



**FOSTER
PARENT POLICY
MANUAL**

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I. INTRODUCTION

The purpose of this manual is to provide basic guidelines of the Krista Foster Homes program for Krista foster parents. Although we have attempted to make this manual inclusive, it is impossible to anticipate every situation that may arise in your experience as a foster parent. Your Krista staff is available to answer questions and provide assistance when it is necessary. Please study the policies and procedures set forth in this manual, as you will be responsible for the contents.

HISTORY AND MISSION

Krista Foster Homes has been licensed by the state of California since June of 1992. The name “Krista” was chosen as it is a derivative of the biblical Greek name for Christ which reflects the spiritual foundation of the agency. Our mission is to provide a safe and loving place to children and young adults so they can begin to understand and accept their God given talents, worth, and destiny. Krista purposes to provide quality, safe, and loving foster parents who demonstrate God’s love to the children entrusted in their care. Our hope for these children is their developed relationship with God, emotional and spiritual healing, the creation of healthy relationships, and the ability to function with success in their community.

PROGRAM GOALS AND SERVICE PROVISION

Krista Foster Homes is committed to excellence by certifying families with the skills, values, and motivation to provide quality care to children when an out-of-home placement becomes necessary. Krista foster families help meet the comprehensive needs of children in foster care through a foster home setting. Our Social Work staff provides training and support to the foster families, social services to the children, and services to the natural families of the children when appropriate.

Krista Foster Homes is therapeutic in nature. Treatment provision is a cooperative effort among administrators, social workers, foster parents, placing workers, the child and often his/her natural family. Krista’s staff is committed to training and providing ongoing consultation and services to foster families. They also work to ensure that the children’s needs are met and that they have as normal a childhood as possible. Krista Foster Homes creates a supportive, therapeutic milieu providing social, educational, and recreational activities for our foster families on a regular basis. Krista foster parents also have access to the agency library and peer support.

EXPECTATIONS OF FOSTER PARENTS

Krista Foster Homes is a lifestyle ministry to children and teens. Our goal for each child in our care is for them to experience and know the love of God and the healing He can bring to their lives. Therefore, foster parents are expected to participate in the gathering of believers to strengthen their faith and spiritual development, as well as include their foster children in church activities. We encourage our families to pray for and to pray with children in their care, as well as birth parents, and to demonstrate a lifestyle of personal relationship with God as well. Furthermore, as a lifestyle ministry, we ask that our foster parents uphold the values and traditions of the Christian faith in their home. Regarding our single parent families, we ask that if a foster parent is dating, to do so utilizing Christian dating principles.

CHILDREN ACCEPTED FOR PLACEMENT

Krista Foster Homes accepts children between the ages of birth to 18 whose needs can be successfully met in treatment foster care. Under special circumstances Krista also accepts youth 18–21 years of age who need or want more time to mature and develop independent living skills. Unfortunately, due to our treatment modality, children who are psychotic, in imminent danger to themselves or others, non-ambulatory, or moderately to severely physically or developmentally disabled will not be accepted.

Assessment of the child begins with interviewing placing workers and when possible, the child, in the intake process. When available, documents from prior care providers, school records, needs and service appraisal, etc. are considered. Ongoing evaluation of the Child's needs and service provision occurs through weekly staff meetings, progress reports and input from foster parents, teachers and the child's therapist when appropriate.

WAYS CHILDREN CAN BE PLACED IN FOSTER CARE

Children's Protective Services:

The child is in danger through no fault of his/her own, he/she has been abandoned, neglected, physically or sexually abused by his/her parents or guardian (Welfare and Institutions code 300).

Juvenile Probation:

1. The child is incorrigible, refuses to obey his/her parents, is habitually truant, or violates curfew laws (Welfare and Institutions code 601).
2. The child has violated a law of the state, the United States, or an ordinance of any city or county (Welfare and Institutions code 602).

Voluntary:

Under limited conditions, parents may voluntarily place their children in foster care. Parents wanting to place their children must work with Social Services. Social Services places the child for a specific period of time and the parent agrees to work on a reunification plan. Voluntary placement makes use of county funding and is generally done in cases of extreme need. Parents can and likely will be charged a portion of the foster care payment.

Private:

In some circumstances, a parent may want to place a child in foster care without the involvement of Social Services. If the natural parents request foster placement, they must work directly with Krista Foster Homes to place the child. The standard placement procedures are followed except a placing worker is not involved. The natural parents assume all financial responsibility for the placement.

County Adoptions:

County Adoptions places children in foster care when out-of-home placement is again warranted for a child who has been adopted.

INTAKE AND PLACEMENT PROCEDURE

The intake process includes an initial evaluation and needs and services appraisal of the child if available, selection of an appropriate foster family, placement of the child in the foster family, and implementation of the initial treatment plan.

1. Initial Evaluation:

The staff of Krista Foster Homes' gathers information over the phone, and if available pertinent documents such as court reports, school records, medical history, as well as reports from prior placements. The Krista social worker will interview the child's placement worker and when possible interview the child as well. And, when appropriate, the child's natural parent(s) and/or prior care provider will be interviewed.

2. Selection of Foster Family:

A child is accepted if a foster family is available to successfully meet the child's needs and displays compatibility in terms of family structure and dynamics, individual personality dynamics, and the ability to respect the child's race, religion and social class. Krista Foster Homes' social workers place a child in a foster family when good judgment, prayer, and practice indicate well to excellent prognosis for a successful placement. However, we sometimes place children on an emergency or short term basis with the hope that the placement will be successful.

3. Placement:

If the selected foster family indicates strong interest in the child based on the information available, a visit is arranged when feasible. Following the visit, a decision is made by all parties regarding the placement of the child in that home. The Krista social worker visits the foster family and child at least once during the first week of placement to help facilitate the transition into the new home. The initial needs and service appraisal, is completed within the first 30 days of placement. And when needed or feasible a CHDP and Dental visit is set up as well.

4. Placement Changes:

A foster child can be removed from the foster home by the placing worker, Krista social work staff, or the foster parent (in cooperation with Krista staff) if the child is having serious behavioral problems and/or cannot adjust to the foster family. To insure that another suitable placement can be found for the child, at least a seven day notice is required when the foster parent requests the removal of a child from their home. The Krista social worker will meet with the child and foster parents to assess whether the problems can be resolved and to aid in this process. When a child poses a threat to himself or others, or if there has been an abuse or alleged abuse in the foster home, the child will be removed from the home immediately.

Planned discharges are contingent upon evaluation of all aspects of the placement of the child in the foster home, including but not limited to, overall behavior of child, progress of natural parents in the reunification plan, and the long-term treatment plan. All planned discharges are a coordinated effort involving (when possible) the child, foster parents, Krista social worker, Krista administrator, placing worker, and the child's natural family.

II. FOSTER PARENTS

CERTIFICATION PROCESS FOR NEW FAMILIES

The Krista administrator or Social Worker contacts individuals or couples who have indicated an interest in foster parenting. An interview is then scheduled and intake paperwork is given to those who appear to be good candidates for certification which include an application, financial statement, floor plan, disaster plan and personal references forms. Once all paperwork and personal references have been returned and approved by the administrator, the following steps are then taken, although not necessarily in this order: Interested parties attend foster parent trainings, participate in First Aid and CPR classes, obtain a copy of their driving record from the D.M.V., complete a physical exam to include T.B. testing, read and test on the agency policy manual, receive training by office staff regarding paperwork requirements provided, participate in a home study and home inspection completed by an agency administrator or Social Worker, read and sign Personal Rights, submit to a criminal background check which includes Fingerprinting, Child Abuse Index and a Criminal Record Statement. Twelve hours of training is completed prior to certification. These hours consist of: 6 hours of CPR and First Aid training, 1 hour studying the agency policy manual, 1 hour of training by office staff covering the paperwork requirements foster parents have in the upkeep of foster children's home files, 1 hour of child abuse and reporting laws, 1 hour of love and logic training, and 2 hours of training provided by a social worker in areas such as overview of the CPS system, supervision & prudent parenting, children's rights, health issues in foster care, the effects of child abuse and neglect on development, and accessing education and health services available to foster children.

WHEN A CHILD ENTERS YOUR HOME

- ♥ Welcome, introduce to family members and give a tour of your home, showing where he/she will be sleeping and where to store possessions.
- ♥ Inform the child of our inventory process, then inventory (list) all possessions coming into your home. If time does not allow, inventory just the necessary items for that day until a later time allows you to finish.
- ♥ Provide hygiene items as necessary.
- ♥ You may want to observe for or check the child for head lice, especially when coming directly from their biological family.
- ♥ Review the child's rights with the youth.

- ♥ Show the youth the emergency and disaster plan, explaining exits on the floor plan and relocation site in case of a disaster such as a fire.
- ♥ Explain your house/family rules and behavioral expectations, including chores.
- ♥ Explain your family's schedule of bedtime, wake-up, etc.

WITHIN THE 1ST WEEK OF PLACEMENT:

- ♥ Finish the inventory of possessions.
- ♥ Enroll child in school.
- ♥ Make appointment for CHDP, dental, and eye exams as necessary.
- ♥ Describe adjustment and observed needs and behavior to Krista Staff.
- ♥ Shop for clothing if child is in serious need of clothing.
- ♥ Introduce child to community, such as your extended family members, neighbors, family, friends, church friends, children's or youth pastor, etc.

WITHIN THE 1ST MONTH OF PLACEMENT:

- ♥ Arrange for medical, dental, and eye exams.
- ♥ Provide allowance on a weekly basis including signing of allowance receipt form.
- ♥ Provide haircut if necessary, wanted, or allowed.
- ♥ Shop for clothing with the child at the end of the month.

BASIC DUTIES AND RESPONSIBILITIES OF FOSTER PARENTING

- Provide children with the nurture, care, clothing, transportation, medical treatment, and training suited to his/her needs.
- Develop an understanding of the responsibilities, objectives and requirements of the agency in regard to the care of foster children and work with the agency in planning for those in your home.
- Maintain adequate supply of food at all times. At least three days of fresh produce and enough meal staples to supply three full meals and two snacks per day for three days. All food groups must be present.
- Make memory or life books with or for the children in your care.
- Encourage the maintenance of the natural parent-child relationship.
- Not use corporal punishment, punishment before the group, deprivation of meals, monetary allowances, visits from parents, home visits, Krista organized events, yelling, threat of removal or any type of degrading or

humiliating punishment, but instead use constructive alternative methods of discipline. Respect and keep information regarding each child and his/her family confidential.

- Transport or make arrangements for transportation to and from school, encourage extracurricular activities, help with homework and make arrangements for tutoring when necessary.
- Participate in I.E.P. meetings (independent educational planning with school), meetings with the child's placement worker, I.L.S. (Independent Living Skills), intake meetings, Krista agency case planning, and provide written reviews of this child at the request of Krista Foster Homes.
- Immediately notify agency of significant changes in your foster children's health, behavior, or location
- Schedule and take children in your care to all medical and dental appointments. CHDP's (physical exams), over the counter meds form, and Dental Exams are to be completed during the first thirty days of placement unless one had already been done within the year at a previous placement. CHDP's are required annually and dental visits twice a year. If the child has never had an eye exam, an initial exam is recommended.
- Submit copies of any pertinent information you receive to Krista, such as school reports, medical and dental reports, court reports, and psychological or psychiatric reports when you receive them from an outside source.
- Maintain each child's home file on a weekly basis. Under no circumstance may a child see their or anyone else's home file.
- Give this agency notice of at least 7 days of intent to discharge a child from your home, unless it is agreed upon with the agency that less notice is necessary.
- Conform to Community Care Licensing and recertification requirements.
- Provide county placement workers, state Community Care Licensing analysts, and child advocates, (CASAs, Court Appointed Special Advocates), and Independent Living Skills Case Managers access to your home and foster children. (This typically occurs with notice but can also occur without notice.)
- Notify the agency immediately if an application is made on behalf of a child in your care for any kind of income. Examples of income include, but are not limited to: Child support payments, Veterans Benefits, Railroad Retirement, Social Security, RSHDI, and Supplemental, Security Income/State Supplemental Program (SSI/SSP).
- Contact Krista immediately if your foster child receives or may receive any kind of payment resulting from a litigation or settlement.
- Abstain from drinking alcoholic beverages in the presence of your or any foster children and make sure all alcohol is locked and inaccessible to

any foster child.

- ❖ Although you are not required, we at Krista Foster Home encourage you to pray for the well-being of the foster children and their birth parents or legal guardians.

FOSTER PARENT TRAINING/DEVELOPMENT

Foster Parent trainings are offered six to eight times during the school year through this agency. Topics are pertinent to issues encountered in the foster care setting. Our trainings include but are not limited to: parenting skills, unattached children, coping skills, sexual and physical abuse, special education, conflict management, managing assaultive behavior, discipline procedures, drug and alcohol abuse, moral development, self-esteem, dysfunctional families, and working with natural parents. Training methods include agency and guest speakers, DVD's, lectures and discussion groups, as well as online trainings. Trainings will be conducted by qualified professionals and representatives of their specific field of expertise.

New foster parents are required to have twelve hours of initial training and twelve hours per year thereafter. In addition to the Krista trainings, up to six hours may be accumulated by attending relevant seminars in the community or online. These community or online trainings need to be approved by a Krista social worker and verifying documentation of participation needs to be submitted to the Krista office in order to receive credit for these hours. Furthermore, foster parents attending college may be credited for up to six hours of foster parent training time if participating in a class with content related to the population of children we serve. Such courses may include sociology, psychology, social problems, child development, etc. Documentation including a class syllabus and copy of a report card indicating course completion will be required for our office files. First Aid and C.P.R. class participation hours count only toward the initial training hours prior to certification. However, foster parents are required to keep current in C.P.R. & First Aid even though they will no longer be receiving training hours for them. Furthermore, water safety training is required if supervising foster children in water when a lifeguard is not present.

SUPPORT SERVICES

Krista provides ongoing support to foster families. A social worker will be assigned to each family and will maintain frequent contact with the parents. The social worker will meet with the parent(s) at least twice a month at a scheduled day and time. The social worker will make phone contact the week that he/she is not at the home, and be available if the family requires his/her assistance.

REIMBURSEMENT

Krista Foster Homes reimburses foster parents for the care they provide to foster children in their home. A minimum amount of the reimbursement is established by the State Rate Setting Board and varies according to the age of the foster child.

Reimbursements are made per month per foster child. One month means the first day of the calendar month to the last day of that month. When a child is placed in a home during the month, the amount of the reimbursement is pro-rated daily through the end of that month. Reimbursement for care of foster children is determined by each night a child spends in the foster home. The foster families receive reimbursement checks between the 18th and 20th of each month for the previous month's care of a child.

Please keep a record of the days a child is in your home and let us know if perchance we miscalculate your reimbursement pay. If a child runs away from your home you may be asked to be prepared to take them back. The county calls this "keeping the bed open" and will **sometimes continue to pay us** for this child's care if he/she returns during a reasonable time frame. Each county's policy differs. We may be paid for one or two days or up to two weeks waiting to see if a child returns. We pay you at the normal reimbursement rate for the days for which the county pays us, even though the child is not actually in your home. However, if you decide to terminate caring for this child in your home, we discontinue reimbursement payment to you from the day the child leaves.

RESPITE PAY

Regarding respite or temporary care reimbursement, we are paying you to care for a foster child that does not normally live with you. This rate will be as follows:

0-8	\$31.00 per 24 hrs.
9-14	\$33.00 per 24 hrs.
15-19	\$35.00 per 24 hrs.

If a child is placed in your home while his/her foster parent(s) are using their respite days, or if a child "blows" out of his or her current placement, we reimburse you at the respite rate for up to 3 days. If this child remains in your home for more than 3 days, the reimbursement converts to the rate normally given for the age of the child. If you are temporarily housing a child that has "blown" out of their current placement and decide one day you would like to have this child live in your home on a permanent or placement basis, notify us to discuss if this child is an appropriate placement for your home. If agreed, and after consulting with the county

placement worker, we make the placement of the child with you and he/she no longer has a respite status. The respite rate ends on that day or after the 3rd day, whichever one is sooner, and the reimbursement for care changes to the rate normally given for the age of this child.

Krista Foster Homes has a system set up for foster parents to earn paid respite days. If you have one or two foster youth living in your home, you earn one paid respite day every **other** month. If you have three or more living in your home, you will earn one respite day per month. Respite can be used for any needed care not just overnight, however it tends to be more beneficial to use for overnights. If possible please contact the Krista office at least one week prior to using your respite days regardless of whether or not we need to make the necessary arrangements for your foster child's respite care. We welcome your input regarding whom to use for respite. A family friend or relative that has been fingerprint cleared with Krista, and has current CPR and First Aid training can provide respite in your home as well as any certified Krista Respite Worker or Foster Parent. A foster parent can only save up to twelve days. If you have used your respite days or have not yet earned any respite days and need respite care for your foster child/ children you will not be reimbursed for those days your foster youth is in respite care.

FISCAL RESPONSIBILITIES

Allowance:

Allowance is to be provided by the foster parents from their monthly reimbursement. Allowance is given weekly at the end of the child's first week in your home. A predetermined day, normally Friday or Saturday, works best. If a child comes in mid-week you should prorate their first allowance. The following minimum weekly allowance schedule is required by Krista Foster Homes:

Ages 0-4.....	\$3.00
Ages 5-8.....	\$6.00
Ages 9-11... ..	\$8.00
Ages 12-14.....	\$10.00
Ages 15-19.....	\$15.00

Additional money can be earned by behavior contracts and chores in excess of the child's regular chores. Allowance can be deducted for property destruction, to pay a foster parent for transportation costs if the youth is "kicked off" the school bus, or if the youth has regular

transportation needs for employment, **however**, allowance deductions or payment to a foster parent for any reason must **first** be approved by a Krista Social Worker. Weekly Allowance is a right of the foster child and may **not** be withheld due to incompleteness of chores or as a discipline measure unless approved by the child's Krista Social Worker and stated in their Needs and Service Plan.

Management of Children's Finances:

If a child receives over fifty dollars in gifts or income, foster parents should monitor, oversee and help the child make good decisions regarding the spending of the money. (Forms are available in the office to help with this!) Employment is allowed when a youth's health, safety, and education are uncompromised. When a foster child is working, he/she is encouraged to save 50% of their earnings in their own savings account or when necessary a joint savings account with a Krista Administrator. **Foster parents are not permitted to open bank accounts with foster children. Under no circumstances are foster parents allowed to borrow money from their foster child.**

If a child wants you to "hold" their allowance to save up for something, you must:

1. Give it to them and have them sign for it.
2. They hand it back to you and you place it in an envelope with the child's name on it.
3. Record on appropriate form the savings amount & have Both you and the child initial it. (Forms available upon request at the office.)
4. Place the envelope in a lock box until the child requests it then return the amount requested to them and again record on the appropriate form & have Both you and the child initial that they received it.

Clothing:

Foster parents must spend at least \$60.00 a month per child on clothing needs. The monthly clothing allotment begins the day the child is placed in your home. Therefore, after a child is in the home for a month, a foster parent will spend \$60.00 for clothing. The clothing purchased must be documented and receipts kept to turn into the office on a monthly basis by the 10th of the month. If a child enters foster care in need of basic clothing items, Krista typically provides additional funds to meet the need depending on the length of time the child is expected to remain in Krista. The foster parents are then responsible for maintaining the child's wardrobe.

Foster parents are encouraged to purchase the foster child's clothing on a

monthly basis. Exceptions may be granted by the Krista social worker in the event the foster parent plans to save for two months for a large ticket item such as a pair of shoes, prom dress, or a winter jacket. In such instances the \$60.00 saved is to be put in an envelope with the child's name to be used at a later date.

Haircuts:

Foster parents are responsible to provide haircuts to their foster children at least monthly if one is wanted. If the foster child wants more frequent haircuts, he/she can pay for it with their money. **However**, when a child is not a dependent of the court (the child is in active reunification with his/her natural parent) the **natural parent must give permission for the haircut and determine how it can be cut.**

Personal/Toiletry Items:

Foster parents are responsible for providing the basic hygiene needs for their foster children, such as, but not limited to a toothbrush, hairbrush/comb, razors, feminine supplies, shampoo, basic make-up(foundation, blush, mascara) etc. If the foster children wish to use their favorite brand name supplies, they can pay the difference for the item(s). Each child is given a towel to use that is not shared with others. Some foster parents provide towels with different colors to each family member. Beds used by foster children are required to have a mattress pad. These need to be laundered weekly and laundered when a child leaves the house.

Entertainment:

Foster parents are responsible for providing entertainment costs. If a child is accompanying the foster family on an activity, the child's cost should be paid by the foster parents. If a child is not participating in a family activity, (such as going to a movie with a friend), he/she can pay for the activity with their allowance if it is determined to be the best practice for that child. It is ok to pay for your foster child's activities even if you are not there, just like you would your own children! Krista recommends that the foster parents plan and pay for at least one family activity per month. Krista encourages foster parents to actively spend time with their foster children in a variety of settings such as outdoor activities, indoor games, movies, sports activities, community events, and church activities.

SAFEGUARDING POSSESSIONS

1. When a child is placed in your home or just spending one night in respite, an inventory must be taken of all the child's belongings. Each item

of clothing needs to be counted and recorded. Any non-clothing item needs to be recorded; the more valuable items need more description including the size, color and quantity. If a child has a particularly valuable item, such as a nice jacket a collectable or money over \$20.00, the foster parent needs to record and lock up the item(s).

2. When a child brings inappropriate items into the foster home such as a weapon, video or music obtaining explicate lyrics or viewing, the item(s) need to be either bagged or boxed with the child's name on it along with a list of the contents. ***YOU MUST NOT DESTROY SUCH ITEMS.*** If you are uncomfortable storing these items in your home, you may bring them to the Krista office for storage.

3. When a child leaves your home, all of his/her belongings need to be inventoried again. These items should already be listed on either the initial inventory sheet, added to the inventory at a later date or on the clothing purchase list. Belongings need to be added to the possessions list as the child gets them. For example; a child receives a watch for a birthday gift, the watch with some description needs to be listed on the child's inventory list. The final inventory goes into the child's file and is to be returned to the Krista office. If a child is in your home for a short respite stay, an inventory is to be made of the child's belongings coming into the house and exiting the home. This is a safeguard for the foster parents, those living in the home, and the visiting foster child. And please remember...any clothes, presents, toys, etc. purchased for the child by you are **THEIR** property and should accompany them when they leave. (A copy of the child's Medical card or private insurance card needs to accompany the child as well.)

4. When a child has outgrown or for whatever other reason decides to sell give away or throw away a possession or an item of clothing, the item needs to be listed on the inventory sheet at the bottom.

5. If a child comes into your home with cash over \$50.00 or is given a gift of \$50.00 or more notify your Krista social worker. You will be responsible to help monitor the spending or savings of such funds. Again, the only person currently working for Krista who is bonded is Bob Phillips. He is the only person allowed by licensing to open or close a Child's checking or savings account. ***(FOSTER PARENTS ARE NOT TO OPEN BANK ACCOUNTS WITH OR FOR FOSTER CHILDREN)*** Following the above procedures will protect you from unnecessary liability problems.

TRAVEL

Krista encourages foster parents to include foster children in vacations and

travel as a part of their family. Foster parents must notify a Krista social worker as soon as possible when they plan to go out of the state or country and wish to take their foster children with them. (This includes all overnights outside the foster home, as we need to reach our families in the event of an emergency). Permission for out-of-state travel must be requested at least one month in advance as a court order is required; in some cases, the natural parents must also consent. The Krista social worker will coordinate with the placing worker to obtain the necessary consent and court order. The court orders are needed to enable foster parents to seek medical help for a foster child when traveling out of state and permission for border crossing when traveling out of the country.

Please contact the Krista office at least one month prior to out-of-state travel providing us with the dates of travel, where you will be staying overnight, mode of transportation, and a contact name with address and phone number. Sometimes standing consent can be obtained for regular travel to an out-of-state location.

TRANSPORTATION

The primary responsibility of transporting foster children is the duty of the foster parent. This includes transportation to and from school, a job site, church functions, court appointments, family visits, I.L.S. trainings, personal development activities, Krista meetings and activities, medical/dental appointments, counseling appointments, and visits with the child's placing worker. If a transportation problem arises, the foster parents are to contact the Krista office for assistance. If transporting a youth for employment presents a hardship, contact the youth's Krista agency social worker to discuss charging the youth gas money for this ongoing transportation need. The other exception is when a youth loses bus privileges due to behavioral problems. Never charge a child for transportation without prior approval from a Krista Social Worker.

Krista Foster Homes requires each foster home to have an automobile available at all times to meet the transportation needs of children in their care. The automobile must be in safe working order and be equipped with seat belts and car seats for young children. Current laws regarding age and/or weight for car seats are to be followed at all times. Foster children are required to wear seat belts when the vehicle is in motion. Driver's licenses and auto insurance must be current in our office files.

Transportation of foster children is done **exclusively** by:

1. Krista foster parents and/or approved baby-sitters or child care workers.
2. Krista employees

3. Placement workers
4. City or school bus drivers
5. Coaches, church youth leaders or mentors and Krista interns (without legal clearance) **with another child present.**
6. The parents of foster children's friends with the friend present **and** with foster parent meeting and prior approval of family. (A current driver's license and insurance must be shown to foster parents prior to transportation.)

*All drivers must meet all of the current California driving laws.

*When transportation is provided by someone other than foster parents on a regular basis, with **prior approval** by Krista social work staff, a copy of driver's license and car insurance must be obtained and turned into the Krista Office to be kept on file prior to transportation.

HOME & YARD

1. The home shall be clean, safe, sanitary and in good repair at all times.
2. The home shall maintain a comfortable temperature at all times.
3. No more than two children shall share a bedroom unless a documented alternative plan is approved.
4. Children of the opposite sex shall not share a bedroom unless each child is under five years of age.
5. No more than two infants, including your own, in your home without additional help.
6. Except for infants, children shall not share a bedroom with an adult.
7. A sturdy bassinet or crib must be provide for each infant.
8. Each child shall have their own bed on frame with a clean, comfortable mattress, clean linens, blankets, and pillows, as needed, all in good repair.
9. Linens shall be changed at least once per week or more often when needed to insure that clean linen is in use by children at all times.
10. Bunk beds shall have railing on the upper tier on BOTH sides to prevent falling.
11. Children under the age of six or who are unable to climb up and down unassisted shall not be permitted to use the upper tier.
12. Working smoke detectors must be installed in the bedroom hallways and be audible in each bedroom.
13. Safety from fireplaces, open-faced heaters and wood stoves must be ensured.
14. All medications including those requiring refrigeration, must be kept safe and inaccessible to children.

15. Storage areas for poisons must be locked.
16. Firearms and other dangerous weapons must always be locked.
18. Firing pins must be stored and locked separately from firearms.
20. Ammunition shall be stored and locked separately from firearms.
21. All outdoor and indoor passageways, and stairways, open porches and other areas shall be kept free of obstruction.
22. All homes that accept children under 10 years of age, that have an in-ground or above-ground pool, fixed-in-place wading pool, hot tub, spa, fish pond, etc. shall ensure the inaccessibility of these bodies of water.
23. An in-ground pool, wading pool, hot tub, spa, fish pond, etc. must have a fence of at least 60 inches, which doesn't obstruct its view, with a self-closing or self-latching device of which a child under the age of five cannot climb. Or be equipped with a manually or power-operated safety pool cover.
24. An above-ground pool shall be made inaccessible when not in use by removing or making the ladder inaccessible. If the pool is less than 60 inches high then a fence of at least 60 inches must encompass the above ground pool.
25. All windows that open out to the pool area must be secured so that they cannot open more than 4 inches and if they are a bedroom must have exit alarms.

III. FOSTER CHILDREN

TREATMENT PROVISION

Krista Foster Homes is a treatment-based agency. We help arrange counseling services for our foster children. Treatment provision is a cooperative effort between administrators, social workers, therapists, foster parents, and the child as well as coordination with the child's natural family and placing worker. Since we believe most treatment occurs in the foster

home, Krista Social Workers and Administrators provide continual support and guidance to the foster parents.

Formal treatment includes psychotherapy services to many of our foster children on a weekly or bi-monthly basis. Therapy is provided by a variety of service providers. Krista's staff is responsible to inform foster parents of the therapist's name and phone number. Many times foster parents are involved early on in the process of getting therapy started for their foster children and Krista FFA helps facilitate if necessary.

The foster parents are responsible for scheduling appointments and transporting the child to the therapist's office. They are also responsible for the foster child's attendance. If a problem or concern arises (such as the foster child refusing to go), the foster parent is required to contact the therapist and Krista social worker as soon as possible, within 24 hours of the scheduled appointment if possible. If there is illness in the family or car problems arise, preventing transporting the child, a foster parent notifies the Krista office as soon as possible. Most of our staff will be willing to provide transportation on an emergency basis. If your foster child is ill, notify the therapist as soon as possible and reschedule the appointment.

Also, if a foster child's therapist is seeing the child at school on a specific day of the week and he/she is home ill, suspended, or has that day off from school, foster parents are to notify the child's therapist.

Foster parents are encouraged to be involved in the foster child's therapy at the request of the therapist. It is critical for foster parents to notify those involved on a child's team of any concerns, behavioral changes, or any significant events in the life of a child. Sometimes the child's natural family is involved in the child's therapy particularly when there is a reunification plan. The foster parents need to be supportive of and cooperative with this aspect of treatment as well. The therapist is responsible for informing the foster child and foster parents of the parameters of confidentiality. Therapists are also required by law to keep in confidence certain information disclosed by adolescents in therapy.

NEEDS AND SERVICE PLANS/ASSESSMENT

Needs and service plans identify the following:

- reason for placement
- visitation with natural family members
- planned length of placement
- treatment goals addressing emotional and social needs
- educational needs
- other types of services needed such as independent living or anger management
- medical needs
- training such as personal care and hygiene
- ability to manage his/her own money which may include the maximum amount of money the child will be allowed to have in his/her possession at one time

The needs and service plan specifies the treatment goals for the foster child, the person or persons responsible for meeting those goals, the plan and time period needed for goal attainment, and how progress will be measured. Krista Foster Homes will provide the foster parents and the child's authorized representative (placement worker) with a copy of the child's needs and services plan. A needs and services plan will be completed within 30 calendar days from the date of placement and is updated every six months. Foster parents are required to read and follow these plans.

PROGRESS REPORTS

Progress reports are written by Krista social workers twice per year or at the request of the placing worker. Our social workers gather information on the foster child's progress from the foster parents' written reports, teachers, administrators, and therapists. The written progress reports include: a child's background, adjustment, relationships, education, physical health, emotional health, treatment progress, family issues, and recommendations. These reports are reviewed by an administrator then submitted to placing workers. Copies are placed in the foster children's file at the office and in the child's home file.

CONFIDENTIALITY

Foster children in your care have a right to confidentiality. When introducing a foster child to friends & acquaintances first check with the child to understand how they might wish to be introduced. Also be careful when you are posting on Facebook and other social media sites that a foster child's name or face is not posted.

SCHOOL/EDUCATION

Most of the children placed in foster homes attend public school. Foster parents are responsible for enrolling a child in school, arranging transportation, encouraging the child's academic and behavioral success, supervising a suspended or ill child, attending school conferences such as I.E.P.'s, obtaining report cards and progress reports and giving copies to the Krista office for the child's file.

If home study is needed and the foster family can provide the necessary supervision, the foster parent, Krista social worker, and child's placement worker coordinates the child's academic program with the public or private schools' home study teacher. Home study requires additional responsibility by the foster family to ensure the work is completed and the child attends the required home study appointments.

A foster child may be functioning below grade level and require additional

assistance. Those children unable to function in a normal classroom setting are evaluated by a Student Study Team and an individualized educational plan (I.E.P.) may be developed. This child may even qualify for a specialized class setting such as a Special Day class or a non-public school for the Emotionally Disturbed.

RELIGIOUS PRACTICES

A foster child is free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Children's records contain information including but not limited to religious preference and the name and address of clergy or religious advisors, if any. The selection of a foster home is based upon the child's needs and how well the foster parent can meet them. This includes the ability of the foster parent to accept and respect individuals of any race, creed, color, *religion*, sexual orientation, or nationality. The foster parent has the right to practice the

religion of his/her choice, but the practice must not be forced on the foster child, nor interfere with the provision of care to the foster child. The religious beliefs and practices of the foster parents should be discussed with the child prior to placement in order to maximize the potential for compatibility.

The religious practices of the foster parents, including but not limited to, dietary restrictions, prohibition of birthday and holiday celebrations, and prohibition of the use of makeup, may not be imposed on the foster child. As well, religious practices that advocate the prohibition of medical care, use of corporal punishment, and other practices that pose a threat to the child's health and safety ***are prohibited.***

SOCIAL AND RECREATIONAL ACTIVITIES

Foster parents are encouraged to promote and support their child's involvement in youth groups, sports, and other social and recreational activities. Krista plans regular activities for our foster families such as lake trips, water slides and trips to amusement parks. We expect all families to participate.

FAMILY VISITATION RULES AND POLICY

All home and family visits are coordinated by a Krista social worker in cooperation with the foster child, foster parents, placing worker, and natural parents. The Krista Social Worker works with those involved to determine the appropriate length, frequency, and location of the visits, and what degree of supervision is required. Feedback about the foster child's behavior during and/or following each visit is documented by the foster parents on the "family contact form" in the child's file at the foster home and should be turned into the office monthly. Visits may take place at Krista or the Family Visitation Center. If a foster child visits family at the Family Visitation Center in Redding, please become familiar with and abide by their rules of visitation.

GENERAL GUIDELINES

1. Dating:

Foster children are allowed limited dating. Krista social workers along with the foster parents should be involved with the decision; consideration is made regarding the age, level of maturity, and appropriateness of each relationship. Placing workers reserve the right to restrict or disallow dating if they deem it necessary.

2. Homework:

A child's homework should be monitored by foster parents. The child is encouraged to complete all assignments and may receive consequences (such as a loss of privileges) if failing to do so, however, rewarding positive behavior is a first choice. Foster parents are encouraged to help their child with homework when needed and/or asked by the child or child's teachers.

3. Chores:

Cleaning and chores should be determined by the foster parents. Each child is responsible to keep his/her bedroom clean (foster parents are ultimately responsible for this however) as well as to perform daily chores (not to exceed 20 minutes per weekday and one hour on a weekend day).

Additional chores may be added on a paid basis. A chore chart should be posted with adequate explanation for each chore listed.

4. Entertainment Equipment:

Entertainment equipment should be available to foster youth as it is to other household members. Children may be restricted from some items based on their age, maturity, and respect for property. Foster children may own and possess entertainment equipment.

5. Dress Codes:

Dress codes should be established to protect the children in our care. Gang related apparel such as bandanas, sagging pants and particular colors in clothing are discouraged. We encourage our youth, especially females, to dress modestly to prevent their exploitation and enhance their self-image.

6. Laundry:

Providing for the laundering of a child's clothing and bedding is the responsibility of the foster parent. However, foster children depending on their age and maturity, may be given the responsibility to launder their own clothing, towels, and bedding at least once a week. They are not responsible for the clothing of others.

7. Prohibited Behaviors:

Some general prohibited behaviors include but are not limited to the following: using/abusing substances, tobacco use, sexual acting out, truancy, running away, assaultive behavior, property destruction, and any illegal behavior.

8. Visiting Friends:

Foster parents may first want to invite the child's friend to visit in the foster home to evaluate the appropriateness of the relationship. Furthermore, the foster parents should meet the friends' parent(s), obtain their phone number and address, visit the home to assess for suitability, and inform them of their supervision requirements. These guidelines should generally be followed prior to allowing the foster child to visit in the home of their friend. In the case of overnight visits, the foster parent may want to have an overnight visit first occur in the foster home. If the relationship appears to be a healthy one for the foster child and your child is invited to the friend's home for an overnight, the foster parent may first want to check with the Krista Social Work staff for approval of a first visit before allowing the child to spend the night.

9. Phones and other communication devices:

A home phone must be accessible to a foster child at all times. Reasonable restrictions may apply based on age and behavior, however, **no restrictions shall be applied to telephone calls, mail, and electronic communication with a foster child's relatives, unless prohibited by a court order, or with social workers, authorized representatives, attorneys, foster youth advocates and supporters, CASA, probation officers, the Community Care Licensing Division, or the State Foster Care Ombudsperson.** In the event that a foster child purchases his/ her own cell phone, the foster parent is Not allowed to remove or take away his/her cell phone. However, the caregiver or licensee may apply reasonable restrictions to this activity.

CHILDREN'S PERSONAL RIGHTS

During the intake procedure, the child's social worker goes over the Personal Rights (LIC 613B) of a foster child with the child. The child signs on the bottom portion of the form and the top portion is given to them. If the child is unable to read or their cognitive functioning is limited, the social worker will explain their rights at their level of understanding. The social worker and foster parent should sign the child's personal rights also, showing not only that rights have been explained to the child but that they also understand the rights of the foster child. A copy of the LIC 613B form is posted in each foster home. Each foster parent is responsible to abide by these rights. If a child wishes to make a complaint, the phone number and address is listed on the children's rights posted in each certified home. Each child/youth will have access to a phone in the foster home or Krista office. The child or youth will be encouraged to speak first to their Krista Social Worker or to a Krista Administrator who provides case management before contacting Community Care Licensing as the issue could be resolved within the agency. However, if the child/youth wishes to contact Community Care Licensing directly, free access is allowed.

PERSONAL RIGHTS

Child Care Facilities

Child Care Facilities. Each child receiving services from a child care facility shall have rights which include, but are not limited to, the following:

- To live in a safe, healthy, and comfortable home and to be treated with respect.
- To be free from physical, sexual, emotional or other abuse, or corporal punishment.
- To receive adequate and healthy food and adequate clothing.
- To wear their own clothes.
- To possess and use personal possessions, including toilet articles.
- To receive medical, dental, vision, and mental health services.
- To be free of the administration of medication or chemical substances, unless authorized by a physician.
- To contact family members (unless prohibited by court order) and social workers, attorneys, foster youth advocates and supporters, Court Appointed Special Advocates (CASA), and probation officers.
- To visit and contact brothers and sisters, unless prohibited by court order.
- To contact Community Care Licensing Division of the State Department of Social Services of the State Foster Care Ombudsperson regarding violations of rights, to speak to representatives of these offices confidentially and to be free from threats or punishment for making complaints.
- To be informed by the caregiver of the provisions of the law regarding complaints.
- To make and receive confidential telephone calls and send and receive unopened mail (unless prohibited by court order).
- To attend religious services and activities of their choice.
- To maintain emancipation bank account and manage personal income, consistent with their age and developmental level, unless prohibited by the case plan.
- To not be locked in any room, building, or facility premises, unless placed in a community treatment facility.
- To not be placed in any restraining device, unless placed in a postural support and if approved in advance by the licensing agency or placement agency.
- To attend school and participate in extracurricular, cultural, and personal enrichment activities, consistent with their age and developmental level.
- To work and develop job skills at an age appropriate level that is consistent with state law.
- To have social contacts with people outside of the foster care system, such as teachers, church members, mentors, and friends.
- To attend Independent Living Program classes and activities if they are 16 or older.
- To attend court hearings and speak to the judge.
- To have storage space for private use.
- To review their own case plan if they are 12 years of age and to receive information regarding out-of-home placement and case plan, including being told of changes to plan.
- To be free from unreasonable searches of personal belongings.
- To have all their juvenile court records be confidential (consistent with existing law).

Reference: California Code of Regulations – Foster Family Homes Regulations, Section 89372 – Community Care Licensing, 520 Cohasset Road, Suite #6, Chico, CA 95926, (530) 895-5033

IV. PRUDENT PARENTING

REASONABLE AND PRUDENT PARENTING STANDARD (RPPS)

The RPPS is the standard characterized by careful and sensible parental decisions that maintain the foster child's health, safety, and best interests. This standard supports the empowerment of a foster parent to exercise common sense and good judgment to assess circumstances and events in which a foster child may participate. The standard also enables participation by a foster child in age-appropriate extracurricular, enrichment, and social activities in order to improve the normalcy of life in foster care.

SUPERVISION AT HOME

Foster children need to be supervised in the foster home at all times except for occasional absences when **RPPS** would allow the foster child to be home alone for a short time but never unsupervised overnight. The RPPS guidelines for determining the appropriateness of leaving a foster child alone without adult supervision is as follows:

- a. The age, maturity, and developmental level of the foster child;
- b. The nature and inherent risk of harm; and
- c. The best interest of the foster child based on the information known by the caregiver.

If the foster child is left alone, the foster parent should ensure the following:

- a. The foster child knows where the emergency numbers are posted;
- b. The foster child knows emergency procedures; and
- c. The foster child knows where and how to contact the foster parent.

A foster child of at least 16 years of age may be left home alone on a regular basis, for two hours a day or up to six hours within a 72-hour period, upon approval of the youths' social worker and documented in his/ hers Need and Service Plan. **Home alone must appear in the youth's Needs and Service Plan prior to being left home alone on a regular basis!**

ACTIVITIES AND UNSUPERVISED TIME IN THE COMMUNITY

Krista youth are encouraged to participate in activities outside their foster home. A foster parent may decide whether a foster child can or cannot participate in any "age appropriate activity" such as school sports, California Youth Connection, church youth group, school dances, sleep overs, babysitting, socializing with friends, etc. Such activities often times prove to be positive socialization experiences.

When a foster child asks permission to spend unsupervised time outside the foster home the foster parent should use RPPS. They should gather adequate information about the activity and ask themselves the following questions:

- Does this activity seem reasonable?
- Is this activity age-appropriate (maturity appropriate) for this child?
- Are there foreseeable hazards?
- Is there anything based upon the foster child's case history, (such as truancy or running away) to suggest that this activity would not be appropriate for the foster child?
- Does this decision maintain the foster child's health, safety and best interests?
- Does this activity assist in normalizing life in foster care?

Always, if unsure, contact your Krista agency Social Worker to decide together the level of freedom this child /youth can have. Krista staff may consult with the youth's placing worker as well. When these guidelines are established and the youth has proven successful with these alone time opportunities, foster parents may grant permission for future activities without first consulting Krista Social Work staff.

PRIVILEGES FOSTER YOUTH MAY ENJOY

- Cell phone
- Watching T.V.
- Watching videos
- Playing video games
- Computer time
- Fishing (Use RPPS to determine whether a 'water safety certified' person needs to be present)
- Swimming (Lifeguard or 'water safety certified' person present)
- Listening to stereo
- Being able to go places alone (mall, etc.)
- Skating Rink
- Phone calls – outgoing and incoming
- Bike riding
- Rollerblading
- Skateboard Park
- Staying overnight with friends
- Having friends stay overnight

- Visiting at a friend's house
- Having friends over to visit at your house
- Being able to go off school campus
- Dances
- School activities such as sporting events and clubs
- Gym time
- Staying up late
- Going for walks alone
- Community events such as the Rodeo, County Fair and concerts
- Volunteering at appropriate events
- Attending local Powwows

SHORT-TERM BABYSITTING

A foster parent using prudent parenting standards may choose a babysitter of their choice to care for their foster children occasionally for less than 24 hours which may include overnight. A short-term babysitter does NOT have to be over 18, does NOT have to have CPR/First Aid and does NOT have to

be fingerprinted, however if any or all of these are possible we highly recommend it. The babysitter must have the maturity, experience, and ability necessary to provide adequate care and supervision to a foster child/children.

Both foster children and biological children can be short term babysitters, however, a foster parent must apply reasonable and prudent parenting standards when arranging for a foster child or biological child to short term babysit and may wish to consult with the foster child's social worker and document the application of RPPS. **UNDER NO CIRCUMSTANCE SHALL A FOSTER CHILD BE REQUIRED TO BABYSIT!**

Making careful and sensible parental decisions regarding the use of an occasional, short-term babysitter that maintains the child's health, safety, and best interest can be difficult. Foster parents should think about these additional considerations:

- The child's age, maturity, mental and physical health, developmental level, behavioral propensities and aptitude of the child, and the ability of the babysitter to give the necessary, appropriate care and supervision.
- Weigh the foreseeable risks in leaving the child with a babysitter.
- If unsure about the appropriateness of leaving the child with a babysitter, discuss your concerns with the child's social worker.

Foster parents must make an effort to give the babysitter the following information before leaving the child with a babysitter for short-term care:

- Information about the child's emotional, behavioral, medical, or physical conditions, if any, necessary to provide care for the child during the time the foster child is being supervised by the babysitter,
- Any medication that should be administered to the foster child during the time the foster child is being supervised by the babysitter; and,
- Emergency contact information that is valid during the time the foster child is being supervised by the babysitter.

RESPIRE

Respite care is temporary respite of parental duties, so that a parent is able to fulfill other responsibilities necessary to improve or maintain the parenting function. Respite care cannot exceed 72 hours per session. These services are not provided for the purpose of routine, ongoing child day care or for getaways longer than 3 days.

Respite care can be provided by a Krista approved or Krista certified respite caregiver. Care and supervision of the foster child/ children may take place either in the approved or respite caregiver's home or in the foster parents' home.

An approved or certified respite caregiver who provides care and supervision of the foster child/ children **must**:

- be at least 18 years old
- have current first aid and C.P.R. certification
- have received criminal history and child abuse index clearance through the Krista Office.
- possess a valid driver's license, available vehicle, and vehicle insurance
- be given copies of the child's medical consent and medical card
- have the emergency number to reach a Krista social worker as needed

If a child is being supervised in the home of a respite person, the house must be a Krista certified home.

ALTERNATIVE CAREGIVER

If a foster parent anticipates being absent from the home for longer than 72 hours, on an occasional basis, the foster parent may arrange for an alternative caregiver to provide care and supervision to a foster child in the foster parents home. The foster parent must also contact the Krista Social Worker PRIOR to their absence in order that mandated prior approval from the foster child's county worker or probation officer can be obtained.

An alternative caregiver must meet the following requirements:

- a. Is 18 years of age or older
- b. Must have a criminal record clearance and a child abuse central index clearance.
- c. Must be CPR and First Aid Certified and if there is a pool at residence Water Safety certified
- d. Possess a valid driver's license, available vehicle, and vehicle insurance.
- e. Be physically & mentally able to provide care and supervision.

The alternative caregiver must be given the following information before the foster parent leaves the home:

- a. Information about the emotional, behavioral, medical or physical conditions of a "child", if any.
- b. Any medication that should be administered to a "child" during the time the "child" is being supervised by the alternative caregiver, consistent with physician's instructions, when available.
- c. Be given copies of the child's medical consent and medical card
- d. The name and telephone number of the Krista Social worker, county social worker and the foster parents' emergency contact information.

V. DISCIPLINE POLICY

The purpose of discipline is to train your child to get along first as a member of a family and then with the community. Another purpose is to train the child to become a responsible and mature adult. Discipline is an essential part of child rearing and needs to be viewed as a learning experience so the child will develop acceptable patterns of conduct. It is important for foster parents to keep in mind that foster children typically come from homes lacking consistent standards of behavior. A foster child's behavior needs extra understanding. Developing appropriate behavior

takes time. It is important to accept the foster child as he/she is at the moment, even if you do not approve of his/her current behavior. Suggestions for determining an effective means of discipline for children will be covered in training and in consultation with agency social workers.

Discipline Hints:

When a child is first placed in your home explain the rules and responsibilities for the household. Clearly communicate your expectations concerning the child's behavior.

1. Establish clear limits and guidelines expected of the child and let the child know he/she will be responsible for the consequences of his/her choices.
2. Help the child understand the purpose of disciplinary action and be sure to consider the child's age, maturity, background and previous experiences.
3. Talk and listen to the child and encourage them to do likewise so that you each understand how the other thinks and feels.
4. Remember that ultimately you can only control your behavior, not the child's. Your control is over the consequences of the behavior, not the behavior itself.
5. Repetitiveness is important!
6. Get down to child's level when talking or correcting them.

Discipline Regulations:

The following disciplinary methods are ***not*** permitted by state regulation or by Krista Foster Homes:

1. Corporal punishment, spanking, hitting or threat to do so.
2. Discipline in the presence of others.
3. Withholding of meals.
4. Preventing daily living functions such as meals, toileting, or sleep.
5. Threat of removal from your home.
6. Yelling or screaming in anger
7. Intimidating or threatening behaviors such as breaking objects, hand or arm gestures, or verbal threats.
8. Any degrading or humiliating punishment/discipline.
9. Withholding family contact and visits (unless given prior approval by the child's placing worker and Krista case manager).

The following disciplinary methods are ***not*** permitted by Krista.

1. Withholding allowance for chores not completed (Unless a written

contract has been written and signed by child, Krista S.W. and county worker)

2. Not allowing foster child to go to church or church activities (Church activities are not considered privileges that can be used as consequences for misbehavior)

The decision about the child's consequences will typically be made by the foster parents with the assistance of the agency social worker when needed. If the child commits a major infraction (such as running away, theft, assault or truancy), contact your Krista social worker immediately. Consult with your social worker when the consequence of an infraction results in the loss of all privileges.

VI. EMERGENCY PROCEDURES

All major incidents or emergencies are to be reported immediately to a Krista social worker or administrator. If calling after office hours you should attempt to reach the Krista Administrator by cell phone; Bob Phillips, 515-4442. If he does not answer leave a message. If his voice mail directs you to another number please call it! You should also attempt to reach your child's Krista Social Worker.

The following procedures are outlined to protect the child and the foster family from danger in any of the emergencies listed below:

Runaway/Missing Foster Children:

When the foster parent determines that a foster child has run away or is missing, (usually after a one hour absence) he/she will contact a Krista social worker and law enforcement. The Krista social worker will inform the administrator and placement worker and complete an incident report for the placement agency and Community Care Licensing.

Medical Emergencies:

Regarding medical emergencies which temporarily incapacitate the foster parent(s), substitute care plans will be implemented. When this

incapacitation is long term, the foster child will be placed in another Krista home with the placement worker's approval. When foster children are in need of emergency medical care, the foster parent will take the child to the hospital or call 911, if necessary. All foster parents have signed **Medical Consent for Treatment** forms authorized by the natural parents or placement agency. The consent to treat form, medical card or insurance card must be taken with the child to the hospital. The foster parents are to contact a Krista Administrator as soon as possible. The Administrator will contact the placement worker and Community Care Licensing.

Disaster:

An Emergency Care and Disaster Plan will be posted in the foster home and on file in the Krista office. This plan is reviewed with each foster child when placed in the foster home and includes assignments for person count, first-aid procedures, telephone and emergency numbers, and transportation. All residents in the foster home need to understand where to exit in an emergency and where the temporary relocation sites will be. The foster parents will be responsible for shutting off utilities if necessary. Disaster drills need to be conducted with all foster youth and family members every six months. These drills need to be documented on the forms provided by the agency.

Legal Conflicts:

Legal problems can take many forms, such as shoplifting or truancy, etc. Foster parents need to allow the child to experience the consequences of his/her actions. If the foster child has legal conflicts with the police or school, contact a Krista social worker.

VII. COMPLAINTS

Community Care Licensing investigates all complaints about foster families and any violation of a child's rights. A state investigator will interview the child and person(s) involved in the complaint, and may inspect the certified family home. This may occur with or without notice and with or without a Krista representative present. Krista foster parents are expected to comply fully with licensing and answer questions truthfully and concisely. In the case of serious violations, further investigations may be conducted by law

enforcement. A written report of the complaint and findings is kept at the Krista office in the certified family home file and also at the front office desk for public viewing upon request.

The state will determine whether the complaint is substantiated, inconclusive, or unfounded. Copies of all substantiated complaints are provided to the child's placement worker and the Board of Directors of Changed Lives Inc., the board overseeing the functioning of Krista Foster Homes. Action is taken to insure that the affected certified family home complies with the applicable state regulations. A file is maintained in the Krista office of all complaints received.