children* and are considered confidential information.

I fully understand that confidential information must be treated with utmost care.

In all circumstances, I will use this information only for the purpose for which it was intended and in order to fulfill my volunteer role as a Host Family member. I will not access, read or redistribute any confidential information for which I have not been authorized. I hereby acknowledge the sensitivity and confidential nature of such information and I agree to keep all such information strictly confidential from individuals who are not eligible to receive the information.

Please have all members of your family over the age of 18 sign the form below to acknowledge and show compliance with the above statements.

Name: _____
Print *Signature* *Date*

Name: _____
Print *Signature* *Date*

Name: _____
Print *Signature* *Date*

Name: _____
Print *Signature* *Date*



HOST FAMILY TRAININGS LOG

Name:	Date:
-------	-------

Host Families approved by Hearts With A Mission will complete 15-hours of training. The training plan must include the following topics. Supplemental training options will be provided.

Training/Workshop/Seminar Topic	Date Completed:	Length of Training	Training Provided By:
1. Policies and Procedures			
2. Safety and Supervision of Children			
3. Discipline (Crisis Prevention Intervention)			
4. Working with the Placing Family			
5. Grief and Loss			
6. Child Development			
7. CPR/First Aid			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			



Verification of Completing Safe Families for Children Training

Thank you for your heart to care for children from families in crisis. Caring for children of others as a Safe Family is a very important position of trust. Part of being prepared for this position of trust is completing required training. While much of the training may be common sense or information you are already familiar with, we are responsible to insure that everyone who serves will at least review information pertinent to this service. So we may register your completion of this training, please sign below and return the form to us as soon as possible. Thank you!

I, _____, verify that I have completed the Safe Families for Children Training.

Signature: _____ Date: _____

Signature: _____ Date: _____



Additional Pre-Training Opportunities

Helpful links for training videos and articles include:

1. <http://www.fosterparentcollege.com/>
Interactive multimedia training courses for host, adoptive, kinship and foster parents
2. <http://oregonmentors.org/best-practice-resources/child-development/>
Articles and resources for working with youth.
3. <http://www.loveandlogic.com/t-Free-Articles-and-Handouts-for-Parents.aspx>
Free articles, handouts, as well as videos and books for purchase.
4. Brene Brown: The Power of Vulnerability
http://www.ted.com/talks/brene_brown_on_vulnerability?language=en
5. Amy Cuddy: Your Body Language Shapes Who You Are
http://www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are
6. Impact of trauma on brain development - Power Point
http://www.nccourts.org/_GAL/Documents/Trauma,%20Abuse%20and%20the%20Developing%20Brain.GAL.pdf
7. <http://www.childtraumaacademy.com/>
Free online courses, including: (1) The Amazing Human Brain and Human Development (discover the how's and why's of the human brain, and gain a better understanding of brain functioning in maltreated children); (2) Surviving Childhood: An Introduction to the Impact of Trauma (learn the physiological and psychological aspects of trauma, the effects of this trauma on our society, and how you can help); (3) The Cost of Caring: Secondary Traumatic Stress and the Impact of Working with High-Risk Children and Families; and (4) Bonding and Attachment in Maltreated Children.
8. YFC Mentors Orientation & Training 101: Empowering Adults to Connect with Kids
Offered the 4th Thursday of each month
9. YFC Mentors Training 201: Empowering Adults to Understand Relationships:
Next class offered February 26th 1:00-4:00



Below*** Online Parenting Videos & Trainings	
Chip Ingram Effective Parenting in a Defective World	Series
1 How to raise positive kids in a negative world	31m
2 Building relationships that bond	38m
3 How to develop your child's full potential	39m
4 God's process for teaching obedience	27m
5 How to discipline your child effectively	32m
6 Punishment vs discipline	25m
7 Words that discipline	31m
8 Five Smooth stones for parenting	38m
9 When all else fails	30m
Have a New Kid by Friday by Kevin Leman	Series
1 Intro, They're unionized and growing stronger	22m
2 Mon. Where did they all come from?	25 m
3 Tue. Disarming the Dude with a Tude	23m
4 Wed. Show me a mean teacher & I'll show you a good one	24m
5 Thur. But what if I damage their Psyche?	22m
6 Fri. The doc is in and it's you	16m
YOU Tube various	
How to get kids to stop talking back – Chris Cannon	8m
Tips4 talking w/ your teen daughter Ann Vertel PhD	4m
Lucy Hemen PhD	
Parenting a teen girl- communication, clothing/body image	21m
Parenting a teen girl-chores, curfew/weight	14m
Annie Drake LMFT- good- how to : chores, how to motivate	9m
Annie Drake- how to get your teen to talk	5m
Video Chip Ingram House or Home Gods Blueprint for Parenting EXCELLENT!!!!	5 hours
Bringing up Girls Dr James Dobson	1 hour



THE HOST FAMILY PARENT HANDBOOK

Host Family Copy

Introduction

Huge Problem

By law and policy most state child welfare agencies are allowed to rescue only children who have suffered blatant abuse or neglect, leaving thousands of children and their families in difficult situations. With the changing economy, many more families are experiencing financial crisis, unemployment, and homelessness. Others are dealing with family violence, parental drug and/or alcohol use, illness or incarceration. During such crises, many parents are not capable of providing a safe and caring environment for their children. Historically the extended family often stepped in to support parents by taking care of children for short periods of time, and neighbors came alongside families in crisis. However, many urban families are socially isolated and their extended family is non-existent or not available. The children in a family traumatized by crisis become especially at risk for neglect or abuse as their parents struggle to cope with crushing circumstances and emotions. Without assistance, many of these situations will lead to abuse/neglect episodes with long-lasting consequences for the child.

Safe Families Solution

Safe Families for Children (SFFC) is a network of host families that extends the community safety net by providing parents in need – on their own or at the recommendation of a case worker – a loving sanctuary where they can safely place their children in times of crises. Host Families, prompted solely by compassion, are screened, trained and serve without compensation. As a result, SFFC is a voluntary, non-coercive alternative to the state child welfare system. By temporarily freeing parents from the responsibility of caring for their child, SFFC provides them with time to address personal issues without fear of losing custody.

Objectives

The Safe Families Program strives to meet three objectives:

1. **Child Welfare Deflection:** Safe Families provides a safe alternative to child welfare custody, thus significantly reducing the number of children entering the child welfare system.
2. **Child Abuse Prevention:** Providing an overwhelmed and resource limited parent with a safe, temporary place for their child without threat of losing custody can avert potential abuse/neglect episodes.
3. **Family Support and Stabilization:** Many parents struggle because of limited informal social supports and unavailable extended family. Many Host Families become the extended family that a parent never had.

Facts

- **Approval and Length of Stay:** Host Families are recruited from churches and screened/approved similar to foster care (fingerprinting, home study, etc.). Children are monitored in the host home according to state requirements for monitoring children. Average length of stay is 45 days with ranges from 2 days to 18 months.
- **Ages:** New born infants through parenting teens. 85-90% are returned to parents.
- **Reason for Referral:** Families are referred because of child abuse, domestic violence, substance abuse, homelessness, parent mental illness, limited financial resources, etc.
- **Referral Sources:** 50% of families are referred by the child welfare system. Referrals also come from hospitals, drug treatment and homeless centers, prisons, schools, police stations, adoption agencies, etc.

Why families are referred?

The children will be coming from families who are experiencing crisis of one sort or another. Many families experience financial crisis, unemployment, and homelessness. Although shelters are available, most do not accommodate children and the ones which do are chronically full. In other cases, children may come from families in which the parent needs time for physical, mental, or drug rehabilitation. Some children may come from families which are needing to address the issue of spousal abuse. Still other families are thrown into crisis when a parent is remanded to a correctional institution for a period of time. While these and other kinds of crises are traumatic, they also often offer the opportunity for positive personal and familial transformations.

Length of Stay

The length of time that the child will be with the Host Family can range anywhere from one day to three months. The average length of stay is about 45 days. Every effort will be made to estimate how long that time will be at the time of placement. Factors that will determine the length of time include: the severity of the family's crisis, the willingness and the ability of the biological parent to address the issues involved in the crisis, and other situational variables that are needed for the family and home to be stable and healthy.

Types of Children

The children will all come from families in crisis but children, like adults, respond to crisis in different ways. Some children show little response to the circumstances of their lives while others may be deeply troubled. Even as children in the same family are often very different from each other, so these children will each have their own individual personalities. While some of the children will have experienced some measure of trauma, it should be noted that these children are not believed to be victims of abuse or neglect which would mandate state social service intervention.

Chapter 2 – APPROVAL PROCESS & REQUIREMENTS

Host Family Parent Requirements

It is our preference to recruit Host Family parents that see their participation in this program as a way of living out the compassion of Christ by caring for the hurting. Volunteer parents with this mindset are able to bring the healing dynamic of Christian love to children and families in crisis. Thus, we prefer parents who are an active part of a Christian faith community. It is the policy of Safe Families to approve the most competent and effective Host Family parents to care for the needs of the children. The ultimate goal is to provide a culturally relevant and secure family that is free from any potential dangers to the safe child. It is also important for the child to feel loved and cared for, and feel as though they are a part of the family. The impact you have in the life of this child is significant. In order to do this, the following requirements of Host Family parents are made:

1. Host Family parents need to have verification of income. This is in order to ensure that the parents are capable of supporting their current household independently and that the child will not place any additional undue financial strain on the family.
2. Host Family parents need to be over the age of 25 years; stable, mature and law abiding.
3. Host Family parents need to be free from the use of drugs and alcohol on a regular basis.
4. Host Family parents' home must be in a satisfactory condition.
5. Host Family parents must be willing to agree to the requirements of the Safe Families Program regarding guidelines for parent's expectations.
6. Host Family parents must be willing to refrain from profanity and other potentially damaging behavior to a safe child.
7. A Host Family parent must be capable of providing for the health and safety of the child, and be in sufficient health, strength, and mobility to meet the many demands of a Host Family parent.

Host Families vs. Foster Families

Safe Families for Children is both similar to and radically different from serving as a Foster Family. Safe Families was started in order to help families in crisis BEFORE their children are legally removed from them while Foster Families serve children whose parents can only get their children back through the courts. Host Families receive no funds to help in caring for children while Foster Families receive a small monthly sum. These differences in legal and financial involvement are essential to the distinctive dynamic provided by compassionate Safe Families care.

Host Families are patterned after Foster Families in terms of how they are authorized to serve. Every effort is made to assure that the Host Family truly is safe and appropriate to care for children. These efforts include many of the same requirements that Foster Families have including home study, background checks, references, and agreement to use only non-corporal measures of discipline with children brought into their care.

In order to help compassionate people to more easily participate, the training required of Host Families was abbreviated omitting out training geared to children who have been abused and training dealing with the legal system. Our belief is that there are many families who desire to serve but the amount of training time required to become a foster family becomes prohibitive. Thus we have sought to make Safe Families training more 'trainee-friendly.'

Full Foster Care licensure opens up additional options for families serving as Host Families. Being fully licensed gives families

a 'leg up' on preparing for adoption if that is something they are considering in the future. Families that are fully licensed usually can continue to care for a child if that child's parents aren't able to resolve their difficulties and the child goes into the system. More resources are available to families who are fully licensed.

Both tracks of service care are available and we urge you to carefully consider which the best fit is for you. We are happy to answer any questions or concerns you may have. Whatever your choice we appreciate your interest in serving hurting children and families through this growing movement of compassionate hospitality.

Approval Process

There are a number of hoops that need to be passed through in order to be part of the Safe Family team. Given the society we live in, we have to take potential Host Families through a process of careful screening to ensure that we are truly providing safe homes. I'm sure you understand our need to do this. The hoops involve the following:

- Completion of the Host Family Application
- Completion of a Home Study. Our staff will come out to your home to meet with you and to see the setting the Safe Family child may be living in.
- Finger prints and background checks
- Completion of Training – DVD training and workbook
- References

Determining Capacity and Types of Children

During the home study process, we will talk with you about the number and types (ages, gender, and personality) of children you would prefer to have in your home. We will set a capacity (the most you can take) for your home but this does not mean you have to take in that many children.

Chapter 3 – PLACEMENT PROCESS

Referral Process

Parents are referred to the Safe Families program from a variety of sources. They include: child protection investigators, day care centers, hospitals, schools, police stations, homeless centers, etc. Typically, someone involved with the parent will call on their behalf (caseworker). Nearly all the referrals are crisis related. In other words, the children are probably in need of placement that same day.

Once we receive a call, we get basic information to make sure the family is appropriate for the Safe Families Program. The most important decision is whether the children can be adequately cared for in a family setting. Some children have special medical needs so we will look for Host Families that have been (or are willing to be) trained to meet those needs.

The Safe Family staff will then fax or email documents that the parent needs to complete. We will not begin looking for a family unless these documents are completed and turned into us.

Once we receive these forms back, we will begin to contact families who have indicated they are interested in caring for a child of that age. We always start with families that live closest to the parent who is placing the child. This is the most cumbersome part of the process. We could end up making 50 calls to place one child. We often have to leave messages. Because we are calling many different people at the same time, we might occasionally have found another home by the time you call back.

Intake

Once you say yes to taking in a child, a Safe Family staff will, in many situations, drop off the child at your home. We also may attempt to have you meet us half way or, if you are up for it, pick up the child yourself.

It is not uncommon for children to often not come with very few clothes and supplies. Please remember that these are crisis situations. We will do everything we can to get additional clothes as soon as we can. We will do what we can to help provide what you need. Many Host Families have developed a network of support around them from their church that can help provide clothes and other supplies.

When you receive the child, you should also be given the following paperwork:

- Consent for Guardianship and/or placement agreement form
- Power of Attorney for Health Care
- Child Intake Form
- Medical Card or Medicaid number– This can be used to seek medical care if needed

We will tell you all that we know about the child that is coming into your home. However, it is important to note that there have been occasions that we were not aware of certain situations at intake (e.g. health, colds, behavior). If that does occur, we will work with you to make sure you are able to meet the child's needs.

What to expect?

Children have a variety of reactions to being placed with a Host Family. Some children might be angry because they are away from their parents and everything familiar. Some may be relieved because their living situation was quite difficult. Other children may be quite shy and withdrawn. Some may appear overly friendly and compliant. Putting yourself in the child's shoes can help you understand some of the difficulties a child might have. How would you react to being separated from all of your natural supports – home, job, family, and friends? Your feelings of sadness, nervousness about your new living situation, uncertainty about new roommates, and stress related to not knowing any of the rules and expectations (spoken and unspoken) can be difficult to deal with.

Contact with Safe Family Staff

We will have a Safe Family staff member come to your home within 48 hours of placement to make sure everything is going well. The Case Coach will also visit your home weekly for the first 4 weeks. If placement lasts longer than four weeks, the visits from the Coach may decrease.

The Case Coach is your advocate. You can feel free to contact them whenever you need help or direction. They will also be in contact with the placing parent on a regular basis to help them get back on their feet in order to get their children back. If things are not going well, it is important for you to let your Case Coach know.

Host Family parents are expected to keep their case coaches informed of all significant events pertaining to the safe child. To do this, each family must have a telephone in their home. If you are unable to reach your case coach by phone, you have the option of paging your worker or leaving a message at his/her office.

Contact with Placing Parents

Biological parents maintain full authority and responsibility for their children. Our desire is that you will be able to develop a positive, supportive relationship with them so that we can assist them in caring for their children. In fact, our hope is that this relationship might continue even after the children are returned to their parents. Placing parents may have various responses to you. Some are very embarrassed by their situation and thus may appear guarded or unappreciated. Many have very few supports in their life so they will accept anything you have to offer.

You might have some hesitancy about having the placing parent contact you until you get to know them. Our staff will do what we can to address this for you. Many parents would like to have phone contact with their children as much as possible. We hope this will be ok with you.

You have a significant opportunity to impact these parents in a way that Safe Family staff do not have because you are taking care of their children for free. You might want to keep the following in mind:

1. It is important to maintain an open and positive relationship with the parents. Please remember that they are likely in a crisis situation and need all the support they can get. The best way to be supportive is to offer compassion and encouragement. Please be careful about giving financial resources (which may be provided to them through other means) or taking responsibility from them which is important for them to bear as part of their healing. Please refrain from being judgmental or critical. Since many of us have not experienced the multiple difficulties they currently are under, it is difficult for us to understand the barriers that often arise.
2. Parent's rights are fully intact.
3. Remember that we desire to minister the love of Christ to those we serve.
4. Periodically we may need to establish firm boundaries and guidelines concerning contact with the Birth Family.
5. Our focus is to support the parent and reunify the children. We desire to strengthen the parent so they can better care for their children.

Parental Visits

Research shows that parents do better when they are able to have visits with their children while their children are in care. While we hope that the biological parents will still be able to have time with their child/children while they are not living together, this may not always be possible. When visits are possible, Safe Families staff (and sometimes staff from other agencies) will seek to arrange visits on a weekly basis. We also encourage appropriate phone contact between the parent and their child as well as between the parent and Host Family.

Homesick

In most cases, this is to be expected and a normal response of the child. When possible, the child should be assisted in contacting her/his parent(s). When that is not possible, the empathy and support of the Host Family can actually facilitate healing and a healthy bonding with the Host Family.

Disagreements with Parents

Even biological extended families have these kinds of disagreements (sometimes even the biological parents between themselves too!) It is important for Host Family parents to strive to understand the biological parents and not react against ideas that may not be communicated in the best way. Remember that this is a family in crisis and the parent (s) may feel very threatened or troubled by their need for their children to be away from them (even when they KNOW it is necessary and something they themselves requested). Unless it is clearly against policy or the values of the Host Family, every effort should be made to accommodate the biological parents' preferences and include them in the decision. This may include very simple things such as cutting a child's hair. In case of ongoing conflict or failure to reach resolution, please contact Safe Families staff.

Confidentiality

In order for you to work effectively with the children referred to our program, it is essential that you have information about the child's family and background. However, because this is personal information, it can be misinterpreted by others in the community. It is legally necessary that you, as a Host Family parent, hold this information in confidence.

Ending Placements

There are a number of ways placements may end.

1. Planned return home date: At placement, we work with the parent to identify how long they think their child needs to be in care with a Host Family. This is how we determine how long a placement is expected to last when we call you. It is important to note that many times parents underestimate how long it will take them to get back on their feet. Many times they are being optimistic. However, it is important to note that there are some social conditions that are very difficult to overcome. For example, homelessness is a very difficult societal problem that often takes longer than a parent might want.
2. The parent may determine that they are ready to have their children back earlier than they originally asked for. Although we attempt to do return homes in a planned manner, they can decide anytime they want, with little or no warning. If this occurs, we apologize to you ahead of time. There is little we can do.
3. You may choose to end the placement. If things are not going well, you can choose to end the placement and we will either find another family or return the child to his/her parent. It would be helpful if you give us some warning that this may occur. However, we understand that you may have some crisis come up that a change in placement is needed.

Non-custodial Parent

This has never happened. In fact, the custodial parent has not ever shown up to remove their child. If there is even a remote chance of this happening, this should be clearly discussed with the custodial parent. Assuming that the non-custodial parent does not have this legal right, he/she should not be allowed to remove the child. Please contact the Safe Family staff if you have any questions. It is important for the child to only be returned to the parent who makes the placement unless other arrangements have been made.

Church

It can be difficult for a child (as it can be for an adult as well) to go into new surroundings with many people who are unfamiliar to them. Experiencing trauma and crisis can make it even more difficult. With that sensitivity in mind, our hope is that Host Family parents will be able to include the children placed with them in as many of the family's normal routines and support networks as possible. That would certainly include church and faith-related activities of all kinds. Of course, faith can be a valuable resource during difficult times. If a child is of a different faith from yours, we will make sure its ok with the parent to attend your church. We do want to respect the parent's wishes. It is important to get consent from parents if the child is going to be baptized or confirmed.

Out of State Travel

When you have plans to leave the area on vacation, we ask that you notify us as soon as possible. If you plan to leave the state, you can take the Safe Family child with you but we would like to get the placing parent's permission. It's important to note that some Host Families have had difficulty getting kids through the airport. Please make sure you have all necessary consent forms with you. Since most people do not understand the Safe Families program but do understand foster care, many Host

Families tell authorities that this is their foster child.

Chapter 4 - DISCIPLINE & SUPERVISION

Discipline of Children

Physical and/or mental abuse has no place in an agency dedicated to the welfare of children and ultimately to society as a whole. It is our intention that no staff member or Host Family parent be allowed to engage in abusive behavior toward another person. Abuse includes any attempt to do harm to another. The use of any form of physical punishment including spanking is prohibited.

- a. Discipline of Children
- b. Discipline shall be appropriate to the age of the child related to the child's act and shall not be out of proportion to the particular inappropriate behavior. Discipline shall be handled without prolonged delay.
- c. The Host Family parent shall be responsible for the discipline of the child. Discipline shall never be delegated to a child's peer or to persons who are strangers to the child.
- d. No child shall be subject to corporal punishment, verbal abuse, threats, or derogatory remarks about him or his family.
- e. No child shall be deprived of a meal or part of a meal as punishment.
- f. No child shall be deprived of visits with family or other persons who have established a parenting bond with him/her.
- g. No child shall be deprived of clothing or sleep as punishment.
- h. The child may be restricted to an unlocked bedroom for a reasonable period of time. While restricted, the child shall have full access to sanitary facilities.
- i. The child may be temporarily restrained by a person physically holding the child if he/she poses a danger to himself or others.
- j. Special and additional chores may be assigned as a disciplinary measure.
- k. Privileges may be temporarily removed as a disciplinary measure.

Corporal Punishment

Corporal Punishment is not allowed on Safe Family children. Although this is a very effective means to manage behavior, the background of the child is not known so we are often not sure what a spanking might mean to them. Spankings can also be misinterpreted which can create difficulties for the Host Family parent.

Tips from Experienced Caregivers

- Point out something your child does well every day. Genuine praise helps a child feel good about himself and tells him/her you care enough to notice.
- Explain house rules to the new children in your home, including why people and things work the way they do. If you can't explain a rule, you may want to ask yourself why you need it.
- Demonstrate appropriate behavior and have other children help you. Actions speak louder than words.
- Plan time alone with every child for positive attention. The oldest needs just as much one-on-one time as the youngest.
- Anticipate problems and discuss consequences before problems come up. . Get a sense of prior problems the child has had and strategize how you might handle it if it comes up.
- Talk to the child in words and terms appropriate for his age or developmental level.
- Respond to the child's feelings first, then the behavior. After they calm down, you both can talk about the behavior.
- Try to recognize when you are upset or stressed about something else. Act; don't react, to the child's behavior.
- Give a child a chance to learn from their mistakes. Unless it is dangerous or costly, let the child learn the consequences of his actions.
- Be realistic with your expectations. Give the child time to change.
- Let the child know when he/she controls behavior well.
- Prepare the child for times of transition. Tell them where you are going, what you will be doing and how long you will stay. Also let them know that they will be returning home with you after a planned activity or visit.

Chapter 5- HEALTH & SAFETY

Host Family parents are responsible for tending to the medical needs of all children placed in their home. When a child is placed with you, you will be given a signed form called Power of Attorney for Health Care. This form is needed whenever you will be seeking medical attention. This gives you the authority to seek medical care on behalf of the child. In nearly every situation, we attempt to include placing parents in any medical decision. However, if they are not available, you are the

decision maker.

In most situations we have a good sense of the child's health status. However, it's important to note that we may not know everything about a child or the parent may tell us inaccurate information. For example, a parent might believe their child no longer has problem with asthma because they have not had an incident for awhile. Please be alert to any potential medical concerns.

Health Care Coverage – In nearly all situations a child should come with a medical card or public aid number. This will likely be public aid (state medical care). Nearly all physicians are required to provide services for patients on public aid. You might want to call your own doctor to see if they would be willing to take a child on public aid. There will not be a co-pay for services. If the card given to you is outdated, a Doctor's office often just needs the numbers on the card to access updated information on the internet. Even if a card is outdated, you should still be able to use it.

Uninsured Children – This typically is not a problem but it has arisen on occasion. If you have an uninsured child, Safe Families might have resources of physicians who are willing to see children without insurance. A second option is that every county has public health centers for uninsured patients. You might want to check your phone directory for the location of the closest public health clinic. If there is an emergency and you have to bring an uninsured child to the emergency room, they may ask for you to sign a form saying you will be responsible for the costs. Please call us if that happens. You should not have to sign that you will be financially responsible.

Emergency Treatment – Please bring the Safe Family child to the emergency room the way you would seek medical care for your own child. However, make sure you have the necessary paperwork with you when you go. Please call the after hours pager if you are going to the emergency room.

Behavioral/counseling Services – If you are in close proximity to the Safe Families office, counseling services may be available for the child and his/her parent. Your county also has services for residents with limited resources. We are developing a network of mental health practitioners willing to see Safe Family clients for little cost.

Universal Precautions- Its always a good practice to make universal precautions part of your family's routine. This will help to cut down on the chances that others may catch colds and other illnesses that a child might have. There are three universal precautions that can be used.

1. Use a cloth barrier or wear gloves when caring for bleeding wounds, nosebleeds, bloody diarrhea and diaper changes.
2. Clean surfaces exposed to blood with a bleach solution.
3. Consistently wash hands (and teach children to wash hands) with soap and water.

Children in the home should not share teething toys, feeding bottles or toothbrushes.

Safety Precautions

The following general safety precautions should be maintained.

- There should be no firearms kept in the home unless they are locked up.
- All chemicals and medications should be secured and out of a child's reach.
- Fire and smoke detectors should be operational.
- It is important for everyone to know how to get out of the house in case of fire.
- Young children should not have access to matches and lighters.
- The hot water in the home should not be set higher than 120 degrees
- Hot items (hair dryers, curlers) should be kept out of the reach of children
- Extension cords should not be under rugs
- Electric outlets should be covered when not in use.
- Infants should sleep alone in a crib and should not sleep with toys or stuffed animals.
- Infants should be placed on their back to sleep.
- Plastic bags, pins, balloons should be kept out of reach of children
- Young children should not play with toys they can swallow.
- Young children should never be left alone in a bath or pool.
- Drain the baby pool when not in use
- Always supervise children when they are near water.
- Pools should have a security fence or alarm
- Never leave an infant alone while they are on changing tables

- Do not use a baby walker
- Do not have furniture that a toddler can climb on placed near a window.
- Never shake a baby
- Always leave the children with an appropriate caregiver.
- Children must be placed in car seats when being transported. Older children must have seatbelts on.
- Never leave a child unattended in a vehicle.
- It's good to have a list of emergency phone numbers posted near the telephone.
- If your child has asthma, Safe Family staff has an asthma action plan available to assist you.

Chapter 6 – EDUCATION

Every attempt will be made to keep the child in the same school which they have been attending. Our aim will be to place children, if possible, with Host Families whose home is geographically close to where the child has been living and goes to school. If that isn't possible, we hope to facilitate transportation arrangements for the child to attend the same school they have been attending. If that is not workable and the placement is longer than a couple of weeks, we will help to enroll the child in the school most convenient to your home.

Enrolling the child in school - In most school districts, the placement agreement or Short-Term Guardianship Form should be sufficient to enroll the Safe Family Child in the local school. You will likely need prior school records, birth certificate, and immunizations. It is possible that this information may be difficult to get because of the crisis nature of the placements. Some schools are willing to contact the previous school for that information. You might ask the school if they would be willing to do that. A visit to your school to introduce yourself and explain Safe Families before placement is a good proactive step to take.

Home Schooling – We are very supportive of families who are interested in Home Schooling the Safe Family Child in their care. We would like to know that you are intending to do that, once placement occurs. If you have any difficulty with the home schooling process, please let us know.

School and Book Fees – School districts often require hundreds of dollars for new students to cover their school fees. However, many school districts have waivers for children in crisis situations. In Illinois, for example, there is a waiver for school fees for homeless children and youth. By definition of needing a Safe Family placement, most children in the Safe Families program fit this category. These fees may include:

- Charges for text books
- Charges for locks, lab equipment, and towels
- Charges for field trips
- Charges for uniforms or equipment related to sports
- Graduation fees
- School record fees
- School health service fees
- Free or reduced lunches

Day Care – The parents in many Host Family homes both have to work. If you take in a child of day care age, please inquire whether the biological mother was ever approved for state subsidized day care. If she had been approved, it is likely this day care resource may continue when they are placed in your home.