



Required Caregiver Documentation: From New Placement to Discharge

Forms can be found on our website at www.crossroadsfs.ca/ Forms / login / foster-care

Foster Family: _____ **Month:** _____

Upon Placement When

<input type="checkbox"/>	Child Arrival Report	Day 1
<input type="checkbox"/>	Make medical appointment for physical check-up (Book appt. within 48 hrs, appt. must occur within 10 calendar days – use Gov Form)	Day 2
<input type="checkbox"/>	Make dental/optical appointments for kids 3 years old and over (within 2 months)	Day 2
<input type="checkbox"/>	Clothing Inventory	Week 1

Month End (30th / 31st)

<input type="checkbox"/>	Progress Report	For the Month
<input type="checkbox"/>	Clothing Expense Record (Attach receipts). You may submit or keep them on your own file.	For the Month
<input type="checkbox"/>	Non-Critical and Head & Face Injury Incident Reports (if any)	For the Month
<input type="checkbox"/>	Medication Administration Record (if any)	For the Month
<input type="checkbox"/>	Allowance Forms (signed by the child 6 years +)	For the Month
<input type="checkbox"/>	Expense Claim Form (attach receipts)	For the Month
<input type="checkbox"/>	Miscellaneous (School reports cards, pictures, assessments etc.)	For the Month

Discharge

<input type="checkbox"/>	Child Discharge Report	At exit
<input type="checkbox"/>	Clothing Inventory (Update original form)	At exit

Within 24 Hours

<input type="checkbox"/>	(Critical) Incident Report / Head Injury Report	Immediately!!!
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