

OFFICE COPY

HOME COPY

CAREGIVER

SERVICE AGREEMENT & DECLARATIONS

Revised January 2024



Service Agreement & Declaration Revision Tracking

Revision Area	Date of Revision	Change
Page 16 #17	January 2024	Home Phone – added to declaration
Page 10 # 8 – Fire Drills & Emergency Evacuation	April 26, 2023	Fire Drills: date of monthly fire drills and annual full evacuation to be recorded. Time taken to complete full evacuation to be recorded. Dates and times to be reported to Crossroads for quarterly child progress reports
Page 11 #10 - Transportation	April 26, 2023	Vehicle Safety Declaration: any vehicle used to transport persons served will have a Crossroads Emergency Contact Card on board. This card replaces the Portable Record for each foster child that our Accreditation Standards require foster families to have with them during any outings.
Page 10 #8	August 10, 2023	Emergency Preparedness plan added for review
Page 15, #15	August 31, 2023	Detailed weapons declaration added
Page 9, #4	Nov 14, 2023	Monitoring Equipment declaration added

FOSTER HOME AGREEMENTS & DECLARATIONS

FOSTER FAMILY

Primary Caregiver _____ Date _____
 Secondary Caregiver _____

All Crossroads Family Services foster homes will review and initial each item upon opening and as part of their Annual Evaluation. This document will be signed off, the original to be kept on the family’s Personnel file, and a copy to be given to the family for their records.

Please review the following carefully. Caregivers are required to sign-off on the following declarations and releases prior to taking placements, and on an annual basis thereafter.

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ANNUAL CAREGIVER AGREEMENT

THIS AGREEMENT made effective _____

Date

Between

CROSSROADS FAMILY SERVICES

(hereinafter called "Crossroads")

And

(hereinafter called "the Caregiver")


Classification of the family Level 1 Level 2

We, the Caregivers, jointly and severally agree:

1. We acknowledge that as Caregivers we are independent contractors and are not employees or partners of Crossroads. We agree that we are solely responsible if there are any payments due to the EI Commission, the CPP Authorities and/or the CRA.
2. We will satisfy all of the selection and retention criteria according to Crossroads Policy.
3. We will receive and care for children placed in our home on a temporary basis by Crossroads. At all times, we will act toward such children with kindness and consideration, providing quality childcare to meet the physical, social, emotional, cultural and spiritual needs of the children, and as otherwise directed by Crossroads.
4. We will not carry out any corporal punishment (physical discipline) with children placed in our care.
5. We will not physically, sexually, or emotionally abuse the children placed in our care by Crossroads.
6. We will record and submit within the required timeframes, all required documentation and reports. This will include progress reports, incidents, expense claims, allowance logs, medication logs and any other documentation required by Crossroads. We will respond promptly to emails and phone calls from the Service Team.
7. We will record and report to Crossroads within appropriate timelines any illness, accident or emergency, absence without leave, or other significant event involving the child, and any difficulties that might lead to a placement disruption.
8. We will arrange for, follow through on, and document all required medical, dental, optical and specialist appointments for the child.
9. We will arrange for, follow through on, and document educational, cultural, recreational, and specialized services for the child, as well as biological family contact, as required by the Service Plan.
10. We will work cooperatively with Crossroads, Regional authorities empowered under the Child, Youth & Family Enhancement Act, OBSD/Collaborative Service Delivery agencies, the intervention services team, the child's family, other Caregivers and professionals to promote the stability and well-being of the children. We agree that Crossroads can remove any child from our home or custody without prior notice or cause.
11. As representatives of Crossroads, we will maintain a professional manner including, but not limited to collaboration and cooperation with all Service Team members, and attendance at meetings and training as required.
12. We will continue to develop our knowledge and skills by participating in training and educational activities, as directed by Crossroads, and as required by our classification, or the needs of the children placed in our home.
13. We have been provided a copy of the Caregiver Information Handbook, and have reviewed and understand the contents as provided. We will abide by the Crossroads Policies and Procedures.
14. We will abide by the requirements in "Alcohol & Drug Usage in a Foster Home", and agree that there will be absolutely no intoxication from alcohol or drugs while in the presence of children in care.
15. We have been provided with and will abide by the Code of Ethics for Alberta Foster Parents approved by the Alberta Foster Parent Association.
16. We will be reimbursed monthly for the children in our care, according to the rates and allowance that are set out by the CFSA and Crossroads.
17. We will not accept placement of any children or adults from another department or agency into our home without the full knowledge of and prior approval from Crossroads.

18. We will ensure that alternate care providers have adequate knowledge and instruction to meet the needs of our foster children before we retain their services. We will ensure that all necessary documentation on the care provider(s) has been submitted. I understand Crossroads must be informed and approve of the care providers prior to services provided.
19. We will immediately report any significant change to our residence including sleeping arrangements, changes in our household membership including anyone turning 18 years of age, family health, or financial circumstances to Crossroads.
20. We will promptly report any criminal charges or convictions against any household members. We will provide to Crossroads a current Criminal Record Check and Intervention Record Check for each adult 18 years and older residing in the home, and we will maintain the current status of all checks (Crossroads requests renewals every 30 months).
21. We will comply with licensing regulations and policy requirements under the Child, Youth & Family Enhancement Act.
22. We will commit to 12 months of service delivery with Crossroads before any transfer to another agency/ authority is considered. Should we request to transfer prior to the end of the 12 month period, we agree that we will reimburse the initial costs of the Family Home Study to Crossroads. This also applies if our contract with Crossroads has ended but we are requesting to reopen within the 12 month period of being approved by Crossroads.
23. We authorize Crossroads to collect, use and disclose reports, our Environment Safety Assessment, Foster Home Evaluations, Addendums, and other personal information regarding us and the children in our care to the CFS authorities and /or a law enforcement agency in order to assess our suitability as Caregivers or for the purpose of support, licensing, accreditation, CFSA monitoring, an investigation or a legal proceeding.
24. We consent to the release of non-identifying information about us to the child and his or her family to the extent necessary to ensure the appropriateness of the placement.
25. We agree to keep confidential all information that we receive about a child or a child's family and release information only as directed by the Child Intervention Practitioner. We will store all information regarding a child or a child's family in a safe and secure manner. All such information is subject to FOIP. We will provide Crossroads any requested records within 7 days of the request.
26. We will return all information regarding the child to Crossroads when the child leaves our home or have it shredded, including the records we made regarding this child.
27. We will maintain a "Memory Box" of items reflecting the child's time in our home, sent with the child upon discharge.
28. We accept the classification and performance expectations outlined by Crossroads and the Alberta Children's Services Ministry.
29. We agree to obtain appropriate insurance to cover our vehicles (minimum \$2 million) and property to protect us against liability claims in relation to our actions under this Agreement. Confirmation of insurance will be submitted annually.
30. We will sign an annual declaration regarding our driving record. If requested, we agree to provide a Driver's Abstract and/or a Vehicle Safety Certificate for vehicles used to transport children in care, cost reimbursable. Alternately, we agree to sign a waiver for vehicles listed on our insurance stating they will not be used to transport children in care.
31. We acknowledge and agree that the Regional CFSA director for the Province of Alberta and his/her delegates have the power and authority to make all final decisions regarding the children cared for pursuant to this Agreement. In witness whereof, the parties have executed this Agreement as of the date and year first written above.
32. We agree to indemnify and hold harmless Crossroads, its employees and agents from any and all claims, losses, damages and costs that may arise directly or indirectly out of our performance or breach of the Agreement. This indemnification shall survive the termination or expiration of this Agreement.
33. The term of this agreement shall commence on the day first written above and **continue for one year thereafter**, unless otherwise terminated in accordance with its provisions. Crossroads may immediately terminate this Agreement upon a breach of any term of this Agreement or failure to comply with Crossroads policies and procedures or the attached Code of Ethics. This Agreement may be terminated by either party without cause, upon providing 60 days prior written notice.

Crossroads hereby retains the Caregiver to provide constant, 24 hour/day care and supervision for not more than _____ children, who are in the care of the Regional CFSA.

Caregiver's Signature	Caregiver's Signature	Witness – signed in presence of	 CROSSROADS Executive Director Signature
Date	Date	Date	Date

CODE OF ETHICS FOR ALBERTA FOSTER PARENTS

PREAMBLE

Foster Parents employ a multi-disciplinary body of knowledge, methods and skills in performing professional services and activities. These activities are aimed at facilitating, maintaining and enhancing the developing child's ability to function as a contributing member of society. Further, foster parents are committed to the child welfare system, the fostering profession and the community.

A. COMMITMENT TO THE FOSTER CHILD AND HIS/HER FAMILY

In recognition of the public trust that is a result of children placed in their care, Caregivers recognize their obligation in providing a safe, nurturing environment conducive to the development of each foster child to his or her full potential. In order to fulfill this obligation the Caregiver will make a commitment to the children and to work with the child's family and other professionals.

Caregivers Agree To:

1. Regard the welfare of the child as the primary obligation.
2. Respect the worth of all individuals regardless of ability, religion, gender or natural ancestry in the capacity as a Caregiver.
3. Deal with foster children and their family in a just and considerate manner.
4. Be discreet with information of a sensitive or confidential nature, sharing such information with other professions only if it is felt that such information would benefit the child, their family or if sharing is requested by law.
5. Refrain from unprofessional comments about the foster child or their family.
6. Avoid exploiting* the relationship with any foster child or their family.
7. Work with the child welfare authorities to inform appropriate individuals and agencies of the special needs of a foster child. Assist other individuals and agencies in their endeavours to provide services, treatment and care.
8. Accept any reluctance of the child in care to discuss his/her past circumstances.
9. Hold themselves responsible and to advocate for the quality of services performed for children in care.

*DEFINITION: Exploit: to make use of selfishly or unethically.

B. COMMITMENT TO THE COMMUNITY

Foster Care is a community social concern. Caregivers recognize their responsibilities towards the community by sharing responsibility in developing sound social policies and programs.

Caregivers Agree To:

1. Share in the responsibility of improving child welfare services.
2. Acknowledge the right and responsibility of the public to participate in the formulation of child welfare policy and foster care policy.
3. Evaluate, through professional procedures, the conditions of child welfare services and foster care.
4. Make known to the proper authorities if serious deficiencies exist.
5. Protect the welfare of the children against undesirable infringements by advocating for children's rights and opportunities.

C. COMMITMENT TO THE FOSTERING PROFESSION & FOR THE ASSOCIATION

Foster parents recognize the necessity for continuing education and individual growth within the profession. Foster parents recognize the need for providing a positive and responsive situation to enhance the competency of foster caregivers. They recognize and encourage the retention of competent and dedicated foster parents.

Caregivers Agree To:

1. Distinguish clearly in public between statements and actions that are made by an individual or as a representative of a foster parent association.
2. Recognize that a profession, and a professional association, must accept responsibility for the conduct of its members and understand that its members' conduct may be regarded as representative of all Caregivers.
3. Participate and conduct oneself in a responsible manner in the development and implementation of policies affecting foster children.
4. Cooperate in the recruitment and retention of Caregivers by providing honest and objective information.
5. Treat with respect the findings, news and actions of fellow Caregivers and use appropriate channels such as Foster Parent Organizations to express any opinions.
6. Accord just and equitable treatment to all Caregivers in the exercise of their rights and responsibilities and support them when accused or when they perceive they are being unfairly treated.
7. Refrain from exploiting one's relationships within the Profession, the Association and the Community.
8. Maintain the integrity of the fostering profession and the Association by basing criticism on careful evaluation of facts.
9. Make appropriate use of the time and privileges accorded by one's position as a Caregiver or as an Association official. Accept no gratuities or gifts of significance that may influence one's judgment in the exercise of professional duties.
10. Maintain intellectual honesty and integrity by appropriate interpretation and use of all reference materials, research studies and literature.
11. Accept one's own responsibility towards continuing education and personal development.
12. Accept responsibility to work towards assuring that ethical standards are adhered to by any individual, or organization, providing foster care service.

D. COMMITMENT TO PROFESSIONAL RELATIONSHIPS & PLACEMENT PRACTICES

Caregivers recognize their role and contribution within the child welfare system and in doing so acknowledge and support positive professional practices between themselves and other professionals. Sound relationships with government representatives, community agencies and other professionals are built upon personal integrity, dignity and mutual respect.

Caregivers Agree To:

1. Accept child placement only when the terms, policies and practices lead them to believe that their professional skills are adequate to meet needs of the children.
2. Negotiate and execute the terms of all working agreements fairly and honestly.
3. Adhere to the conditions of a working agreement or to the terms of the placement until either has been terminated legally or by mutual consent.
4. Accept no commitment that will impair the effectiveness of their professional service and permit no exploitation of their professional position.
5. Maintain an attitude of mutual respect when working with other professionals involved in childcare.
6. Follow appropriate channels of resolution when dealing with specific concerns or difficulties.

E. ACCEPTABLE CONDUCT

Should a Caregiver fail to abide by the Code of Ethics as set forth, disciplinary action may be taken which can result in censure, suspension or expulsion from the Association or may require corrective action within defined time limits.

INITIAL Agreement
(Both Caregiver signatures required)

RENEWAL Agreement
(One Caregiver may sign)

1. AGENCY POLICIES & PROCEDURES

OPENING & ANNUAL REVIEW: Primary Caregiver _____
OPENING HOME: Secondary Caregiver _____

I/we have received the following documents as noted:

OPENING HOME:

BINDER: Caregiver Handbook
CAC Study Notes
Behaviour Mgmt Strategies
Resource Section

WEBSITE: Caregiver Handbook

ANNUAL EVALUATION:

BINDER: FP Info Handbook
CAC Study Notes
WEBSITE: Caregiver Handbook

Electronic copies can be found at www.crossroadsfs.ca Username FosterParent Password Crossroads2015

These documents are intended to provide an overview of the Crossroads foster care program. Crossroads may at any time add, change, or rescind any policy or practice at its sole discretion, without notice.

I/we understand that these policies and procedures relate to my role as Caregiver and are set out according to Accreditation Standards, and according to contractual protocol. I/we understand that it is my/our responsibility to be familiar with and review these procedures if and when any of the circumstances arise. I/we agree that I/we will adhere to these procedures and will contact my Support Worker / Agency Back-up / On-call Worker before moving forward if unclear as to what is required of me. I/we understand that if for whatever circumstance I am not able to contact the agency prior to moving forward, I/we will contact and involve the agency at the earliest possible moment.

2. CONFIDENTIALITY DECLARATION

OPENING & ANNUAL REVIEW: Primary Caregiver _____
OPENING HOME: Secondary Caregiver _____

I/we will execute according to law, and the Child, Youth & Family Enhancement Act, and to the best of my/our ability, the duties required of me/us in the service of Crossroads Family Services.

I/we understand that I/we will not disclose, or make known, any information which may come to my/our knowledge about counselling clients, foster children, Caregivers, financial information about these clients, or financial information about Crossroads, or any other information which may come to my/our knowledge by reason of my/our association with Crossroads Family Services or its clients. Information (including my/our involvement with said clients) will be kept confidential in all areas of communication – verbal, written, and electronic.

I/we understand that any breach of this Declaration of Confidentiality can result in discipline, or in immediate termination of contract with Crossroads Family Services.

I/we understand that by signing this declaration I/we am acknowledging my/our understanding of and am committed to the intent of this Declaration of Confidentiality.

3. FULL DISCLOSURE DECLARATION

OPENING & ANNUAL REVIEW: Primary Caregiver _____
OPENING HOME: Secondary Caregiver _____

I declare that to the best of my awareness, neither I nor my partner have anything in our past or present that would prohibit or present a barrier to fostering children in need. I have disclosed all relevant behaviors and predilections including, but not limited to the following:

- financial addictions (i.e. gambling)
- prescription drug abuse/addiction
- illegal drug use
- alcohol addiction
- non-prescription steroid use
- abuse of vulnerable individuals
- sexual perpetration
- child pornography
- sexual addiction
- solicitation
- prostitution
- pornography

In addition, I declare that I have never been asked to step down from work with children or youth in any capacity. (If Applicable) I also have no knowledge that my partner/spouse has or has had involvement with any of the above items, or has been asked to step down from such work.

4. TECHNOLOGY & MONITORING EQUIPMENT

OPENING & ANNUAL REVIEW: Primary Caregiver _____
 OPENING HOME: Secondary Caregiver _____

To facilitate the process of submitting documentation and communicating with the Service Team all Foster Families must have a laptop or desktop computer(not a tablet or smart phone) that has a camera, microphone/speaker and access to the internet. A printer to scan documents or a scanning App is also required. As training continues to be offered online these will be essential and required. Crossroads will not reimburse technology expenses.

Any electronic devices that monitor the movements of people in or around your home must be properly documented and discussed with your Support Worker. ‘Mainstream’ monitoring devices that are used for their intended purpose – baby monitors, doorbell camera – can be documented in the child’s service plan. If you have other monitoring equipment that is used inside or outside the home for child/household security and safety (e.g., internal door alarms, security cameras, household security system), you will provide information to complete a written Narrative. This information will be given to the CIP of any child placed in your home and their acknowledgment will be kept on file.

DECLARATION OF CURRENT PRACTICE

- We **DO NOT** use monitoring equipment on our home/property.
- We agree that **if we should change our practice** and plan to use monitoring equipment, we will **notify the Agency immediately to discuss our plan.**

- We **DO** use monitoring equipment in our home/on our property.
 - ongoing* *new - complete Narrative*
- Signed Narrative Attached #FC _____**

5. SOCIAL MEDIA

OPENING & ANNUAL REVIEW: Primary Caregiver _____
 OPENING HOME: Secondary Caregiver _____

SOCIAL MEDIA accounts for children in care: Caregivers should be able to monitor any device a child is accessing the internet on. Monitoring internet usage is for the purpose of protecting vulnerable children. Many older children set up Social Media sites for themselves(i.e., Facebook, Instagram, Snapchat, TikTok). The teen must be within the age limit set to receive permission to use the app. This must be discussed with the service team to determine the level of supervision required, and what access is acceptable. This must be recorded on the Service Plan.

SOCIAL MEDIA for Foster Families: When caregivers post pictures or information regarding foster children on Social Media sites, children are not to be identified by name. Discretion is to be used to ensure the child’s privacy is protected. If Social Media is going to be used to share photos and information with the bio family this should be noted in the Service Plan and signed off by the caseworker. A Media Release form needs to be signed by the CIP for children to appear in public media communications (i.e., photos in camp brochure or local newspaper)

CAREGIVER CONDUCT: Facebook and other social media sites are considered to be a public forum. As a professional parent, Caregivers and their children will not share issues or opinions related to individual foster children or CFSA staff and systems in general.

ALBERTA CHILDREN’S SERVICES REQUIREMENTS:

Children in Care: Facebook, Twitter and other Social Media sites – Prohibited Content Consequences (The Child, Youth and Family Enhancement Act - Section 126.2)

The Act specifically states that no person shall publish any information serving to identify a child who has come to the Minister’s or a director’s attention under this act or information that could identify the guardian of the child. The Act further notes that an individual in violation of this directive could be fined up to \$10,000 and in default of payment, a term of imprisonment of up to six months.

The Regional Child and Family Services Comments and Discussions state:

As a professional parent, foster parents are to be aware that at no time is it acceptable to post comments or initiate discussions of a critical nature regarding the Child & Family Services system. Posting comments regarding issues with either the system of care or caseworkers (either specifically or generally) in a public forum such as Facebook or Twitter may result in disciplinary action.

6. ALCOHOL & DRUG USAGE IN THE FOSTER HOME

OPENING & ANNUAL REVIEW: Primary Caregiver _____
OPENING HOME: Secondary Caregiver _____

I/we understand the policies around alcohol, cannabis, and drug usage in the foster home and the impact it may have on foster children.

I/we may not be intoxicated by any and all mind-altering substances (alcohol, cannabis, drugs, prescription medication, etc.) in the presence of foster children.

I/we further understand that to do so would be in breach of the Foster Care Agreement with Crossroads Family Services and would affect my/our ability to continue to provide foster care.

7. WELL-BEING & LIFE SKILLS

OPENING & ANNUAL REVIEW: Primary Caregiver _____
OPENING HOME: Secondary Caregiver _____

Part of the parenting role for Caregivers is to help the children develop age-appropriate “life skills” needed by the child/youth for healthy developmental progress, and include:

Life Skill Areas:

- Career Planning
- Communication
- Daily Living
- Self-Care
- Home Life
- Work Life
- Social Relationships
- Work and Study Skills
- Housing & Money Management

I/we agree to help the children/youth in our care acquire the skills necessary to develop and sustain healthy, functional lives, as is appropriate to their age and level of ability.

I/we agree to the following:

- **Personal Belongings:** To provide adequate space for the child to safely store or display personal belongings.
- **Foods in the Home:** To serve nutritious meals and snacks in the home, that follow the Canada Food Guide (or the Aboriginal food guide), and give consideration to the child’s cultural and religious background, allergies and personal preferences.
- **Hygiene:** To provide opportunities to develop skills to independently deal with personal hygiene and care.
- **Bathing & Dental Care:** To provide age-appropriate assistance with regular washing, bathing, and brushing of teeth; to ensure appropriate items are available for their personal care, hygiene and grooming.
- **Clothing & Laundry:** To involve the child in the selection, care and maintenance of personal clothing as appropriate to their age and ability, including care for their clothing; sorting, folding and putting away laundry, and when appropriate, doing their own laundry.

8. FIRE DRILLS & EMERGENCY EVACUATION/PREPAREDNESS

OPENING & ANNUAL REVIEW: Primary Caregiver _____
OPENING HOME: Secondary Caregiver _____

Foster families are encouraged to discuss emergency evacuation procedures on a monthly basis. Children should be involved in these discussions according to their age and ability to understand. *Foster Parent Form # 81*

I/we agree to conduct fire drills:

- Within two weeks of entry of a new placement
- On a monthly basis
- Full evacuation once a year from the home, meeting at the agreed upon Muster Point (i.e. tree in the front yard, light post on the street, etc.)

Additionally, we will understand the Emergency Preparedness Plan and our responsibilities in the event of an evacuation and will review it annually.

9. LIVING SPACE & MEMORABILIA ~ FCSW Observation

OPENING & ANNUAL REVIEW: Primary Caregiver _____
 OPENING HOME: Secondary Caregiver _____
 CROSSROADS Representative _____

Beyond Licensing requirements, foster homes need to be set up in such a way that a child in care feels he or she is part of the family. Minimally, upon opening, and at each annual evaluation, a Crossroads representative will review with the Caregiver how their home is designed to welcome and include children in their care.

FCSW will visually check and mark off each of the following. Any areas to be addressed will be noted.

PERSONAL	FAMILY AREAS																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td>Bed (size, comfort, bedding)</td></tr> <tr><td style="width: 20px; height: 20px;"></td><td>Personal expression (photos, posters, knick-knacks)</td></tr> <tr><td style="width: 20px; height: 20px;"></td><td>Memorabilia (how is the family recording the child's time in the home?)</td></tr> <tr><td style="width: 20px; height: 20px;"></td><td>Dresser and/or closet (adequate space)</td></tr> <tr><td style="width: 20px; height: 20px;"></td><td>Toys, games (age appropriate, good repair)</td></tr> <tr><td style="width: 20px; height: 20px;"></td><td>Cultural representation (pictures, books, décor)</td></tr> </table>		Bed (size, comfort, bedding)		Personal expression (photos, posters, knick-knacks)		Memorabilia (how is the family recording the child's time in the home?)		Dresser and/or closet (adequate space)		Toys, games (age appropriate, good repair)		Cultural representation (pictures, books, décor)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td>Dining area (enough chairs and table space)</td></tr> <tr><td style="width: 20px; height: 20px;"></td><td>Family room (the family will confirm that they have adequate, comfortable seating for all)</td></tr> <tr><td style="width: 20px; height: 20px;"></td><td>Vehicle (the family will confirm that they have adequate seating for all)</td></tr> <tr><td style="width: 20px; height: 20px;"></td><td>Outdoors (where do children play?)</td></tr> <tr><td style="width: 20px; height: 20px;"></td><td>Electronics (the family will confirm that on-line activity can be monitored/controlled)</td></tr> <tr><td style="width: 20px; height: 20px;"></td><td>Homework area (supplies, space)</td></tr> </table>		Dining area (enough chairs and table space)		Family room (the family will confirm that they have adequate, comfortable seating for all)		Vehicle (the family will confirm that they have adequate seating for all)		Outdoors (where do children play?)		Electronics (the family will confirm that on-line activity can be monitored/controlled)		Homework area (supplies, space)
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COMMENTS:

10. TRANSPORTATION DECLARATION

OPENING & ANNUAL REVIEW: Primary Caregiver _____
 OPENING HOME: Secondary Caregiver _____

VEHICLE SAFETY DECLARATION

- I/we declare that any vehicle used to transport persons served is
- Insured with a minimum \$2000000 liability (annual proof required)
 - Registered in the Province of Alberta (annual proof required)
 - Roadworthy,
 - Receives regular maintenance checks,
 - Is equipped with a first aid kit,
 - Has safety equipment appropriate to the season and road conditions.
 - *Has the Crossroads Emergency Contact Card on board as a portable record

I/we understand that cost of the vehicle maintenance and safety equipment is my/our responsibility.
 *The Emergency Contact Card replaces the Portable Record that our Accreditation Standards require us to have with us for each of our foster children.

DRIVING RECORD DECLARATION

I/we understand that Crossroads may require us to obtain a Driver's Abstract/s at their discretion for accreditation or safety review purposes.

I/we declare that a driver's abstract covering the past 12 months would show the following regarding: speeding tickets, demerits, accidents, license suspensions, license conditions.

11. MEDICATION ADMINISTRATION & INFECTION CONTROL

OPENING & ANNUAL REVIEW: Primary Caregiver _____ OPENING HOME: Secondary Caregiver _____

I/we have reviewed the Crossroads Medication Administration and Infectious Disease policies and procedures as part of our training, or one-on-one with a Crossroads staff.

I/we will comply with these policies to the best of my/our ability.

12. CLOTHING & ALLOWANCE

OPENING & ANNUAL REVIEW: Primary Caregiver _____ OPENING HOME: Secondary Caregiver _____ Crossroads Representative _____
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CLOTHING: Required amounts: I understand that the monthly stipend I receive for children placed in my home includes the age-related amount noted below, which is to be spent on the child’s clothing. It is my responsibility to ensure each child has adequate, seasonal clothing.

0 – 1 Year \$26.90	2 – 5 Years \$37.60	6 – 11 Years \$49.05	12 – 15 Years \$68.45	16 – 17 Years \$70.05
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I agree that receipts for clothing purchased will be kept in my records in case of a dispute. I understand that the Agency can request these Clothing Logs and receipts at any time. I understand that by signing this declaration I am acknowledging my responsibility in regards to each child’s clothing entitlements.

ALLOWANCE: Required amounts:

6 – 8 Years \$2.75 / week \$11.92 / month	9 – 11 Years \$6.95/ week \$30.12/ month	12 – 15 Years \$11.00 / week \$47.67/ month	16 – 18 Years \$15.15 / week \$65.65 / month
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I/We agree to provide allowances as stated above to all children 6 years and over who are placed in our foster home. We will also provide allowances for these children when they are in respite.

I am aware of the following:

1. Persons served, over the age of 5, will have a portion of allowance or spending money under their personal control,
2. Allowances/spending money may be withheld only to provide restitution (a maximum of 50%, the balance going to the child). The child must sign weekly in acknowledgement of the restitution.
3. Allowances/spending money may be withheld temporarily as a consequence. The child must sign weekly in acknowledgment of the what is expected of the child in order to get the allowance that has been withheld, and full restoration of allowance.
4. I understand that the agency expects Monthly Allowance Log to be completed and signed by the child. These logs are to be submitted with my monthly paperwork, to be kept on the child’s file.
5. **I understand that if I do not have documented proof that allowance has been given to the child I may be required to pay the amount owed at any time; even long after the child is no longer in care.**

13. RESTRICTIVE PROCEDURES

OPENING & ANNUAL REVIEW: Primary Caregiver _____

OPENING HOME: Secondary Caregiver _____

I/we have discussed the Crossroads Restrictive Procedures policies and will comply with these policies to the best of my/our ability.

Definition: Restrictive procedures place limits upon the child and include restrictions of movement (i.e. use of mechanical restraints - harnesses, belts, etc.), isolation from the group (i.e. time-outs, unlocked confinement, etc.) withholding of privileges, access to outings, etc.

Caregivers may use only those restrictive procedures that are listed as “acceptable methods”, and in which the Caregivers have received training.

These strategies may only be implement:

- In the best interest of the child, and
- Only after it has been determined that no other reasonable, less restrictive alternative is available.

The use of a restrictive procedure needs to take into consideration:

- The risk of harm to oneself or others,
- The capacity of the child to understand cause and effect of behavior and procedure,
- The child’s history (i.e. a history of abandonment or sexual abuse will influence the type of procedure used), and
- The rights of the child.

Acceptable Restrictive Procedures - Reviewed at each Service Plan review:

- Situational Exclusion
- Time Out
- Isolation / Unlocked Confinement

Things to remember if/when using restrictive procedures:

- It must be a short term response
- It must address a safety issue
- Your Service Team must have already agreed upon its use, with caseworker sign-off
- There is a time limit and the child is aware of that time limit
- The child will be monitored closely and the restriction will be ended as soon as the child regains control
- It must be documented in the daily notes and Monthly Progress Record

Use of an Unplanned Restrictive Procedure

- When an unplanned restrictive procedure has been used
 - the Caregiver, child, and other children involved or witnessing must discuss and debrief the incident,
 - the child is informed of his/her right to file a grievance,
 - a Critical Incident report is completed to document severe tantrum behaviour (if applicable)
 - Senior management will review such incident reports on a regular basis

Prohibited Restrictive Procedures:

With the exception of Specialized foster homes in which the parents have taken Non-Violent Crisis Intervention Restraint training, and the Caseworker has authorized use of such intervention for a specific child under specific circumstances, physical restraint methods are **NEVER** used as a means of managing the behavior of a child in foster care.

14. CORPORAL PUNISHMENT

I/we understand and agree to comply with the no-tolerance policy which requires absolutely no corporal punishment of any foster child in my care.

Corporal Punishment is defined by Crossroads as, but not limited to: spanking, slapping, shaking, pinching, biting, pushing, holding the child, or any contact not necessary to protect a child from immediate physical danger to themselves or others.

Canadian Accreditation Council of Human Services (CAC) States: The following interventions **may not be** utilized as a mechanism to alter behaviour: Corporal punishment: punishment of a physical nature such as shaking, pushing, slapping or spanking.

Crossroads Caregiver Information Handbook # 107.3 Behaviour Management of Caregiver’s Own Children reads, in part:

Caregivers are responsible to provide discipline and structure to both their own children and to foster children in their care. The goal of discipline is to train for and encourage appropriate behavior, and to assist the child in developing internalized self-control.

*Discipline methods that **positively teach** rather than **negatively control** behavior must be emphasized. Discipline should be thoughtful and related to the type and degree of misbehaviour (i.e. natural or logical consequences).*

“Corporal punishment” is defined as any sort of physical discipline such as spanking, slapping, grabbing, pinching, biting, etc. It is NEVER permissible to use any corporal punishment / physical discipline with foster children in your home.

*Many foster children come from a family background where they have experienced and observed unpredictable and unreasonable discipline, physical interactions, and consequences. Because of this, physical discipline of the foster family’s biological children may adversely impact the foster children in the home. For this reason, Crossroads strongly recommends that Caregivers **DO NOT** use physical discipline with their own biological children.*

For additional information and understanding, please read 507.3 in the Caregiver Information Handbook.

DECLARATION OF CURRENT PRACTICE

- Not Applicable. No biological children in the home.
- We **DO NOT** use corporal punishment with our biological child(ren).
- We agree that **if we should change our practice** and begin using corporal punishment with our biological child(ren) we will **notify the Agency immediately** and discuss whether or not they can support our change in disciplinary practice.

- We **DO** use corporal punishment with our biological child(ren) and have reviewed these practices with the Crossroads’ Worker.
- Signed Narrative Attached.**
#FC 200.31

15. FIREARMS & WEAPONS COMPLIANCE

OPENING & ANNUAL REVIEW: Primary Caregiver _____
 OPENING HOME: Secondary Caregiver _____

Provincial Licensing Regulations as stated in the Child, Youth and Family Enhancement Act require that all firearms and weapons are secured as per licensing regulations.

DEFINITION: FIREARMS & WEAPONS include, but are not restricted to:

- rifles
- pellet guns
- Crossbows
- decorative swords or daggers
- hand-guns
- BB guns
- Hunting knives

DECLARATION:

- We **DO NOT** presently own firearms or weapons. Should we ever do so, we will immediately notify the Crossroads Family Services Recruitment and Assessment Officer or our Foster Care Support Worker.
- We **DO OWN** firearms and/or weapons, but they are **NOT STORED** on our property. If firearms and/or weapons are brought into the home I/we agree to notify Crossroads Family Services and follow the safety precautions listed below.
- We **DO** own firearms and/or weapons and they **ARE** stored on our property:
 - Any firearms and/or weapons, while not in use, will be locked in a secure place, inaccessible to foster children, and;
 - ALL** ammunition (including arrows) will be locked away in a separate location while not in use, and;
 - ALL** firearms will be equipped with trigger locks, and;
 - We have all the required permits and licenses (POL/PAL) to own, store, and use these firearms.

The following firearms/weapons are stored on our property:

Type:(rifle, shotgun, etc.)	Model/Caliber	Used for: (purpose)	Used by:

- The presence of weapons in the home has been discussed and all are in support of them being in the home.

Comments:

- Foster children are permitted to use a specified firearm/weapon **only if** the following conditions have been met:
 - a) Written authorization from Caseworker specifying weapon to be used is on the child’s file at Crossroads and in the home,
 - b) Crossroads Family Services Support Worker has been consulted,
 - c) Constant adult supervision occurs,
 - d) Use of any new/different firearm or weapon requires new authorization and consultation

- No Changes since last year**
- Changes to notify Reassessment and Service Team**

16. STUDY MATERIALS: Caring for Children 0 – 6 years

OPENING & ANNUAL REVIEW: Primary Caregiver _____
 OPENING HOME: Secondary Caregiver _____

BABY STEPS: Caring for Babies with Prenatal Substance Exposure

I/We have received a hard-copy of the document “BABY STEPS: Caring for Babies with Prenatal Substance Exposure” [Alberta Version 2013]. I/We agree to read this document to become familiar with important information about at-risk infants and how to safely care for them.

I/We understand and agree that this document is intended to accompany the required training course, “Safe Babies” which I/we will also be taking in order to provide the best possible care for infants and toddlers.

THE EARLY YEARS: Healthy Parents, Healthy Children

I/We have received a soft-copy of the document, “The Early Years”. I/we agree to read this document in order to become familiar with important information about caring for children aged 0 – 6 years.

17. CHILD ACCESS TO SUPPORTS – Home Phone

OPENING & ANNUAL REVIEW: Primary Caregiver _____
 OPENING HOME: Secondary Caregiver _____

Children in care have the right to ongoing access to their CI Practitioner, a Cultural Resource Person, and to the Child & Youth Advocate. To ensure children can contact these supports as needed, all foster homes will maintain a home phone available to children, in addition to any cellular phones they may own (*Crossroads - 501.12*).

We **have** a home phone available 24-hours a day for children/youth who are between 6 and 18 years of age.

We agree that **if we should change our practice**, we will **notify the Agency immediately to discuss**.

We **DO NOT have a home phone** for the following reasons:

- Children are **under the age of 6 years** old
- Child / youth are not able to use a home phone due to cognitive/developmental delays
- Other: Provide Details

RE: FOSTER HOME AGREEMENTS & DECLARATIONS

I/We declare that we have reviewed, understand, and agree to each declaration initialed above.

Opening/Annual _____ Signature _____ Primary Caregiver (Print) _____ Date _____

Opening Only _____ Signature _____ Secondary Caregiver (Print) _____ Date _____

Opening/Annual _____ Signature _____ Crossroads Representative (Print) _____ Date _____