

Section 1

CONSULTANTS TO CARPE DIEM'S PROGRAM

CONSULTANTS

Dr. Richard Berry:

Dr. Berry received his doctorate degree in clinical and developmental psychology from York University (1980). He is a clinical and forensic psychologist registered with the Ontario College of Psychologists of Ontario.

Dr. Berry has extensive experience working with children, adolescents, adults, couples and families with issues that include parenting, family violence, separation/divorce, custody/access, conflict resolution, sexual performance/intimacy, infidelity and recovery after an extramarital affair, sexual offending and sexual victimization, trauma treatment and mood disorder.

A designated Capacity Assessor as per The Substitute Decisions Act, Dr. Berry provides Capacity Assessments under the auspices of the Capacity Assessment Office, Ontario Ministry of the Attorney General

Lorie Walton:

Lorie Walton is the owner and Lead Therapist of Family First Play Therapy Centre, in Bradford, Ontario Canada, a centre focused on assisting children and families dealing with attachment, trauma and emotional and developmental issues. She has extensive training in working with children who have been adopted or are in foster care who experience attachment related issues and trauma. As well, she has specialized training in working with children who have experienced other forms of trauma including sexual abuse.

Before training to become a Child Psychotherapist Play Therapist, Lorie devoted her life and studies as a Special Needs Resource teacher for children, especially those with Developmental and Physical Disabilities, including Autism. She has worked with the Ministry of Education Program Standards Unit (Ontario, Canada) as well as for the Ministry of Community, Family and Children's Services, Special Needs Branch (Ontario, Canada) as a consultant in developing programming for children with Autism.

In conjunction with her private practice, Lorie offers Play Therapy Clinical Supervision for Child and Family Agencies and for Play Therapy and Theraplay® interns and is currently the President for the Canadian Association for Child and Play Therapy (CACPT).

Branching Out:

Branching Out is a multi-faceted service which offers a variety of enhanced assessment and therapy branches to determine and ultimately meet the needs of our clients.

A dedicated network of professionals - comprised of Child and Youth Workers, Family Support Workers, Play Therapy Interns (Members of the Canadian Association for Child and Play Therapy), Consulting Psychologists, Peer Mentors, Treatment Directors, and Clinical/Field Placement Support - has collaborated to provide the highest standards of treatment services. We have branched out in order to ensure personal needs are met with a positive outlook, an experienced team, and the resources in place to support health and growth.

Please see www.branchingout1.com for more information.

Section 2

DESCRIPTION OF PROGRAM AND SERVICES

I INTRODUCTION AND PHILOSOPHY

Carpe Diem is a specialized program designed to provide treatment foster care for emotionally distressed children.

Treatment Foster Homes are serving children who have experienced a number of issues concerning separation, trauma and/or abuse. These children may have had inconsistent parenting and, in some cases, they have not had a significant early attachment experience. Their problem starts at the beginning of life when the scales are tipped toward a future of trust and love, or one of mistrust and deep-seated rage.

Carpe Diem may provide staff or college placement student support as a resource for the treatment foster family, to provide recreation for the child, school support, extra relief, and when appropriate, support for the natural family. Sometimes a part-time adult is less threatening for children, giving them the detachment they so often need as they, at times, feel threatened by the closeness of a family environment. These children often present behaviours such as:

- Lack of ability to give and receive affection
- Self-destructive behaviour
- Cruelty to others/animals
- Phoniness, neediness
- Anger and aggressive behaviour
- Authority, control problems
- Lack of long-term friends/relationships
- Problems with stealing, hoarding and gorging on food
- Sexualized behaviour

Recognizing that these children are difficult to maintain in family-oriented foster homes, Carpe Diem may use a Support Worker, shared fostering, services from our sister agency Branching Out, or one of the Semi-independent foster homes provided by Stepping Out. All reasonable efforts will be made to keep a foster child in the foster family system.

PHILOSOPHY

We are committed to provide a caring, supportive and structured environment that is effective and meets the child's needs. We believe every child is entitled to a normalized, safe, secure and stable environment. Each child is unique. Each child requires a structured, caring, nurturing environment, tailored to meet his/her individual needs. Each child will be allowed to express his/her needs and feelings in a safe, non-threatening environment. We continue to recognize that children grow in their own way and at their own pace. The individual child's change in growth and development will dictate the necessity to modify and/or adapt to the current needs of the child. Every child has the right to live free from the fear of being abused and/or abandoned.

At Carpe Diem we believe in providing:

- Inclusive services that are non-discriminatory and in an environment that takes into account ethno-cultural, racial, linguistic and ancestral diversity. This includes the provision of services under the French Language Services Act.
- Accommodation of the gender-specific needs of children and youth.
- Access to services that meet the needs of Lesbian, Gay, Bisexual and Transgender children and youth.
- Opportunities for participation in leisure and recreational activities that promote physical, social and cultural benefits for the children and youth in care.
- Opportunities for children and youth of Aboriginal heritage to preserve their unique cultural identity and to maintain positive contact, involvement and participation with their Aboriginal community as identified in the plan of care.
- Voluntarily access for children and youth in order to benefit from their specific religious and spiritual care will be implemented and maintained based on their religious affiliation or preference.
- Access to the child or youth's community spiritual/religious care provider, if available.

Carpe Diem also has program policies that outline:

- How the resident's file / Plan of Care indicates that the child/youth was informed, in a language suitable for the child/youth's level of understanding, of the program description related to cultural competency and the policies and procedures related to the rights of children and youth.
- How the child or youth is advised of the right to receive spiritual/religious instruction.
- The voluntary nature of any religious programs offered by the service provider.
- How religious diets and fasts of recognized faith groups are observed.
- Clear direction to the effect that seeking conversions, proselytizing or criticizing other faith groups by staff, students or volunteers is not permitted.

We believe in setting realistic and achievable outcomes for each child to ensure their feelings of success, which may enhance their self-esteem, self-confidence and worth. We are challenged to better understand the role and importance of the family of origin

and the need to consider the child in the context of where he/she originated.

We are committed to helping the child improve each Dimension of Development as defined by the ON-LAC Action and Assessment Record. To that end, we provide a well-structured family environment with consistency and predictability to enhance the developmental potential of each individual child.

ACADEMIC AND SOCIAL DEVELOPMENT WITHIN THE EDUCATIONAL SYSTEM

To achieve a successful school experience, there should be:

- Enrollment in an appropriate academic program designed to meet each child's needs and abilities
- Good communication between the foster home and school. For example, a daily communication book to monitor work completion.
- Support of the program workers to deal with any specific behavioural or social emotional concerns that might occur
- Access to thorough assessment and recommendations for academic and behavioural programming

II PRINCIPLES OF SERVICES

At Carpe Diem we:

- Strive for high standards of service in reaction or anticipation of the individual needs of the child
- Use a clear clinical framework provided by specialized consultants
- Provide a supportive, consistent, structured and nurturing environment
- Offer ongoing professional training, support and supervision
- Assist with natural families' involvement, integration and development when applicable and effective
- Strive to use a teamwork approach to include Carpe Diem, ministry representatives, foster parents, placing agency, school, community resources, one to one workers and natural parents
- Work for ongoing and effective communication
- Provide personalized and individual treatment

MISSION STATEMENT

Our mission is to support and assist the children to grow in all areas of their life and achieve an emotional, intellectual, physical and spiritual balance.

CLINICAL TEAMS

Carpe Diem believes in the philosophy that each of us is a student, always learning and growing. We therefore have policies related to the use of our Teams:

LEADERSHIP TEAM: It is the policy of Carpe Diem that the Leadership Team meets a minimum of twice monthly, more when required. This team includes the Director, Assistant Director, Case Manager Supervisors, the Co-ordinator of Training and Development and members from Branching Out and Stepping Out. Its purpose is managing the business of the agency, while ensuring that the agency principles and philosophies are held as the consistent standard of conduct for all employees.

CONSULTATION TEAM: It is the policy of Carpe Diem that each Case Manager will be assigned to a small group of peers, facilitated by the Case Manager Supervisor. This team meets monthly to review any foster homes and foster children requiring extra input. The agency believes this team is VITALLY important, therefore the Director attends.

CLINICAL CONSULTATION TEAM: Carpe Diem also has a monthly Clinical Consultation Team which is attended by Dr. Richard Berry, members of the Branching Out agency, and the entire staff team at Carpe Diem. Workers and Foster Parents may also be invited to attend.

FOCUS GROUP: The Agency has a Policy whereby challenging cases can be reviewed using the following multi-disciplinary team format and process.

Focus Group is a process for Identifying, Planning and Coordinating the needs of our Children and Families who present with complex emotional and behavioural issues. Our approach will focus on the three aforementioned elements in the context of Past, Present and Future.

- A Membership shall be determined by the Case Manager and Leadership Team and may include the Clinical staff as required. Clinical staff here is meant to include Branching Out Therapists, Community Therapists and our Clinical Psychologist.
- B The Focus group will always ensure that the following are included, in some fashion, in the process: Natural Supports, Guardians, Natural Parents / Family, Cultural Supports, Sexual Identity Supports and Religious Supports, Safety Planning, Community-Based Supports, Strength-Based Approaches, Outcome-Focused Approaches,. Also, creative non-traditional approaches will be encouraged and the child's input will be weighted heavily. Because of the make-up of the team, the required financial planning can be approved immediately.

III CARPE DIEM TREATMENT

THE PHILOSOPHY OF TREATMENT

Treatment refers to planned intervention with the aim of assisting and supporting change in a family or individual's behaviour and/or attitude. To achieve this, one requires a written, individualized treatment plan which contains outcomes, a set of procedures for achievement and a process for regularly assessing the result.

The philosophy of Carpe Diem Residential Treatment Homes for Children Inc. is that children need a therapeutic milieu where they can feel secure to resolve some of their inner conflicts and problems, and where they can learn to change their patterns of inter-relationships.

Many children involved in Carpe Diem have experienced inappropriate management, separation, unsuccessful placements and rejection in their lives. Consequently, their ability to trust is inhibited. Often, they present with special needs that further inhibit the quality of their interactions. For some, it may mean that they are incapable of meaningful attachments.

The children need to perceive the adult as a warm and nurturing role model who demonstrates a genuine interest in their well being. In addition, they also need to feel that their caretakers have the ability to:

- balance the child's need for control
- provide the opportunity to experience and experiment with his or her own developing autonomy
- help the child achieve a sense of individuality
- help with the formation of identity in relation to natural family

The adult needs to have a realistic view of their own strengths and limitations while recognizing that they are a member of a treatment team who acts as agents, or facilitators of change. We need to be prepared to foster realistic dependencies for a period of time, provide appropriate role modeling and promote a more positive self-image in these youngsters.

The agents of change are never solely the techniques, but the characteristics of the person who is able. Consequently, we need to be mindful of the impact of our interactions with these youngsters.

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REGULAR FOSTER CARE

Although Carpe Diem does not typically provide “Regular Foster Care”, the foster home selected for a child will depend on the age of the child, the circumstances which brought him/her into care, the individual and special needs of the child and goals and objectives of the placement.

DEFINITION:

Regular foster care generally refers to the provision on a daily basis of all the essential elements of family life a child needs through his/her placement. In a regular foster home, the child can quite readily be integrated into the foster family and have his/her needs met by following the family’s normal daily routines.

THE CHILD:

The child placed in a regular foster home is a child who can benefit from close family relationships. He/she has an ability to form attachments and to identify with the foster parents and family.

THE FOSTER FAMILY:

Foster parents providing regular foster care made changes in their family life in order to include a foster child. When the foster child first arrives, he/she may require special attention and help dealing with the trauma of separation from his/her previous caregiver. The child’s plan of care will set out the needs of the child and any specific directions the foster parent(s) should follow. Children in regular foster care can be expected to move towards fitting into the normal daily living routine of the foster family, with some modification, during their placement.

This is in contrast to the treatment foster home where the family is required to consider the needs of the child to such an extent that the family’s routine is altered to accommodate the treatment goals of the child.

It is the responsibility of Carpe Diem not only to ensure a suitable physical environment for nurturing a foster child, but also to protect the basic family unit. All members of a family, including a foster child, are entitled to enjoy personal and social attention from the (foster) parent(s). They are entitled to security and comfort day and night, to guidance and discipline, and a basic sense of membership in the family.

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GUIDELINES:

The following may be used as guidelines when placing children in foster care:

1. Once a child has been placed in a foster home, the operator should allow a period of adjustment before placing additional foster children in that home.
2. The operator should place the child in a home that can most appropriately meet the individual needs of the child. When matching a child with a foster family, consideration should be given to the composition of the family unit and avoiding the placement of:
 - a child in short term care with children in long term care
 - a child whose own parents have no contact with children whose natural parents have contact and visit regularly
 - an adolescent child with infant children

IV REPORTING PROCESS -- WRITTEN AND VERBAL

ADMISSION REPORT

An admission report is a standard Carpe Diem questionnaire, which should be completed by the placing agency worker upon the child's admission. This is a simple information sheet about the child's immediate needs and a brief description of the child's behaviour.

WRITTEN PLAN OF CARE and the PLAN OF CARE MEETING

- 30 days after the child has moved into the foster home
- 90 days after admission
- Every 90 days thereafter (many CAS's have moved to 180, but Carpe Diem still provides a 90 day report, and hopes that workers will attend the meeting)

The importance of the Plan of Care is to report on the child's progress for the previous time period (usually 90 days). The Desired Outcomes, Work Required, Person Responsible and Timelines are all specified using the SMART goal formula. This ensures that the child's needs are met and allows all the involved professionals to hear about their roles and responsibilities.

The Plan of Care may represent a contract of all the parties involved and ensures that the child's needs are met during placement.

The Plan of Care meeting may include the referring agency, the Carpe Diem Case Manager, foster parents, the child and his/her natural parents, where applicable. The Case Manager will examine and review the children's file to ensure that the recorded information has been followed. Absences must be recorded and notarized.

Although Bill 180 specifies that the child welfare worker only needs to prepare a Plan of Care every 180 days, Carpe Diem will continue to prepare a report and hold a meeting every 90 days. Also, the CAS guardian will initiate a meeting to review the child's AAR at least once a year according to ON-LAC requirements.

Plans of Care include:

- Desired Outcomes for each of the Developmental Dimensions outlined by the ON-LAC Assessment and Action Record, appropriate for the child's age
- A plan for achieving and maintaining clear expectations and responsibilities of the child, natural parents, Carpe Diem parents, staff as well as all other professionals involved in the case

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30 DAY PLAN OF CARE

A 30 Day Plan of Care is a short description of a child's:

- Strengths, Aptitudes And Abilities:
- Summary Of Significant Events (Since Last Reporting Period, I.E. Court):
- List Of Resources (Include Who Provides Which Services):
- Health, Including Medication, Medical, Dental And Other Appointments
- Education:
- Identity:
- Family And Social Relationships:
- Social Presentation:
- Emotional And Behavioural Development:
- Self-Care Skills:
- Incident Reports And/Or Serious Occurrences:

Also included are Desired Outcomes for each Dimension. It is recognized that the Foster Parent Report will not have the same detail as a 90 day report, as the foster parent and child are just becoming acquainted.

The 30 Day Plan of Care is to contain pertinent information about changes in behaviour, adjustment to the foster family environment, mood changes and daily routines.

90 DAY PLAN OF CARE

Every 90 days, a Treatment Plan of Care will be written and a meeting will be held to discuss future planning for the child and family. The 90 Day Plan of Care includes the Foster Parent Report on the previous time period, and a list of Desired Outcomes. The foster parent prepares this report at least 2 weeks before the planned meeting, and often uses the Case Manager for consultation.

There is also an Additional Goals sheet that can be used for planning at the meeting. There are copies provided for the CAS worker, the foster parent, the Case Manager and the file. The Case Manager is responsible for bringing and completing this form.

More frequent contact will be provided if needed, depending on the Treatment Plan for the child.

Children 12 years and older attend their Plan of Care Meeting to participate in their long and short term goal setting. It is expected that this child has assisted with the writing of the Report, and has seen the entire document prior to the actual meeting.

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MONTHLY REPORT

The Carpe Diem Foster Parent prepares a Monthly Report for each individual child. These may be submitted by email, or may be given to the Case Manager or handed into the office directly. It is the foster parent's responsibility to ensure the Monthly Report and expenses are received by Head Office no later than the last business day of the month. Case Managers are available at the monthly Resource Meetings to receive reports. Please note that Expense Forms cannot be emailed as they must be accompanied by the original receipts to be accepted.

INCIDENT REPORTS

A foster parent is required to submit an incident report within 24 hours of an incident occurring. This is very important because the Incident Report is forwarded to the child's worker. Incident Reports may be submitted in court, and foster parents may be asked to describe the incident reported. It is important, then, that these reports be written with care and attention to detail.

The incident also needs to be reported verbally to the Case Manager or after hours worker **as soon as possible**. Carpe Diem staff will then forward the Incident Report within 24 hours to the referring agency. At the discretion of the referring agency, the natural parents may be notified.

SERIOUS OCCURENCES

FOSTER PARENTS MUST **IMMEDIATELY** INFORM CARPE DIEM OF ANY OF THE FOLLOWING *SERIOUS OCCURRENCES* INVOLVING A FOSTER CHILD:

- Death of a child
- Any 'third party' contact including police or hospital
- Serious illness, serious injury or unplanned hospitalization
- Abuse or mistreatment of the child or allegations of such
- Complaints made by or about a foster child that is serious
- Complaints against the agency
- Apprehension by the police
- Fire or other disaster in the home
- Physical restraint of a child
- A "Boil Water" Advisory
- Absences of the child without permission for significant periods of time or the situation is considered serious
- Significant alcohol or drug abuse

The following steps will then take place:

1. Carpe Diem will immediately inform the Child Welfare Agency
2. The foster parent will complete an Incident Report
3. Carpe Diem will, within 24 hours, submit the Serious Occurrence form (including the Incident Report) to the Ministry
4. Carpe Diem will provide the Follow-Up Report within seven (7) days.

ENHANCED SERIOUS OCCURENCES

An *Enhanced Serious Occurrence* exists where an incident occurs that may be reported by the media or receives media attention. In this case the Enhanced Serious Occurrence Report must be reported **within one hour** of occurrence. The foster parent, therefore, must notify Carpe Diem immediately.

FOSTER PARENT RESPONSE TO RUNAWAYS OR MISSING CHILDREN

1. Immediately notify Carpe Diem that the child is missing and provide the following information, (as required):
 - a) name of the child, date of birth, sex and a complete physical description
 - b) status of the child:
 - Probation with an order to reside
 - Parental agreement
 - Society ward
 - Crown ward
 - c) the worker's name, with the agency address and telephone number
 - d) any locations where the child may be and any possible associates
 - e) any serious concerns (suicidal, homicidal, medical problems)
 - f) photograph (if available)
2. Ensure that the Carpe Diem Case Manager or On-Call Worker is notified immediately. In consultation with Carpe Diem staff, a decision will be made regarding contacting the police. Carpe Diem will then contact the Child Welfare Agency.
3. An Incident Report must be submitted no later than 24 hours as Carpe Diem needs to report this as a Serious Occurrence (third party contact). The report should include:
 - a) the time of the missing person report
 - b) the name & badge number of the police officer
 - c) the occurrence number
 - d) all instructions given to the police
5. On the return of the child to the foster home:
 - a) inform Carpe Diem (either the Case Manager or the On-call Worker)
 - b) notify the Police in cases where the police do not return the child
 - c) ensure that the Incident Report includes the time and details of the return

DISCHARGE FORM

A medical and discharge form will be completed at the termination of placement. The worker of record (referring agency) will be contacted to assess the appropriateness of a follow up interview with the child to discuss placement issues. Following the discharge, the Case Manager will support the foster parents.

After a child leaves a foster home, there is to be a follow up visit (when applicable) with the foster family in order to debrief the separation process and recommend any future contact for support for the individual child during this transition stage.

Within 30 days of a child leaving the program, a follow up contact will occur, if appropriate. This meeting will be documented with the child and foster family. The information will be recorded and recommendations made and shared as appropriate.

It is acknowledged that Carpe Diem rarely is encouraged to maintain contact with children after discharge. In fact, any unauthorized contact must be reported and noted in an Incident Report. In some cases, phone contact or visits may be approved by the worker of record, if the foster parent and Carpe Diem is in agreement.

V REFERRAL AND ADMISSION PROCESS

REFERRALS

Workers of any recognized Community Agency or Children's Aid Society would make the majority of referrals. The process of referral should include an admission application to be sent to the Carpe Diem Director, accompanied by the families/children's histories and diagnostic assessments, as well as recent psychiatric and psychological reports. This is to be reviewed by the Carpe Diem team and consultants, if necessary.

PLACEMENT PLANNING PROCESS

The Carpe Diem team is to ensure that the child is a good match and will review the referral information for appropriate matching. Criteria for appropriate matching include child's cultural, linguistic and socio-economic background; kinship ties; religious background; developmental, emotional, social, medical and education needs; child's interests, abilities, strengths, and problems; availability of recreational facilities, appropriate schools, proximity to own family, treatment facilities, etc. To ensure that mutual expectations in terms of treatment responsibilities are clear, a case conference will be arranged for all the professionals involved, if deemed necessary.

PRE-PLACEMENT AND PLACEMENT

When this is possible, i.e. a non emergency, planned placement, we would expect that the admission process would include two pre-placement visits, including one overnight stay, so that the child could familiarize him/her self with the foster parents and the other children in the home.

After pre-placement visits are completed, and if consensus on placement is reached, the child could immediately be placed.

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NOTIFICATION OF RIGHTS

At the time of admission, the child and foster family will be required to review the rights and responsibility policies with the representative of the foster placement agency present. Said policies shall be reviewed at each Plan of Care and noted on the Plan of Care Attendees form.

CONTRACT MEETING OR PLAN OF CARE

A contract meeting is formulated by the Carpe Diem team, the child's CAS worker, the family's worker and where feasible, the family of origin. The purpose of this is to clarify roles, expectations and treatment goals. Copies of the Plan of Care will be distributed to all involved parties.

Upon admission to the program, a Service Agreement must be signed between the Referring Agency and Carpe Diem.

REFERRAL CRITERIA

The Carpe Diem team assesses all referrals. This team includes:

- a) Directors of Carpe Diem
- b) Carpe Diem Case Managers
- c) The appropriate Carpe Diem Foster Parents
- d) The Referring Agency's own Placement Department

It is recognized that children referred to Carpe Diem may be at various stages of their journey in care. We accept referrals for children of all CAS status, children of both sexes, and children who are in care, regardless of their age.

Because our foster parents provide care in their own private family homes, there may be times when an appropriate match cannot be found. Children with a background of **fire setting**, and/or, **extreme physical aggression** towards either their peers or adults, children with a long history of stealing or inappropriate sexual behaviour demonstrated towards other children may not be appropriate for Carpe Diem foster care. On the other hand, there are times when we may have a setting with enough supervision to provide safe care for such a child.

VI MEETING DEVELOPMENTAL NEEDS

CHILDREN'S BASIC NEEDS

SAFETY AND SECURITY:

- Structure, organization and programming
- Consistency and predictability
- Controls (external and internal)
- Empathy, understanding, caring and reassurance
- Trust

FOOD:

- Teaching ways to shop and store food
- Helping with food preparation and menu planning according to age and ability
- Special menu for special occasions
- Being aware of cultural background and differences

HYGIENE AND ENVIRONMENT:

- Teaching and establishing emergency procedures (i.e. fire drills)
- Hygiene (teaching and assisting in basic cleanliness)
- Regular check-ups (doctor and dentist)
- Housekeeping skills (teaching and modeling appropriate level of skills)
- Keeping all medication locked away

CLOTHING:

- Providing appropriate, fashionable, seasonable clothing
- Teaching care and repair of clothing
- Being aware of the "peer" issues re: clothing
- Teaching community acceptance standards
- Keeping in mind cultural differences

CHILDREN'S EMOTIONAL NEEDS

A) ACCEPTANCE:

- Listening to children in a non-judgmental way
- Giving encouragement and support
- Applying limits on unacceptable behaviour
- Providing appropriate physical contact
- Supporting, encouraging and reinforcing positive gains in children

B) BELONGING:

- Providing skill and age appropriate levels of responsibility for each child
- Planning and supporting appropriate involvement in community activities
- Encouraging mutual respect and the recognition of personal space and privacy

C) SELF ESTEEM:

- Providing positive reinforcement and praise
- Helping each child set realistic and achievable goals
- Building on proven skills and abilities
- Providing times of positive one to one contact with each child
- Providing positive adult role models
- Providing life enhancing past times i.e. hobbies, sports, interests
- Encouraging and supporting positive attempts for relationship building
- Providing for individual participation in acceptance levels of grooming, hygiene and dress

CHILDREN'S PSYCHOLOGICAL NEEDS

TRUST OF ADULTS:

In order to establish trusting relations with adults, children require:

- A structured, safe and predictable environment
- Positive alternatives to maladaptive behaviours
- Clear, consistent limits
- Affection and nurturance
- Praise and encouragement
- Acknowledge and support of existing bonds with significant others
- Respect for cultural uniqueness and values

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SELF ESTEEM:

In order to develop a more positive self-esteem, the child needs:

- Praise and encouragement
- The opportunity to be involved in community activities to enhance social skills development
- To be able to identify existing strengths and build on those in a progressive manner
- To learn a repertoire of positive alternatives to replace negative behaviours
- To develop a sense of pride in their appearance, including following a basic hygiene routine
- The opportunity to express their unique cultural identity
- Acknowledgement and support of existing bonds with significant others

PEER RELATIONSHIPS:

In order for the child to establish and sustain positive peer relationships, he or she needs:

- The opportunity to socialize
- To learn to compromise and problem solve
- To develop empathy: to become aware of how their behaviour impacts on others
- Periods of structured play to develop and strengthen positive peer relationships
- To comprehend what is age appropriate social activity
- To gain self assurance in their own skills and abilities: to enrich cooperation and positive interaction with peers

SELF ACTUALIZATION:

- Helping with development or awareness of behaviours and resulting consequences
- Encouraging self awareness in areas of skills, limitations, attitudes, deficits, strengths and feelings
- Teaching negotiating skills
- Understanding and learning regarding his/her view of self

DAILY LIVING SKILLS

Listed below are practical day to day living skills necessary for one's responsible self-reliant functioning in the home and the community:

- The child's ability to dress himself/herself
- Personal hygiene
- Learning process
- Use of leisure time
- Interaction with others
- Spending money

Children learn life skills by example, supportive instruction, and throughout their own experiences, these being successful or unsuccessful. We model life skills by helping the child to accomplish new tasks. We should not do for the child what he/she is quite capable of doing for himself/herself.

VII STAFFING AND SUPERVISION

Each foster home is assigned a Case Manager who has education and experience working with children and adults.

All new Foster Parents are required to provide weekend relief for children in our program. The Relief Coordinator or assigned Case Manager will review these weekends to provide support and strategies.

As a full-time Foster Parent, contact with the Case Manager occurs weekly. This includes support, treatment strategies and behavioural management techniques. Resource Meetings occur monthly from September to June to provide training and support to foster parents. Attendance is a requirement for fostering.

A 24 hour telephone line is available to all Carpe Diem Foster Parents. The Emergency Contact number is **905-799-2947, press 8.**

We have experienced relief homes available. We have established, through years of experience and trust building, a strong network of professionals willing to share “training” and expertise with each other. This input has created an environment for a positive and equal learning opportunity for all members.

Some homes may require the assistance of a C.Y.W./one to one worker for a period of time. These people are recognized as Family Support Workers. This may occur with approval from the Carpe Diem Case Manager. The Family Support Worker will be assigned a number of hours to assist the foster family in whatever way is indicated by the foster parent, with consultation from the Case Manager.

It is important to note that Carpe Diem believes in supporting the foster parent by providing increased training or access to the Case Manager or services through our sister agency, Branching Out. It is our philosophy that facilitating attachment does not occur by having the child spend fun quality time with someone *other* than the foster parent! Children and foster parents may take advantage of therapeutic recreation activities provided by Branching Out, or many of the therapy options provided. Carpe Diem also offers agency wide annual events such as Wonderland, to provide positive family events from which to build positive experiences and memories.

VIII ROLES AND RESPONSIBILITIES

FOSTER PARENTS

In addition to providing a stable, nurturing, structured and safe environment for the child in their homes, the foster parents have the following responsibilities:

- Ability to provide and implement individualized therapeutic programs for the child
- Attend all case conferences for each child in their home: participation and assistance in treatment planning, problem solving and information sharing is required
- Understanding the significance of the natural family for the benefit of the child
- A stable, well balanced family environment and the ability to use support and understanding of the individual needs
- Ability and desire to have ongoing professional development, personal awareness (i.e. specialized skills, limitations) and attending courses, workshops, etc.
- Willingness to accept feedback/consultation
- Understanding the importance and feeling that they are an integral part of the program, involving all members
- Willingness to share family information with Carpe Diem staff such as changes to foster family roles or compilation
- Ability to transport foster children to appointments and recreation as required

CARPE DIEM DIRECTORS

Carpe Diem Directors are responsible for the following:

- Ensure all ministry requirements are met at all times
- Finance foster home
- Provide 24 hour emergency service to all personnel
- Meet with Foster Parents and Supervisors/Case Managers as required to discuss the plans of treatment and/or behaviour management strategies
- Provide support and consultation to Supervisors/Case Managers and Foster Parents in crisis situations or abuse allegations and investigations.
- Assess prospective Foster Parents and provide training as deemed necessary by a Director in conjunction with a Supervisor/Case Manager
- Continue to develop and assess the Carpe Diem Program on a regular basis
- Interact with external resources (i.e. school, medical facilities, psychological facilities and other professional organizations)
- Provide regular support meetings
- Ensure all Supervisors/Case Managers and Foster Parents are aware of all procedures and policies of child welfare agencies
- Implement ongoing training for Foster Parents in Crisis Prevention/Intervention and

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First Aid

- Support Case Managers during case conference and writing of reports
- Provide consultants to ensure appropriate consultation for individual child and family needs
- Assess child's treatment needs in conjunction with a Supervisor/Case Manager

CASE MANAGER

The role of the Case Manager includes building and maintaining professional relationships with foster parents including:

- Maintaining regular contact through telephone and visits
- Teaching behaviour management and discussing strategies
- Reinforcing positive relationship building and limit setting
- Maintaining appropriate fostering role and boundaries
- Providing basic interviewing techniques
- Communicating agency information (gatekeeping)
- Assisting with paper work requirements and responsibilities
- Providing monthly supervision
- Being available for venting, defusing, discussion, support
- Attending professional appointments (i.e., school, doctor)
- Providing resources for identified areas of concern
- Liaising with other professionals (CAS workers, teachers)
- Ensuring foster parents feel valued for their efforts
- Support foster parents to get Incident Reports into the office within 24 hours in order to forward to the agency/worker

Building and maintaining therapeutic relationships with foster children, including:

- Maintaining regular contact through phone, visits
- Providing resources and support (i.e., counselling, school)
- Advocating for appropriate services
- Ensuring continuity during transitions
- Basic interviewing and counselling
- Providing 'reward boards' or b-mod programs
- Communicating information
- Ensuring the children feel valued and supported
- Working with natural families where appropriate

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Performing administrative duties, including:

- Ensuring paperwork requirements are met
- Answering phone calls and emails promptly
- Developing new foster homes
- Preparing home studies
- Communicating information re: drives, relief, holidays, etc.
- Managing work load in an efficient and responsive manner

Supporting the agency and team, including:

- Representing the agency in a positive, professional manner
- Attending team meetings
- Communicating clearly and honestly to directors and team members
- Supporting team decisions positively and consistently
- Assessing personal and team strengths and weaknesses, and setting goals
- Providing feedback about other cases
- Receiving and acting upon feedback received

Case Managers will have a face-to-face contact with the primary foster parent at least once per month, every week for the first month of a new placement. This might be at a Resource Meeting, a Plan of Care, a school meeting or just an informal visit at the home. In addition, the Case Manager will strive to talk to the primary foster parent once per week.

Case Managers will bring month end envelopes received at the Resource Meetings to the Head Office on or about the 25th of each month. Envelopes should include: monthly expense sheets, monthly reports for each child, any school information, medical and dental reports, and any other pertinent information for the child's file. Where foster parents do not attend the Resource Meeting, it is then their responsibility to get the month end documentation to the Head Office by the last business day of the month.

Case Managers will notify a Carpe Diem Director of any change in one of their foster homes. They will attend staff meetings, including the Treatment Team Meeting, the Clinical Consult Team, and the large Team Meeting.

Case Managers will ensure that foster parents are keeping a Life Book on each of their children and will ask to see it on occasion. They will remind foster parents to bring the Life Book out at each Plan of Care.

Case Managers will arrange private meetings with individual children/youth periodically. Information will be shared with the foster parents and legal guardian when appropriate.

IX DISCIPLINE

The word “discipline” is derived from the word disciple. It describes the teaching and learning process by which children develop socially acceptable behaviours as they grow.

While there are a wide variety of theories and approaches related to discipline, the goal remains constant -- to assist children in developing self control, self confidence and ultimately, self discipline and sensitivity in their interactions with others.

Children’s past and present experiences in their family and culture can influence their pattern of behaviour.

At Carpe Diem, we practice effective discipline as a proactive response to behaviour. It takes time and effort to discipline effectively and to focus on discipline as a teaching process. It teaches the children that there are consequences for actions. It teaches social responsibility. It teaches problem solving techniques. It teaches self control through the use of inner values. Appropriate discipline enhances self-esteem through the use of positive reinforcement that strengthens relationship building skills. It provides opportunities to consider what has been done “right” rather than what has been done “wrong”.

It is important to ensure that consequences need to make sense, to be related to what the young person needs to learn, and they must be fair. Effective consequences take time to consider and to follow through. The use of natural, logical consequences is supported in all foster families.

Foster parents are encouraged to make use of their ‘team’ if they find themselves at a loss, or feeling exceedingly frustrated. We know that fostering is very stressful, and that we are often triggered in our own way by the behaviour of foster children. The team can include the home’s Case Manager, the After Hours pager staff, other foster parents, the area supervisor etc. Reaching out for help and ideas is seen as strength.

UNACCEPTABLE DISCIPLINARY PRACTICES

The following disciplines are **“UNACCEPTABLE”** with foster children and/or natural children:

- Corporal punishment by the foster parents, by another child, or by a group of children. The following types of disciplines must not be condoned by the foster parents or any other third party, these including, but not limited to:
 - a) Striking (directly or with a physical object)
 - b) Shaking, shoving, spanking or any other form of aggressive physical contact
- Deliberate harsh, humiliating, and/or, degrading responses that could result in the humiliation of the child, or the undermining of the child's self esteem. Examples of this include, but are not limited to:
 - a) Requiring that the child will not maintain a position where they feel discomfort in their environment
 - b) Forcing the repetition of physical movements
 - c) Forcing the consumption of food
- Deprivation and/or restriction of basic needs (e.g. food, shelter, clothing or bedding)
- Placing or keeping a child in a locked room
- Threatening removal of the child from the foster home as a form of behaviour control
- Extensive and prolonged withholding of emotional response or stimulation after the undesirable behaviour of the child has stopped
- Deliberate destruction of the child's property in retaliation for the undesirable behaviour
- Restricting, threatening or forbidding visits with the foster child's natural parents in retaliation for the undesirable behaviour

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APPROPRIATE METHODS AND CHOICES

Choose from the following list of disciplines:

- Natural consequences
- Clarifying expectations or reinforcing limits
- Offer children a simple choice
- Redirecting
- Logical loss of privileges
- Time out
- Reward system

Gaining an understanding of the triggering events which provoke/stimulate an unwanted behaviour may help you in your choice of discipline.

Please see Policies & Procedures regarding Physical Intervention.

X IMPORTANCE OF RELIEF

Regular relief is provided once every six weeks. However, given the emotional context of holidays and special events, children will spend statutory holidays in their foster home, unless they are going home for a visit with their natural family. (i.e. Christmas, Easter Sunday, Thanksgiving dinner, etc.)

All relief must go through the Relief Co-ordinator. This is important so that we know where the children are at all times, in case of an emergency or if the agency worker needs to be in touch. It is the relief parent's responsibility to complete the Relief Log form to ensure prompt payment.

Relief time is based on a 24 hour period. Therefore if you drop your child off at 4:00 p.m. one day, he/she must be picked up by 4:00 p.m. the following day. If on a two day relief, then at 4:00 p.m. 48 hours later, etc. That is not to say that relief homes cannot keep a child for a longer period of time, however, these arrangements must be mutually agreed upon by both parties.

Extra or emergency relief, when provided, must go through your Case Manager. When approved, the Case Manager will then notify the Relief Co-ordinator of dates of the relief requested.

Please note that only Carpe Diem approved homes may be used for relief for foster children. All relief homes are home studied and have appropriate documentation on file. If there is a family that is interested in providing relief to our children, please have them contact the Head Office.

Each family responds to fostering in their own unique way and each family has to deal with stresses. For example:

- Disruption in the family dynamics
- Stress of coping with the child in transition
- The stress of coping with great expectations, working in conjunction with Directors, Case Managers, Social Workers, Natural Parents, school and day care

All family members, including the foster child, have to deal with existing family patterns, activities, relationships, decision making and problem solving, which are unknown or new to the foster child.

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Due to the many intense therapeutic relationships between foster child and foster family, we strongly recommend that each foster family, as well as each foster child, receive regular relief as required.

We provide one weekend relief every six weeks per child and three weeks of vacation per year per family as deemed necessary by a team member. Whenever possible, Carpe Diem strives to have a consistent relief home for the child.

RELIEF HOME

A Relief Home Study must be completed prior to placing a child in the care of a relief home. This includes Police Checks with vulnerable sector reporting, medicals, and references.

The relief home should have the following information provided on the Relief Information Form by the full-time foster parent:

- Child's health card number
- Case Manager's name and phone number
- Brief description of the child's behaviour
- Telephone contact and/or visits allowed
- Description of antecedents that may trigger a child's behaviour and/or discipline practices that have proved successful
- Future relief dates

XI RECREATION AND SUMMER CAMPS

Carpe Diem strongly believes in the therapeutic value of recreation and social activities. As a result, children in our care are entitled to recreational activities regardless of their daily behaviour, as it is seen as part of their treatment plan. Consequences for behaviour can take other forms.

We utilize community resources because we have seen the progress children can make by being part of recreational activities. Each child is unique, and therefore recreation programs should be tailored to fit their individual needs.

Carpe Diem researches and maintains a list of accredited summer camps that have the necessary resources to support the needs of our children for a one or two week residential summertime experience. The Co-ordinator of Therapeutic Recreation, with the input from Foster Parents and the Case Manager, plans and organizes this camp experience.

The foster child's camp experience is arranged to coincide with the family's vacation time. This may require advance planning.

Each foster home is expected to provide family outings, i.e. picnics, trips, activities (skating, biking, etc.) and attractions (museum, zoo, etc.) on an ongoing basis. This is covered by the per diem rate.

XII LIFE BOOKS

A Life Book will be maintained for each child with the co-operation of the family and referring agency. Life Books are the responsibility of the foster parents and will contain photos and memorabilia pertaining to the individual child.

A Life Book should portray a child's opinions and pay special attention to the child's successes and experiences. For Life Book ideas, please contact your Case Manager.

Life Books should be brought to each Plan of Care so that the child's legal guardian can review current additions. Children who are too young to attend their Plan of Care can be encouraged to show and discuss their Life Books with their legal guardians during privacy visits.

There are many wonderful Life Book resources online, and supplies can be purchased at the local dollar store. This cost is included in the per diem rate.

XIII ALLOWANCES

A money planning and management approach will be used with allowances. It is recommended that half of the child's allowance will be given in cash to be used as disposable income. The other half could be used as earnings to meet pre-set goals of the child's choice. This half could be placed in a personal bank account for the child.

The foster parent will assist older children, working outside of the home, on how to manage their income.

PERSONAL CHILD ALLOWANCES PER MONTH

<u>Age of Child</u>	<u>Monthly Allowance</u>
3-5 years	\$10.00
6-11 years	\$20.00
12 and older	\$40.00

XIV PROCEDURES FOR REVIEW OF COMPLAINTS AGAINST A FOSTER PARENT

- Foster children should be encouraged to talk to Carpe Diem staff (Case Manager, Supervisor, Assistant Director, Director) about any concern they may have as soon as they state there is a problem.
- Children should be allowed free access to his/her child welfare worker or Carpe Diem staff with any concerns they may have.
- If Carpe Diem staff or the child's legal guardian is not available when they call, foster children should be encouraged to leave a message and phone number where they can be reached, or to call the Emergency Pager.
- In most situations, discussion and clear communication with the child welfare worker and Carpe Diem staff will resolve the matter. This should take place no later than five business days.
- The Case Manager, Supervisor or Director will discuss the next steps with the child and foster parents involved, and written records will be entered into the child's and foster parent's file. The child welfare worker will be involved here.
- Should the child feel uncomfortable in the home, he/she can be placed in a relief home until the investigation is completed.
- Depending on the seriousness of the investigation:
 1. the matter may end here or
 2. Carpe Diem parents may be cautioned and/or
 3. The child may be moved on an emergency basis.
 4. The placing agency will be informed immediately.
- Cases of a serious nature will be reported to the appropriate authorities.
- Foster parents who continue to use unacceptable disciplinary measures after one caution will have children removed and will be subject to closure.
- Written report of the incident must be sent to the Ministry of Community and Social Services

Complaints, by either the foster parents or children, can be reported to:

- a) Foster Parents
- b) Carpe Diem
- c) Placing Agency
- d) Child Advocate
- e) Ministry of Community and Social Services

Children are informed of the above at the same time as their Rights in Care are discussed; that is at admission and at every 90 Day Plan of Care.

Carpe Diem will endeavour to support the foster home as much as possible. The foster home will be given names of foster parents within the agency who have managed the same experiences.

XV INVOLVEMENT WITH NATURAL FAMILIES

It is the belief of Carpe Diem that the natural families be involved, when feasible and supported by the referring agency, while the child is placed in one of the Carpe Diem foster homes. The involvement we are referring to would be in the form of:

- Visits at the visitation centers, when appropriate (supervised or unsupervised)
- Attendance at Plans of Care, when appropriate
- Attendance at school meetings, when appropriate
- Attendance at pre-placement meetings, when appropriate
- Involvement in the child's life, school presentations, activities (i.e. any clubs to which the child may belong), when appropriate
- Involvement in the summer program for the child, when appropriate.

Any decisions, as to whether the natural family should be involved with the child, would be discussed thoroughly with the referring agency. This is essential to hear their input and knowledge regarding the legal status of each individual case.

We have found that if the communication between Carpe Diem and the natural family is positive, then the child sees their placement in a very different light. The foster families related to our program feel the same way and attempt to include the natural family as much as is possible in the planning process. Also, foster families are encouraged to have photos of the children's natural family in the child's living space, if appropriate.

Carpe Diem also supports Plans of Care being held close to the natural family's residence, when possible, in order that they may attend. When supported by the placing agency, Carpe Diem would be pleased to access a Behavioural Assessment through Branching Out that would include input from the natural family. We would also supervise family visits that take place on our grounds or as part of one of our programs.

It is a policy of Carpe Diem that children always have access to their natural families as the court so dictated. Foster parents are informed clearly that they should not use threats to remove visits to the natural family as a mode of discipline. Foster parents are also aware that they need to talk respectfully of the foster child's family, regardless of their own personal beliefs about the parents' behaviour.

Section 3

SELECTION, TRAINING & SUPERVISION of FOSTER HOMES

SELECTION, ORIENTATION AND SUPERVISION OF FOSTER PARENTS

(NB: SAFE and PRIDE will be implemented as soon as residential service providers get approval from the Ministry)

SELECTION PROCESS

Carpe Diem approves foster homes only upon completion of the entire Selection Process. The process is:

- All the adults in the home attend an Information Session.
- The family returns a letter of interest to Carpe Diem within seven days.
- An initial interview is set to see the family home and meet all family members.

At this point, a decision is made by Carpe Diem to continue the Home Study process. If so, interviewing begins with **each** adult in the home, and **each** family member or occupant. Acceptance for fostering will be impacted if any member of the household does not want to be involved in fostering (0202-04). The foster family is required to complete and provide the following documentation:

- Application form
- Reference letters for each (3 for a single person, 5 in total for a couple)
- Carpe Diem Medical form
- Criminal reference checks, with vulnerable sector screening (0202-05)
- Child welfare check
- Confidentiality statement
- Checklist re: physical home and safety
- Plan for fire evacuation
- Insurance coverage for home and auto have been checked
- Updated Pet Vaccinations

During the interview process, all members of the presenting household are interviewed using the OARTY Home Study template as a guide.

Carpe Diem will base the criteria for acceptance into foster care on the following:

- The ability of the family to meet the special needs of the foster child, i.e. understanding and commitment to utilize appropriate discipline, willingness to work as part of a multidisciplinary team
- A commitment from ALL members of the family to welcome children with difficult behaviours and issues into the home
- A clean home that has adequate space for another family member
- A stable environment that encourages respectful communication
- Adequate language and communication ability
- A willingness to participate in new training
- An attitude of co-operation and commitment to the child and the team
- The ability to get along with other adults and work within the system

APPROVAL AS RELIEF HOME

All homes are initially approved for relief coverage only. The applicants are told at the Information Session that this is the procedure. Once approved, a letter is sent out to the home welcoming them on board as a Relief Home.

Each home will provide relief coverage for the agency for an undetermined period of time, usually ranging from one to six months. During this time, it is recommended that the home take a wide variety of children so they can determine their preference.

It is understood by all parties that the relief coverage period is a trial for both the foster home and Carpe Diem. The foster home can determine if they feel supported by the agency, and if they would like to go onto the wait list for full-time children. Carpe Diem can determine if the foster home has met the obligations of relief work, including written reporting and recording.

MOVING TO FULL-TIME STATUS

Once it is felt that a home can be considered for a full-time child, the Case Manager assigned to the home will meet with the family to determine a suitable match. The home will then be placed on a full-time wait list until a match comes available. Of course, there is no determination of how long this could take.

RELIEF HOME RESPONSIBILITIES

Relief Homes are responsible for the safety, welfare and security of the Carpe Diem foster children in their care. All essentials are included in the relief home per diem. There should be no extra expenses on the part of the relief home.

Foster and relief homes are required to make telephone contact in the week preceding the weekend or time, in order to get updates on information pertaining to the child. Arrangements for the drop off and pick up of children should be made, as this is the shared responsibility of the relief and foster home.

The full-time foster home should provide the relief home with a Relief Information Sheet that lists all relevant information for the child, including health card number and medication.

The Relief Home is responsible for filling out the Relief Home Report that records activities, unusual behaviour and is signed for pay purposes. **Only relief homes that submit these reports get paid, as this form generates the payment.**

FOSTER HOME SUPERVISION

Each home is supervised by a qualified Case Manager who has regular contact with the home (ie, weekly). The foster parents and Case Manager work as a team with the child welfare worker to provide the best care for the child.

Case Managers give both positive and constructive feedback to foster parents. While the relationship is supportive and team oriented, the Case Manager is responsible to the Director of Carpe Diem for the conduct of the home.

In cases that are difficult or where the foster family may need some extra guidance, the Case Manager's Supervisor or the Assistant Director may attend meetings with the foster parent.

Carpe Diem will review the Service Agreement annually, and will perform an annual foster home review. This interview shall include foster parents and all members residing in the home. A self-evaluation will be given for the foster parents to complete.

Any concerns about the foster home will be first shared with the foster parents, and a plan shall be implemented for change. Concerns will be documented and discussed in a timely manner.

FOSTER HOME CLOSURE

In the event of an involuntary foster home closure the decision shall be made, where possible, between the Case Manager, the Carpe Diem Supervisor and the Director. The process and reasons are to be recorded to the file. A letter informing the foster parents of the closure will be provided outlining the reasons for the closure. At the time of closure, all records concerning the foster child shall be relinquished to the agency. All service agreements shall be terminated. A letter of reference may be provided by Carpe Diem based on the record of service.

There are times when a foster home decides to close voluntarily. The reasons for this are varied and usually quite personal. In this case, the Case Manager will facilitate the closure with Carpe Diem and the child welfare agency, where applicable. A letter will be generated from the Director to the foster home and CAS. Re-placement of the children will occur with the co-operation of and at the discretion of the child welfare worker.

TRAINING FOR FOSTER PARENTS

We offer the following training for our foster parents:

- Monthly Resource Meetings from September to June,
- Access to SAFEGUARDS training,
- Individual consultation with Dr. Richard Berry or the Clinical Consultation Team,
- Community training sessions
- All of the resources provided by our sister agency, Branching Out, including ongoing parent support groups and attachment training.

Other training proposals are considered on an individual basis.

New foster parents often communicate daily with their Case Manager until they have completed their orientation period. This represents a significant commitment to the foster family of Carpe Diem time and resources. Training often occurs during Case Manager and Foster Parent visits, as much of the training and feedback may be of an interpersonal nature.

The PRIDE training that is already in place for CAS foster homes will be implemented as soon as Carpe Diem receives permission to do so from the Child Welfare Secretariat, OACAS, and the Ministry of Children and Youth Services.

ANNUAL REVIEWS

Foster homes have an Annual Review each year, at which time the performance of the foster parents and the fit for fostering is evaluated. The foster parents also give recommendations to Carpe Diem about their own Goal Areas, and suggestions to Carpe Diem for improvement.

At this time, the goals from the previous year and the Service Agreement are reviewed. Goals are also set for the coming year. It is clearly outlined who will do what to facilitate the goal achievement.

The Annual Reviews are performed with the foster parents, the Case Manager, and the Case Manager Supervisor (usually). Once the process is complete, the form is forwarded to the Director who reads the Review.

Section 4

General Health Care

GENERAL HEALTH CARE

PROVINCIAL STANDARD:

The placing agency shall ensure that the following medical and dental requirements are met for children in care:

- Determination at the time of admission of:
 - evidence of serious bruising or significant injuries and where there are specific indications that suggest either a medical examination or treatment is urgently required for the child, provision for the examination or treatment.
 - symptoms of communicable or contagious diseases or indications of exposure to communicable or contagious disease within 21 days prior to placement
 - placing agency is expected to communicate to Carpe Diem any known allergies prior to the admission of the child
- Carpe Diem requires a complete physical examination by a licensed physician within 72 hours of admission to foster care, and annually thereafter
- Carpe Diem requires a dental examination by a licensed dentist and semi-annually or when a child is requiring dental intervention
- With 3 months of admission, Carpe Diem may require assessment and treatment of hearing and vision. If indicated, psychological, psychiatric assessments and treatments may be required where necessary and available.
- Carpe Diem requires establishment of an ongoing immunization program
- All of the above is to be included in each foster child's file, stating the date, the name of the physician, dentist or other professional, and is also documented within the Plan of Care Report as the Cumulative Health Record as of 2008.

Medical Forms must be completed **any time** a foster child visits a third party service provided, i.e. doctor, dentist, optometrist. Medical forms when completed, including date of visit, must be sent to the office to forward to child's worker with a copy to be kept in the child's file.

Please contact your Case Manager regarding which agency form you need to utilize.

PSYCHOTROPIC MEDICATION:

Workers will sign the psychotropic medication form at each plan of care, noting the date of the next medical review. If a doctor recommends a medication change, the CAS Worker **MUST** approve it before any medication is given. The Foster Parent and/or Case Manager and/or Doctor cannot make any medication changes without guardian approval.

ILLNESS OR MEDICAL EMERGENCY

POLICY:

The family physician or the foster parent shall be consulted in case of illness of children in care, or in the case of an emergency, the local hospital emergency department, for diagnosis and treatment.

PROCEDURES:

1. The FOSTER PARENT shall consult their family physician or the emergency department in case of illness or emergency
2. The FOSTER PARENT shall inform the CHILD'S CASE MANAGER and/or DIRECTOR immediately of any serious illness or accident.
3. A written Incident Report must be submitted within 24 hours.

CONSULTANTS:

The FAMILY PHYSICIAN shall refer the child if there is a need for consultation with a specialist.

PRESCRIPTION DRUGS:

Carpe Diem shall reimburse the foster home for medication prescribed by physicians or dentists. Non-prescription drugs, i.e. vitamins, cough syrup, Tylenol, Benadryl, etc. are to be covered by the foster parents.

Please note the above information regarding psychotropic medications. These must be reviewed regularly by the prescribing doctor, and approved by the CAS Worker at each Plan of Care.

IMMUNIZATIONS

IMMUNIZATION OF SCHOOL PUPILS ACT (Bill 142), 1982:

The bill has, as its purpose, increased protection of children against diphtheria, measles, mumps, polio, whooping cough, rubella and tetanus. The act authorizes the medical officers of health to require the suspension from school for 20 days of any pupil who has not been immunized and not exempt for medical or religious reasons and who will not complete the prescribed program of immunizations.

POLICY:

Children receive immunizations as follows:

- D.P.T.P. (Diphtheria, Polio, Tetanus and Pertussis-whooping cough) at 16-18 months and 2, 4, 6 years of age.
- M.M.R. (Measles, Mumps, Rubella) vaccination at 12-15 months
- D.P.T.P. at 14-16 years: Pertussis is not part of the booster after age 6

PROCEDURES:

- The CAS FAMILY WORKER, at the time of admission of a child to care, shall obtain the record of immunization from the parent
- If the parent(s) cannot give the information, or it is otherwise unavailable, the CAS FAMILY WORKER or HEALTH SPECIALIST shall contact the family physician or the school (where applicable) for the record
- The CHILD'S CASE MANAGER shall ensure that the up to date Ministry of Health Immunization Card is given to the FOSTER PARENTS

Please note that any additional immunizations (ie, the flu shot, measles etc.) require the CAS Worker's permission.

VISION TESTING

POLICY

:

Vision testing shall be included as part of the child's annual medical examination as noted on the three part medical form.

PROCEDURES:

- The CASE MANAGER shall request the FOSTER PARENTS to arrange an appointment for the child.
- If glasses are required, the FOSTER PARENT shall have the prescription filled by an optician of their choice in the medium price range. Consult with your Case Manager for the allowable amount. Every agency is different.

GUIDELINES:

- Carpe Diem does not pay for contact lenses unless they are prescribed for a specific condition.
- Carpe Diem does not pay for tinted lenses.

LICE

Please see page 53 for a complete explanation of reimbursement and helpful hints.

Section 5

EXPENDITURE GUIDELINES

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PER DIEM RATE

The Treatment Per Diem Rate is paid to foster parents to compensate them for the following: treatment plan rewards and out-of-pocket expenses involved in meeting a child's physical, social, emotional and educational development on a day to day basis.

The **Treatment Per Diem Rate is designed to cover normal day to day expenses** such as:

- food, including school lunches, pizza days, school trips (see below under School – Educational Expenses), outings to McDonalds and treats
- shelter and household operation -- children's rooms must be appropriately decorated according to age and sex
- personal care supplies and toilet articles such as shampoo, toothpaste, face cloths, sanitary napkins and over the counter medication (i.e. cough syrup, Tylenol, Benadryl, vitamins, etc.), unless prescribed by a physician and noted on a medical report
- toys, games and family recreational costs, including the cost of restaurant meals
- normal wear and tear on furniture, appliances, bedding and linens

The Treatment Per Diem Rate will not decrease due to cuts from the Ministry in the per diem. Each foster family will remain on their present per diem per child.

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CLAIMS FOR REFUND

CLOTHING:

1. Initially, a clothing requirement list should be submitted to the Carpe Diem Case Manager for approval upon their admission.
2. On an expense sheet, complete in full, an account of each article purchased and the price. Monthly clothing expenses in 2008 were \$80.00 per month. **Attach all original bills of sale.** If forms are completed accurately and bills are included, clothing refunds will be paid to foster parents along with their per diem cheque for that month. Separate receipts should be obtained for each child. This ensures that accounting can keep a running summary of expenditures per child.
3. All children should have adequate and appropriate seasonal clothing. Each child should have 8-10 pairs of socks and underwear at all times.
4. Special items such as skates, bikes, hockey equipment, etc., are not considered clothing. Before purchasing any of the above mentioned articles, contact your Carpe Diem Case Manager for approval. We have been able to provide for such items by splitting the cost between Carpe Diem, the foster parents and the child (i.e. savings from their allowance).

Example: Bike -- cost \$120.00

Breakdown:	Child	\$40.00
	Foster Parent	\$40.00
	Carpe Diem	\$40.00

SCHOOL -- EDUCATIONAL EXPENSES:

Transportation costs to and from school, school dances, pizza day and hot dog day costs **are included** in the basic Per Diem Rate and are not considered to be reimbursable.

School trips are the responsibility of the foster parents. When trips are expensive, some solutions can be applied as per the example with the bike under Item 4 in the Claims for Refund (i.e. one third from the child, one third from the foster parents and one third from Carpe Diem).

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RECREATION:

Normal recreational costs of every day family life are included in the Per Diem Rate. Registered swimming classes, hockey, gymnastics etc., may be covered if prior approval is agreed upon.

Each family is responsible for providing individual children with **one** appropriate community activity: sport activities, lessons (swimming, piano), cubs/brownies, etc. After Carpe Diem's approval, the foster parents will be reimbursed for such expenses. Transportation and eating out is not to be included in the reimbursements for these activities. This is the foster parents' responsibility.

ALLOWANCES:

The child's spending allowance will be paid by Carpe Diem, once a month, to the foster parents. The amount of allowance is different according to the child's age. Foster parents are responsible for keeping a monthly record of such monies. Each child's allowance should be charged on expense sheets to Carpe Diem by the foster parents.

Foster parents are responsible for calculating and requesting the monthly allowance for each child. Children can participate in daily chores in order to feel good about receiving an allowance. For those children with outside employment, the foster parents can teach the child how to use money wisely as well as encourage him/her with a good savings plan.

Children and youth are encouraged to perform only the regular/normal chores for their age and development level. Foster parents, in conjunction with children/youth, are encouraged to share experiences related to managing their allowance or work income. The child/youth will have access to their Case Managers regarding any problems in this area.

It is strongly recommended that each child have a joint bank account with the foster parent to encourage saving for a specific goal. We suggest that children save half of their allowance, whenever possible.

Monthly Allowance

- | | |
|----------------|---------|
| ▪ 3 – 5 years | \$10.00 |
| ▪ 6 – 11 years | \$20.00 |
| ▪ 12 – over | \$40.00 |

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CAMP:

Where practical and appropriate, Carpe Diem will facilitate a summer camp experience (either an overnight or day camp) for foster children. Foster parents are responsible for registering and planning holidays (summer, March break and winter) in conjunction with the Carpe Diem Case Manager.

Only children capable of handling overnight camp will be able to attend. Children attending two weeks of overnight camp will be allowed one week of relief per year per foster home. When a child is unable to attend overnight camp, three weeks of relief may be approved.

Carpe Diem will gladly assist foster families with their children's summer planning, but please keep in mind it is the foster parent's responsibility to ensure that children have a good, positive and productive holiday. Please register for summer programming on time to avoid disappointments.

RELIEF PROGRAM:

Every foster family should have regularly scheduled relief time. For children who have no regular family visits, Carpe Diem will schedule a relief weekend once every six weeks.

OTHER NEEDS OF CHILDREN:

Other miscellaneous reimbursable child-in-care expenses include long distance telephone calls and pictures taken for the child's Life Book.

Any other exceptional costs related to the child's special needs must be discussed with, and approved by, the Carpe Diem Case Manager.

- Christmas allowance – You will be notified in the fall of each year about Christmas spending. We truly appreciate foster parents for providing appropriate holidays for children in their homes, i.e. Christmas, birthdays, etc. We are aware that they usually spend some of their own money towards presents.
- Birthday allowance – Foster parents can expense \$50.00 towards a gift and party for their foster child in the month of their birthday. No receipts are necessary.
- A cheque for \$10.00 or \$20.00 (depending on the age of the child) will be sent to the child in a birthday card from Carpe Diem

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TRANSPORTATION:

Mileage will be reimbursed for home visits, court and psychiatric appointments. Foster parents are responsible for other transportation such as school, doctor's appointments and recreational activities.

Transportation pertaining to relief weekends will be mutually decided upon between the foster parents and the relief parents. It is the responsibility of relief and foster parents to arrange transportation for children's relief weekends as well as relief holidays. Transportation costs are not refundable for relief weekends.

The foster parents are advised verbally and in written form (manual) that should a child travel, Carpe Diem (Case Manager) must be notified and letters of permission and consent must be obtained prior to such time of travel. The placement agency will be notified whenever a child travels out of province or the country. A meeting will be arranged to include foster parents, Case Manager, Director, placing agency and will be set up prior to travel, to ensure consistency with the placing agency and federal immigration policies. You must obtain a travel letter of permission from the CAS.

HEALTH AND RELATED EXPENSES:

All billing in excess of Provincial Health Plan coverage should be approved by the Carpe Diem Case Manager. All other medical related fees beyond OHIP coverage such as nursing care, therapy (such as art, play and stimulation) must be approved in advance by the CAS worker.

For all other expenses relating to medical or dental coverage, please see Section 4 beginning on page 43 in this Manual.

PERSONAL EFFECTS:

The following items are considered to be reimbursable personal effect expenses for Carpe Diem foster parents:

- Uniforms, i.e. Guides, Brownies, Cubs, etc. Authorization from a Carpe Diem Case Manager is required.

Other special situations must be discussed and approved by the Carpe Diem Case Manager.

COMPENSATION FOR DAMAGE:

Neither Carpe Diem Residential Treatment Homes for Children Inc. nor the foster parents can be responsible for damage done by a child in their care, unless it is deemed that such damage was caused due to lack of supervision. However, Carpe Diem will consider compensation to Foster Parents when willful damage caused by a child in care may cause undue financial loss. This procedure does not apply to normal wear and tear.

1. Foster parents must report the damage to the Carpe Diem Case Manager immediately and submit a "Damage Claim Form" to their Case Manager ASAP.
2. The Carpe Diem Case Manager will investigate the incident to:
 - ensure there is evidence that the damage was caused by the specific child and to determine the extent of the damage
 - to determine that the foster parents have provided adequate supervision
 - to explore if the loss is recoverable through insurance
 - to explore restitution by the child and/or placing agency
3. An incident report must be completed by the Carpe Diem Case Manager together with the foster parents.
4. Upon being satisfied that compensation should be made, and having determined that amount of compensation, payment will be made to the foster parents.

“LICE” GUIDELINES

If you or one of your children have little critters crawling in their hair, yes... the dreaded “L” word, here are some helpful hints and facts to remember.

- Head lice are tiny wingless insects with flattened bodies. They are approximately 1/8 inch long and can take on the colour of the hair to which they are attached. As a result, they are very difficult to see.
- Lice can only crawl (they do not fly or jump). The best way to avoid getting them is to avoid head to head contact and sharing items such as brushes, hair accessories, etc. Also, lice like clean, fine hair. Using gel or hair spray in the morning will help to make it a little more difficult for lice to attach to your child's hair.
- Female lice lay 3 to 5 eggs per day and live for 30 days. Lice eggs take 7-10 days to hatch and another 7-10 days to be mature enough to mate.
- To kill lice, there is no need to use expensive chemical shampoos, which can be dangerous if over used or misused, and studies have shown that they can create long-term health problems. Mayonnaise or olive oil is cheaper, safer, and just as effective as chemicals, plus it conditions the hair. Saturate hair completely with mayonnaise or olive oil (it must be extremely greasy to drown the lice). Wrap hair as tightly as possible with plastic wrap, then cap with a towel. Let stand 2-3 hours. Shampoo thoroughly. Rinse with white vinegar and then with water.
- Now that you have killed the lice, you must remove all of the nits (tear shaped and are brownish / yellow; they are not white) and are often mistaken for dandruff. They lie very close to the scalp, especially behind the ears, at the crown of head and at the nape of the neck. To ensure that you find all the nits, check the entire hair shaft. Look for red scabs caused by scratching or from nits and bugs crawling through the hair or sucking blood from the scalp. They are firmly attached to the hair shaft.
- Hair should be combed out with a nit comb. It is beneficial to invest in a good metal nit comb as the plastic nit combs are not very effective.
- Lice die within 24 – 48 hours once off the head and unable to feed on a blood meal. If you are seeing head lice reoccur within 1 – 3 weeks of treating, chances are this is the same infestation and not a new occurrence. If any lice eggs (nits) were missed in the combing process, you must complete the treatment cycle again.

Now that you have killed the lice and removed the nits, you must clean other items that may have come into contact with the lice as follows:

- Bedding and clothing must be washed in hot water OR placed in a hot dryer for 20-30 minutes OR simply set aside for 48 hours.
- Carpets must be vacuumed.
- Items such as stuffed animals / toys that lice may adhere to must be set aside for 48 hours.

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As the natural products are safer to use and are less expensive, please note that Carpe Diem will not cover the cost of expensive chemical shampoos, etc. However, if you feel that you simply can not deal with treating your child(ren) because there are too many nits and it is simply too overwhelming, you can procure the services of "The Lice Squad". They can be reached @ 1-866-838-LICE or www.licesquad.com. You provide them with the city you live in and they will direct you to an individual who works from your area.

The Lice Squad charges \$55.00 / hour + GST and the average time is usually about 2 hours depending on the length and thickness of the hair, the number of people they are treating, etc. (they can do the same amount of work in 2 hours that it would take the average individual 8 hours to do as they are highly trained and have the proper equipment to use).

After much thought, Carpe Diem has decided to add some financial compensation As we know how stressful lice can be. Carpe Diem will therefore pay for one hour of Lice Treatment for your household if you decide to use this service.

We hope that the information provided will be helpful to you although we also hope that you never need to use it.

BLANKET POLICY FOR BABIES REGARDING EXPENDITURES

We cover the following large items for babies, however you must check with your Case Manager regarding baby items before purchasing them. We do have some items in storage.

- Cribs (up to \$200.00)
- High Chairs (up to \$100.00)
- Car Seat (up to \$100.00)
- Monitors (up to \$50.00)
- Formula – powder only
- Bumper Pads for Crib (no longer permitted as they are deemed unsafe)
- Mattress (up to \$75.00)
- Stroller (up to \$75.00)

There can be an initial expense **for clothing only** ~ \$200.00 per child upon admission if prior approval is given. You must submit separate receipts for each child with your monthly expenses.

Although we do not cover the following items, you can use your first \$80.00 monthly expense money to purchase any of the following if you do not wish to purchase clothing with it:

- Toys, educational books
- Bed/crib sheets, receiving blankets, towels, bibs
- Change tables, bath tubs, potty for toilet training
- Swings
- Bottles, nipples, liners, pacifiers
- Talcum powder, ointment, baby shampoo
- Diapers
- Jolly jumpers
- Exercisers
- Play pens, gates
- Booster chairs
- Batteries for monitors, toys, etc.

FOSTER PARENT EXPENSE GUIDELINE SUMMARY

CLOTHING:	MAX \$80.00 per month ~ if needed
BIRTHDAY:	\$50.00 ~ no receipts required
ALLOWANCE:	Ages 3-5 ~ \$10.00 per month Ages 6-11 ~ \$20.00 per month Ages 12 and over ~ \$40.00 per month
RECREATION:	Carpe Diem will pay for 1 recreational activity per child. Please check with your Case Manager before registering for any activity. If equipment is required for the recreational activity (i.e. skates), please check with your Case Manager for approval to purchase or to check the inventory at Head Office.
SCHOOL PICTURES:	\$30.00 MAX per school year ~ if however there are Graduation pictures during that school year as well, Carpe Diem will cover \$30.00 MAX for grad pictures as well.
SCHOOL SUPPLIES:	Locks, binders and backpacks (MAX of \$25.00 for backpack) can be expensed at the beginning of the school year ~ items such as pens, paper, etc. should come from the basic per diem rate. If there are higher start up fees for high school students such as student fees, etc., please obtain approval from your Case Manager ~ this will be looked at on an individual basis.
SCHOOL TRIPS:	School trips are to be covered by your per diem rate, however if you feel that you require additional finances / support from Carpe Diem (trips over \$25.00), please obtain approval from your Case Manager to expense a portion of the cost of the trip.
YEAR BOOKS:	Carpe Diem will pay \$20.00 towards the purchase of a year book. The balance should be paid by the foster child from their allowance.
PIZZA DAYS:	Pizza days / hot dog days @ school are covered by your per diem rate.
OTC MEDICATION:	Over the counter medication is covered by the per diem rate. Only prescriptions will be reimbursed. Please check regarding agency plan.

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PERSONAL HYGIENE PRODUCTS:	Personal hygiene products such as deodorant, sanitary napkins, etc. are covered by your per diem rate.
SUNSCREEN:	Sunscreen is covered by your per diem rate.
HALLOWEEN:	Halloween costumes are covered by your per diem rate.
BABYSITTING:	A MAX of \$25.00 per household can be expensed for resource meetings only.
INFANT FORMULA:	Carpe Diem will pay for all formula.
DIAPERS:	Diapers are covered by your per diem rate.
LICE SHAMPOO:	Lice shampoo is covered by your per diem rate. In order to keep the costs down in this regard, please refer to the Lice Guidelines on pages 53 and 54 of this Manual. If, however, you want to use the Lice shampoo, please check with Kendra at Head Office (905.799.2947) as we sometimes have some on hand.
PULL-UPS:	A MAX of \$20.00 per month will be reimbursed for Pull-ups for children OVER the age of 5 who require them for therapeutic reasons.
BABY SUPPLIES:	Please obtain approval from your Case Manager before purchasing ANY baby supplies as there is an inventory @ Head Office (your Case Manager will check with Head Office to see what is available).
TUTORING:	Please obtain approval from your Case Manager ~ this will be looked at on an individual basis as per the child's treatment programs.
CAMP:	Carpe Diem covers the cost for children to attend Pioneer Camp or alternative camp (to be discussed on an individual basis) for 2 weeks each summer. Basic camp supplies such as sleeping bags, insect repellent, sunscreen, netting, etc. is covered by your per diem rate as are disposable cameras.
MILEAGE:	Mileage to and from regular medical / dental appointments is NOT covered by Carpe Diem. Therapy or Specialist appointments or medical appointments that are a greater distance than normal will be reimbursed.

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VACATION:

Foster parents are entitled to 3 weeks paid vacation for a 12 month period (January – December). If a child is placed in a foster home mid year or is discharged from a home throughout the course of the year, adjustments to your vacation pay may be required. This is a sensitive and difficult subject and every effort will be made to avoid disruptions in your pay, however please understand that at times adjustments are necessary due to length of time a child is in your home (i.e. if full vacation has been taken earlier in the year and a child is discharged from your home, adjustments will need to be made). If however a child is in your home for a period of time and vacation time has not been taken, we will pay a pro-rated amount as your vacation pay for that child. We will be happy to explain this further on an individual basis, when and if this should occur.

Please note that vacations need to take place when children are NOT in school.

Section 6

POLICIES & PROCEDURES

POLICY REGARDING CORRESPONDENCE AND COMMUNICATION (0203-05):

All correspondence and communication (i.e. telephone calls, mail, packages) are not to be monitored or censored, except in the best interest of the child. This will be determined by the Placing Agency, in conjunction with the Carpe Diem staff, always ensuring the child's rights are maintained.

**POLICIES REGARDING DAILY CHORES, EMPLOYMENT AND USE OF MONEY
(0203-06):**

- a) Children only perform chores that would be considered regular for a child of the same age OR developmental level.
- b) Adolescents are encouraged to find employment suitable to their developmental level and progress in school.
- c) Children are taught how to manage their allowance and any work earnings, either by foster parents/life skills mentors/or other caring adults.

PROCEDURE:

A – C is recorded in the child or youth's Plan of Care on a regular basis.

POLICY REGARDING DISCIPLINE (0203-07) (see also Section 3)

Carpe Diem's policy regarding discipline is highlighted at the Foster Parent Information Session and is detailed within the Program Description section.

The following disciplines are "UNACCEPTABLE" with foster children and/or natural children:

- Corporal punishment by the foster parents, by another child, or by a group of children. The following types of disciplines must not be condoned by the foster parents or any other third party, these including, but not limited to:
 - a) Striking (directly or with a physical object)
 - b) Shaking, shoving, spanking or any other form of aggressive physical contact
- Deliberate harsh, humiliating, and/or, degrading responses that could result in the humiliation of the child, or the undermining of the child's self esteem. Examples of this include, but are not limited to:
 - a) Requiring that the child will not maintain a position where they feel discomfort in their environment
 - b) Forcing the repetition of physical movements
 - c) Forcing the consumption of food
- Deprivation and/or restriction of basic needs (e.g. food, shelter, clothing or bedding)
- Placing or keeping a child in a locked room
- Threatening removal of the child from the foster home as a form of behaviour control
- Extensive and prolonged withholding of emotional response or stimulation after the undesirable behaviour of the child has stopped
- Deliberate destruction of the child's property in retaliation for the undesirable behaviour
- Restricting, threatening or forbidding visits with the foster child's natural parents in retaliation for the undesirable behaviour

APPROPRIATE discipline is timely, fair, consistent, reasonable, appropriate, and includes natural and logical consequences.

In a situation where a child has lost all control and the ability to reason, he/she may become physically aggressive.

Physical intervention may only be used to prevent the child from hurting him/herself, others or damage to property but only such damage that result in an unsafe environment for the child or other children

A physical restraint can only be administered by persons who are trained in behaviour management techniques, including the use of physical restraints and should only be used after less intrusive behavioural interventions have been considered and, where appropriate, attempted first.

PROCEDURES:

- The use of physical restraints is only to be used in situations where the safety of the child or other persons is immediately at risk.
- Physical restraints are only to be used as a response to immediate safety concerns and not as “therapeutic holding”.
- Physical restraints are never to be used as punishment.
- Physical restraints should only be used after less intrusive behavioural interventions have been considered and deemed to be an inappropriate response to the circumstances.
- The methods that may be considered or employed to avoid the use of a physical restraint (for example diversion, de-escalation).
- The circumstances under which physical restraint may be used.

(N.B.: the decision to use a physical restraint should be made on a case by case basis and take into account the following: a child’s health condition, whether the child is taking medication and if so, whether the use of a physical restraint would be an appropriate response, the child’s age, developmental stage, and social history.)

- An Incident Report is required after the use of any physical restraint as this constitutes a **Serious Occurrence** (see page). A Carpe Diem staff member should be notified immediately after the situation has been de-escalated.

Carpe Diem Case Managers will review policies and procedures with respect to behaviour management techniques, including the possible use of physical restraints, with foster families during their initial orientation and at each annual review. This will be identified and recorded at the annual review process.

All primary Foster Parents will receive Crisis Prevention and Intervention Training provided by Carpe Diem’s certified CPI Trainer. Regular recertification will occur and is a requirement to continue to foster with Carpe Diem.

It is the Foster Parent’s responsibility to discuss and notify such incidents with the Carpe Diem Team. Written Incident Reports are required for the previous events within 24 hours of the occurrence.

CONTRAVENTION OF DISCIPLINE PROVISIONS:

Foster parents and workers are expected to comply with Carpe Diem's policies and procedures and the requirements of the ***Child and Family Services Act*** with respect to unacceptable disciplinary practices. At the same time, Carpe Diem's Case Manager is expected to know the capabilities of his/her foster parents and additional supports they may require. Failure on the part of the foster parent to comply could result in forms of remediation, or closure of the foster home.

Carpe Diem has written policies and procedures regarding the investigation of a complaint against a foster family regarding discipline. (see 0203-12)

POLICY REGARDING ASSESSMENT OF FOSTER PARENT APPLICATION
(0203-08)

Carpe Diem approves foster homes only upon completion of the entire Selection Process. The process is:

- All the adults in the home attend an Information Session.
- The family returns a letter of interest to Carpe Diem within seven days.
- An initial interview is set to see the family home and meet all family members.

HOME STUDY PROCEDURES:

At this point, a decision is made by Carpe Diem to continue the Home Study process. If so, interviewing begins with each adult in the home, and all family members or occupants. The foster family is required to complete and provide the following documentation:

- Application form
- Reference letters for each (3 for a single person, 5 in total for a couple)
- Carpe Diem Medical form
- Criminal reference checks, with vulnerable sector screening
- Child welfare check
- Confidentiality statement
- Checklist re: physical home and safety
- Plan for fire evacuation
- Insurance coverage for home and auto have been checked
- Updated Pet Vaccinations

During the interview process, all members of the presenting household are interviewed using the OARTY Home Study template as a guide.

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Carpe Diem will base the criteria for acceptance into foster care on the following:

- The ability of the family to meet the special needs of the foster child, i.e. understanding and commitment to utilize appropriate discipline, willingness to work as part of a multidisciplinary team
- A commitment from ALL members of the family to welcome children with difficult behaviours and issues into the home
- A clean home that has adequate space for another family member
- A stable environment that encourages respectful communication
- Adequate language and communication ability
- A willingness to participate in new training
- An attitude of co-operation and commitment to the child and the team
- The ability to get along with other adults and within the system

POLICY REGARDING PLACEMENT SELECTION (0202-06 and 0203-09)

Carpe Diem will consider the following key elements when determining suitable placement selection of foster homes for a foster child:

- Child's cultural, linguistic and socio-economic background;
- Kinship ties;
- Religious background;
- Developmental, emotional, social, medical and educational needs;
- Child's interests, abilities, strengths, and problems;
- Availability of recreational facilities, appropriate schools, proximity to own family, treatment facilities etc.

Carpe Diem will always consider the geographical or cultural isolation of the child and ensure that plans to maintain connections are part of the child's plan of care.

POLICY REGARDING INFORMATION ABOUT PREVIOUS ABUSE (0202-08)

Carpe Diem has a strong clinical basis and is always committed to minimizing the trauma experienced by foster or natural children. It is therefore Carpe Diem's policy that any information obtained regarding previous abuse the child has suffered will be shared in a timely and sensitive manner with the potential foster parents. If information comes to light following the placement, that information will also be given to the foster parents. Support will also be provided to the foster parent if secondary trauma is a concern.

Carpe Diem's Placement Staff request as much information regarding previous history as is possible from the placing agency – especially information related to previous abuse or trauma. Special care is given to the matching of a new foster child with children previously placed.

POLICY REGARDING RELIEF AND EMERGENCY RELIEF (0203-10)

Carpe Diem provides full-time foster parents with regular, consistent relief usually every six weeks, for 48 hours. In the case of an emergency, or where a home requires unplanned relief, the Case Manager will respond to the foster home within 24 hours to indicate the result of problem-solving. Driving to and from relief placements are the shared responsibilities of the two homes.

Relief may consist of planned, unplanned, formal or informal arrangements. Camp, day care, and use of babysitting or Family Support Workers are forms of relief. Carpe Diem encourages the use of community resources and college placement students as methods to provide relief to full-time foster families.

Foster homes are encouraged to support each other with informal relief arrangements such as play dates and informal babysitting.

PROCEDURES:

1. All Carpe Diem Relief Homes have been home studied and approved.
2. Whenever possible, the Relief Co-ordinator tries to schedule children with a consistent relief home.
3. The full-time foster parent and relief foster parent make contact the week ahead of the scheduled relief to confirm times etc.
4. The full-time foster parent provides the relief foster parent with a Relief Information Sheet.
5. Debriefing is strongly encouraged so that the child knows all the adults in his world communicate clearly and directly.

In the case of emergency relief, the foster home will contact their Case Manager to make necessary arrangements.

POLICY REGARDING FOSTER PARENT DEVELOPMENT (0203-11)

Carpe Diem provides both mandatory and voluntary training and development for foster parents in the form of:

- Monthly Resource Meetings from September to June (3-4 hours in length)
- Monthly Chronicles Newsletters which include websites and links to most recent and relevant resources
- Financial reimbursement upon successful completion of First Aid & CPR training
- Mandatory training in Crisis Intervention and Prevention by Carpe Diem's certified trainer, and regular recertification
- Access to Safeguards training as an OARTY member agency
- Individual meetings with Case Managers, Supervisors, the Assistant Director to support the learning and development necessary to support a particular child or placement
- Access to any and all of Branching Out's support services, including monthly parent support meetings for "Loving Attachment Disordered Children", and the agency wide Focus Groups.

Carpe Diem has also entered into individual arrangements with foster parents to assist with areas of particular interest and more formal training.

POLICY REGARDING FOSTER PARENT INQUIRIES (Reg. 70, s.121(3))

It is the policy of Carpe Diem that inquiries from a foster parent will be responded to as soon as possible, with the time not to exceed three days. Foster parents are also aware that they may access the Emergency Pager at 905-799-2947, press 8, to speak to a staff member at any time.

COMPLAINT AGAINST FOSTER FAMILY - DISCIPLINE

POLICY:

Carpe Diem will investigate complaints regarding any foster parent's unacceptable disciplinary practices. (see 0203-07 and 0203-12). The focus will be on both ensuring the safety of the child at all times and dealing with foster parents in a fair and open manner.

PROCEDURE:

Carpe Diem must respond to a complaint concerning the care of a foster child within 24 hours of receiving the complaint, investigate if arranged within five working days and inform the foster parents of the outcome of the investigation within five working days of concluding the investigation. (see 0207-09)

Procedures for the investigation must include:

- advising the foster parents of the complaint
- determine seriousness of incident and risk to the child
- interviewing complainant
- interviewing foster family
- interviewing children in the home
- interviewing collateral's

A record of the investigation should be included in the foster family's file. The record should include:

- date and nature of the complaint
- source of complaint
- method of investigation
- results of interviews held
- conclusion
- recommendations action

The following should be included as criteria when determining what action should be taken by the licensee in regard to the investigation of such a complaint:

- seriousness of the offense
- actual or potential risk or harm to the child
- past performance of foster parents in general
- frequency of occurrence
- previous disciplinary action taken
- behaviour of the child

The child welfare workers for the child involved will be notified and kept apprised of developments.

REPORTING OF SERIOUS OCCURRENCES (see 0203-14)

POLICY

Carpe Diem informs foster parents about the serious occurrence reporting requirements. All foster parents follow the protocol.

DEFINITIONS:

Definition of serious occurrences follows:

- all deaths of children in foster care
- serious illness, serious injury or unplanned hospitalization of the child
- all allegations and accusations of abuse* or mistreatment of the child
- abuse* or mistreatment of a child
- absence of the child from the home without permission for a significant** period of time or the child is missing and the foster parent considers the matter to be serious***
- apprehension by the police and/or a charge under the **Young Offenders Act**
- significant** alcohol or drug abuse
- any complaint made by or about a foster child that is considered by the licensee to be of a serious nature
- any complaints concerning the operational, physical or safety standards of service that is considered to be a serious nature
- any disaster, such as fire or Boil Water Advisory, or any other serious occurrences concerning a foster child

Abuse as defined in the *Child and Family Services Act

****Significance is based on the age of the child and his/her need for supervision**

*****CFSA, O. Reg. 550-85, Section 95 (2) specifies reporting requirements where a child is absent from a residential service.**

CLASSIFICATION OF FOSTER HOMES (0207-02)

Carpe Diem keeps an up-to-date list of approved foster homes organized in the following way:

- Full-time homes
- Relief/part-time homes

All homes are screened and selected, supervised and reviewed annually. Please see **Section** for more detail. Although Carpe Diem does not have homes specifically classified as Emergency Beds (0207-10), the Emergency Pager number is active 24 hours, 7 days per week. **905-799-2947, press 8.**

COMPLAINT FROM A FOSTER PARENT (0207-08)

It is the policy of Carpe Diem that Case Managers maintain contact with their assigned foster home on a weekly basis, typically by phone, email or in person. It is hoped that any concerns a foster parent may have would be discussed and resolved with the Case Manager at this time.

If a foster parent has a complaint that is not satisfied by the Case Manager, the procedure is:

1. The foster parent requests a meeting with the Case Manager and the Supervisor for the area or home. The Supervisor will respond within 24 hours to set a meeting date. Should the complaint be of a serious nature, the meeting will be set within 5 business days.
2. If not resolved at this meeting, the Supervisor will ask the foster parent to put the concern in writing so that it may be brought to the Leadership Team Meetings, which occur twice monthly.
3. The complaint will be reviewed by the Leadership Team, and the results will be communicated to the foster parent through a phone contact or a meeting.
4. The outcome will then be put in writing to the foster parent within five business days of the result being determined.
5. If necessary, a foster parent can request a personal meeting with the Director of Carpe Diem to appeal an outcome once the letter has been received.

POLICY REGARDING FOSTER HOME CLOSURE (0203-13)

It is the policy of Carpe Diem that the following situations shall be grounds for closure of a foster home:

- failure by the foster parent to notify Carpe Diem if a foster parent or a member of the household, who is over 18 year of age, is convicted of a criminal offense after the initial police check is carried out
- use of corporal punishment by the foster parent
- registration in the child abuse register of the foster parent, or any other member of the household over 18 years of age
- the recommendation of a foster home review that has not been implemented
- any changes within a home, i.e. other family members moving in or out of the household or accepting occupants such as boarders without prior consent of the Carpe Diem Case Manager
- a repeated lack of improvement when a situation has been addressed, verbally and in writing, with a foster parent (ie continued smoking in the home, lack of attendance at Resource Meetings, unprofessional conduct)
- any behaviour that violates the child's Rights

PROCEDURES for VOLUNTARY AND INVOLUNTARY CLOSURE:

1. If a foster family decides to cease fostering, it is expected that the foster parents shall inform their Case Manager of their intention to close well in advance in order to plan for replacement of children, where necessary.
2. In either case, a closing interview shall be held with the foster parents by a Carpe Diem Case Manager at which time both parties shall review the fostering experience and discuss the reason for closing.
3. At the time of closure, all foster parent records concerning the foster child shall be relinquished to the agency. All service agreements shall be terminated. A letter of reference may be provided by Carpe Diem based on the record of service. The procedure for closure is noted in the Carpe Diem/Placement Agency Service Agreement.
4. Carpe Diem's Case Manager shall prepare a closing report, which shall include recommendations regarding future use of the home and forward it to his/her supervisor for approval.
5. The Director of Carpe Diem shall prepare a signed letter, stating that the foster home is officially closed, the reason(s) for closure and that any agreement entered into with Carpe Diem or its worker is terminated.

POLICIES REGARDING FOSTER PARENT APPLICATION

I SELECTION OF FOSTER PARENTS (0203-08) See also Section 3

All potential foster parents (both relief and full-time) follow the selection process outlined in Section 3. This includes providing Carpe Diem with a Police Check with Vulnerable Sector Screening (VSS), and passing the home inspection process outlined below.

Families are assessed based on their ability to:

- a) meet the special needs of children,
- b) provide an environment conducive to children's developmental levels,
- c) learn new skills,
- d) use feedback appropriately,
- e) use adequate language and communication skills,
- f) co-operate with others,
- g) offer a commitment to children in need of secure homes.

PROCEDURES:

All foster homes are thoroughly home studied as outlined in **Section 8**. Special attention is paid to assessing the relative health of the family unit by interviewing each family member individually.

All homes start by providing relief care. The intent is that this may minimize the occurrence of families changing their mind, and the resultant move for foster children.

II CAPACITY OF THE FOSTER HOME (0205-02) REG.70, S.117

Carpe Diem may not place more than four children and two children younger than two years of age in a foster home.

Where all the children in the foster home are related, groups larger than four, or with more than two children under two, may be placed in a foster home with the approval of the Ministry. (see exemptions 0102-04 and 0205-02 and 0302-22)

PROCEDURE:

Many Carpe Diem homes have fewer than four foster children. In determining the maximum capacity of each home, the following should be considered:

- the ability of the foster parent(s) to meet the physical, emotional, social and intellectual needs of the child(ren) in the home
- the special needs of any children placed in the home
- the physical space
- the ability of the foster parent(s) to evacuate all the children in an emergency
- the stated preferences of the foster parent(s)

III HOUSING REQUIREMENTS (0205-03) REG.70, S. 118

Carpe Diem must ensure that each foster home is safe and is suitable for foster care. In addition to the requirements, other considerations are outlined below.

STORAGE:

Storage of various materials should be carefully planned to ensure both accessibility and safety.

Storage facilities may include:

- low level storage for clothing and items used daily by children
- a place for seasonal storage of clothing
- storage space for toys when they are not in use
- a space which is inaccessible to children to store hazardous products
- locked storage for drugs and medications

BATHROOMS:

Bathrooms should be arranged in the following manner to ensure both accessibility and safety.

- storage of cleansers and chemicals should not be in locations accessible to young children
- glass and breakable accessories should not be accessible to young children
- mirrors and wall attachments should be fixed securely to the wall
- locked places used for storing medicine should be inaccessible to children
- friction sticks or a rubber mat should be affixed to tubs to avoid slipping
- the maximum temperature of the hot water in the bathroom should be lowered to 49 degrees Celsius to avoid scalding accidents
- each child should have area/space for toothbrush, towel and face cloth
- locks on the door should be made inoperable when young children are in the home
- there should be no electrical appliances in the bathrooms

BEDROOMS:

No room without a window is used for a bedroom, nor should there be any bedrooms in a building detached from the home, in an attic, unfinished basement, or stairway or hall. It is Carpe Diem's policy that any bedroom in a basement must have a window large enough for the child to escape from in case of fire.

Each child has a bed and clean mattress, and suitable bedding for the weather.

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Foster children do not share a bed or sleeping room with an adult couple or adult of the opposite sex (except for infants or where a child is ill and the needs of the child require that the child be in the same room as an adult).

Foster children over the age of six are not allowed to share a bedroom with another child of the opposite sex.

Beds, furniture and storage units should be set up to create the maximum amount of open floor space.

Except for infants, sleeping arrangements should be such that space is provided within the sleeping room for the child's personal possessions and for a reasonable degree of privacy.

Foster children should be accommodated one or two sleeping in a room wherever possible.

HALLS:

Halls should not be used as sleeping areas and should be kept clear at all times in case of fire.

GARAGES:

Garages should not be used as sleeping accommodations. In cases where children have access to garages, tools, paints and other dangerous items must be inaccessible.

KITCHENS:

Special care should be taken in kitchens to ensure that sharp instruments and electrical appliances are inaccessible to young children.

Chemicals should not be stored in kitchens or in food containers.

Microwave ovens should be inaccessible to young children.

HOUSEHOLD:

Unused refrigerators should be stored with the doors removed. Plastic bags should be inaccessible to young children and high dressers, bookcases and other furniture should be checked for stability.

WINDOWS AND FLOORING:

All windows and screens should have the capability of being secured. In the case where a foster child's bedroom is in the basement, the window must be large enough for the child to escape in the event of a fire or emergency.

Homes where there are young children should have appropriate flooring (e.g. carpeting or other cushioned materials).

Bedroom, bathroom and dressing areas should have curtains or coverings on the windows that allow for privacy.

OTHER CONSIDERATIONS:

In addition to the requirements outlined for selecting a home to be used for fostering, other considerations are outlined below:

- there is no business or hobby conducted from the home or in the immediate vicinity that could be harmful to the health and safety of the children
- there are no boarders or other visitors who may interfere with the care given to children, and any boarders have a police clearance with vulnerable sector screening
- any visitors residing in the home for longer than two weeks require a police clearance with vulnerable sector screening
- if the home being evaluated does not have suitable outdoor space, there should be a safe park nearby
- the indoor space is adequate for children's play or recreation
- activity and sleep areas receive natural light
- the home is compatible with the norms of the local community and/or neighborhood in maintenance and landscaping
- the home is located as near as possible to needed community facilities such as school, health centers, religious and recreational centers

POLICY REGARDING HOME SAFETY:

Carpe Diem ensures that foster children are placed in homes free from hazards.

I **SAFETY FEATURES:**

The following should be considered when determining the suitability of the foster parent's or applicant's home in relation to the age or capabilities of a child:

- cigarette butts, matches or other dangerous objects are inaccessible to children
- steps or railings are sturdy, appropriately spaced and in good repair
- toxic plants are inaccessible to children
- electrical cords are in good repair
- electrical objects are covered and not overloaded
- balcony doors are secured
- electrical appliances and cords are out of children's reach
- cleaning materials are inaccessible to children or kept in locked cabinets
- drugs and medications are locked up
- fire extinguisher is accessible and in good working condition
- toys are safe, clean and in good repair (see 0203-04)
- decorative mobiles are out of reach
- halls, exits and stairways are secured to protect children
- general housekeeping standards are consistent with the community norms
- safety locks are on windows and screens for the protection of children
- cords from blinds and drapes are inaccessible to young children
- rugs are properly secured to prevent falls or mishaps

STORAGE OF HAZARDOUS GOODS:

All cleaning materials should be properly identified and labeled. Empty containers with permanent labels and descriptions should not be reused for other substances or as toys.

Cleaning fluids should not be accessible to children. Fluids should not be left at the floor level in utility rooms or washrooms.

Drugs and medications should be stored as directed and inaccessible to children. (see 0203-03)

See 0403-02 for storage of flammable and combustible materials.

Alcoholic beverages should be inaccessible to minors.

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FIREARMS AND WEAPONS:

All firearms and weapons must be made inoperable when not in use and inaccessible to children at all times. Firearms should be stored unloaded, and separately from the ammunition. Ammunition should be locked up.

FIRST AID KIT:

Foster homes should be equipped with a readily available first aid kit and manual. Foster parents must have up-to-date training in first aid.

Suggested kit items may include:

- roller bandages (25.4 mm or 1 in.)
- roller bandages (51.2 mm or 2 in.)
- large gauze pressure dressings
- sterile gauze bandages
- pressure dressings (76.2 mm x 76.2 mm or 3 in. x 3in.)
- sterile gauze dressings (102 mm x 102 mm or 4 in. x 4 in.)
- sterile surgical pads
- waterproof adhesive tape (25.4 mm or 1 in.)
- adhesive strips
- triangular bandages
- box of cotton tipped applicators
- rubbing alcohol
- antiseptic soap
- safety pins
- sharp needle
- blunt nosed scissors
- thermometer (fever strip)
- hot water bottle
- ice pack

POISONOUS PLANTS:

Foster parents should be aware that the following house plants are poisonous and should take appropriate precautions:

Hyacinth (bulbs)	Calla Lily	Daffodil (bulbs)
Elephant's Ear	Narcissus (bulbs)	Rosary Pea
Oleander	Castor Bean	Arnica
Mistletoe	Philodendron	Poinsettia
Dieffenbachia		

In addition, caution should be taken when applying herbicides, fungicides and/or insecticides, since they may render normally harmless plants toxic.

II SAFETY IN HIGH RISE:

Foster parents who are providing care in apartments should be aware of special safety considerations.

1. Fire Emergency procedure:

- a) Foster parents should check with the owner or manager of the building to see if there is a safety plan approved by the fire department.
- b) The plan should be reviewed with all foster children at the beginning of their stay in each foster home (also see 0205-04).

2. Elevators:

- a) Young children should not be allowed to use the elevators unattended.
- b) Children should not be allowed to play around elevators.

3. Balconies:

- a) Balconies are particularly dangerous to young children.
- b) No child(ren) should be allowed to play on a balcony unsupervised.
- c) Windows, screens and sliding doors should be secured.

4. Laundry chutes and garbage chutes are dangerous to children. Children should not be left unsupervised around chutes that do not have safety guards.

III SAFETY IN RURAL AREAS:

Agriculture equipment and machinery is often found in rural areas. Special caution should be taken to secure equipment so that children will not get hurt. All children placed in rural areas should be cautioned.

WATER SUPPLIES:

Homes that use wells as a water supply should have them checked routinely to ensure that they are free of contaminants.

IV SWIMMING POOLS:

Where there is a swimming pool on the grounds of the foster home, the foster parent should ensure that there is evidence of compliance with all local by-laws and public health requirements.

V CAR SEATS:

Carpe Diem has a staff member who has taken the St. John Ambulance Technician course in May 08. This staff inspects all car seats as they come into the head office. All Volunteer Drivers, placement students and staff have been given direction from the Car Seat Technician. Written notice has been provided for the foster homes in the monthly Chronicles newsletter, and in Resource Meetings that up-to-date information can be found at Transportation Canada's website: www.tc.gc.ca/roadsafety

VI INFANT SAFETY

For the most current information, Carpe Diem encourages its foster parents to use the Health Canada Website at www.hc-sc.gc.ca Home > Consumer Product Safety > Reports & Publications > Publications for Consumer Education > Is Your Child Safe?

The following is an example of the resources available on the website:

[Introduction](#)
[Baby Slings & Baby Carriers](#)
[Baby Walkers](#)
[Bath Seats](#)
[Blind and Curtain Cords](#)
[Bunk Beds](#)
[Car Seats](#)
[Change Tables](#)
[Children's Clothing](#)
[Cosmetics](#)
[Cribs](#)
[Pacifiers](#)
[Playgrounds](#)
[Playpens](#)
[Portable Bed Rails](#)
[Safe Sleep](#)
[Safety Gates](#)
[Second-Hand Products](#)
[Strollers](#)
[Suspended Baby Jumpers](#)
[Toys](#)

In addition, any bulletins sent out by placing agencies or the government are sent out in the monthly newsletter so each home has a hard copy.

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GENERAL SAFETY UPDATING:

Carpe Diem believes in keeping foster families as updated as possible regarding safety. The Health Canada Website is regularly listed in the Monthly Chronicles Newsletter and on the website for foster parents to investigate.

Examples of the kind of information it is possible to access are:

[General Household Products](#)
[Household Chemicals](#)
[Lighters, Matches, and Candles](#)
[Trampolines](#)
[General Safety Tips](#)
[Other Resources](#)
[Index](#)
[CPS Contact Information](#)

POLICY REGARDING FIRE SAFETY

Prior to placing a child in a foster home, Carpe Diem is required to ensure that the foster parents have a fire evacuation plan posted in a place accessible to the child, at the developmental level the child will understand. The following is designed to assist in developing fire safety procedures.

Foster parents are encouraged to check the Health Canada website for Fire Prevention regularly at www.hc-sc.gc.ca Home > Consumer Product Safety > Household Products > Fire Prevention

EMERGENCY TELEPHONE:

Foster parents should have an accessible list of emergency telephone numbers, preferably beside the telephone. The phone needs to be in a location that can be accessed in case of emergency.

If there is no land line available in the home (ie, the foster home uses cell phones for their primary number), a working cell phone must be available to the foster child in the home at all times.

FIRE DRILLS:

When developing a fire evacuation plan, the following factors should be considered:

- contact the local fire department for drill and evacuation procedures
- have regular fire drill practices
- ensure that the emergency procedure is simple and that all family members know what to do
- ensure that where there is a disabled or dependent member of the family, there is a plan to assist this person in escaping during a fire
- plan alternate escape routes
- practice using the alternate routes
- ensure that the warning signal is clearly recognizable
- choose a safe area outside and away from the house to assemble in the event of evacuation
- plan a location from which the fire department can be contacted
- arrange an appropriate temporary place of shelter
- ensure that foster children are advised of the evacuation plan for each home at the time of each placement

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FIRE RESPONSE PROCEDURES:

The following are recommended in the event of a fire emergency:

- assist family members as quickly as possible (Do not wait to dress them, even in cold weather.) If possible, attempt to close doors and windows in order to isolate the fire. Turn off all appliances and the stove if possible
- assemble at a designated location
- contact fire department

NOTE: Never re-enter a burning building unnecessarily. Smoke and gases from a fire may be fatal.

SMOKE DETECTORS:

All approved foster homes are required to have a working single station smoke detector with alarm device, approved by Underwriter's Laboratories of Canada, between the bedroom area and common areas of the house. (0205-04) Smoke detectors also must be installed on each level of the dwelling. These must be tested regularly. (Carpe Diem reminds foster parents to check through the Chronicles Newsletter at the clock changes for Daylight Savings Time).

FIREPLACES:

All fireplaces should:

- be installed as per the specification of the local fire department
- be safety insulated
- have fireplace screens or front guards to catch sparks
- have combustible deposits removed regularly, especially in the chimney
- It is recommended by Carpe Diem that a working fire extinguisher be accessible to the fireplace.

STORAGE OF COMBUSTIBLE MATERIALS:

The following precautions should be taken when storing combustibles:

- gasoline should be stored in the garage or other area not attached to the house
- flammable liquids and gasoline should be stored in an Underwriter's Laboratories of Canada approved container and out of children's reach. Locked storage is preferred.

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FIRE EXTINGUISHERS:

Foster parents should have in their home at least one fire extinguisher, readily accessible weighing not less than 1 kg (2 1/2 lb.) and in working condition for class B and C fires. It is suggested by Carpe Diem that a second extinguisher be available and that local by-laws concerning fire extinguishers should also be reviewed.

FLASHLIGHTS:

Every foster home should have a flashlight in working order and accessible in case of an emergency. The location should be known to all family members.

EXITS AND HALLWAYS:

All exits and hallways should be kept clear at all times.

POLICY REGARDING INSURANCE COVERAGE

POLICY:

It is the policy of Carpe Diem that, while acting within the scope of their duties as foster parents of Carpe Diem, foster parents are insured within the full terms and conditions of Carpe Diem's Comprehensive General Liability Policy. This insurance is provided in cases where foster parents may require legal assistance or advice in regards to allegations. To be clear, this is **not** property or home insurance.

Liability coverage for foster parents is excluded in situations where injury to a child is caused by the foster parent in the act of disciplining a child through corporal punishment, or where there has been a validation of sexual abuse or physical abuse by the foster parent(s).

Further, it is the policy of Carpe Diem that **all** foster parents carry home and automobile insurance. If damage occurs, foster parents will make a claim through their own insurance policy. In some cases, Carpe Diem **may** assist with the cost of the deductible.

PROCEDURES:

1. It is required that all foster parents carry and maintain standard homeowner or tenant package insurance, which is:

- adequate to cover the value of the dwelling
- includes liability coverage for at least \$1,000,000.
- has replacement coverage on contents
- has a deductible not to exceed \$500.00

2. In addition, the coverage should include "All Risk" coverage ("riders") for especially valuable items, collections, etc.

AUTOMOBILE INSURANCE:

All foster parents are required to carry and maintain automobile insurance including a minimum of \$1,000,000. 00 liability coverage, collision and comprehensive .

POLICY REGARDING THE FOSTER CHILD'S FILE at the HEAD OFFICE

The following material must be kept in the child's file, in a locked file:

- Service Care Agreement, including any agreement signed with respect to the organization and/or individuals providing a service or care to a child should be available in the file.
- Social and family background (Bill 180 provides that this information shall be shared with the licensee)
- The Seven Day Attendees Signing Sheet
- The Thirty Day Plan of Care
- Plans of Care (every ninety days)
- Records: **Cumulative Health Record**
 - all medical records
 - dental records
 - incident reports
 - accident reports
- All school records
- Consent forms: Dated, time-limited, specific consent forms for activities, medical treatment, out of province travel, field trips etc.
- Psychological and Psychiatric Report
- Discharge Form
- Information regarding the financial arrangements made for the management by or for the child should be available in the file. This could include allowances, gifts, earnings, etc.

POLICY REGARDING THE FOSTER PARENT'S FILE at the HEAD OFFICE

The following must be kept in the foster parent's file, in a locked file:

- Foster Care Agreement - Foster Parents and Carpe Diem
- Home study including all necessary, up-to-date documents (NB: SAFE and PRIDE will be implemented once available)
- Annual Reviews, including: Information concerning the type(s) of care being provided in the foster home and the number of children receiving each type; A summary of contacts or meetings held with the foster parent(s) relating to their roles as foster parents; Any medical information received in regard to the health of the foster parents; Any change in the housing or financial situation of the foster parents; Goals and Objectives for the coming year.
- Police check with Vulnerable Sector for all adults 18 and over living in the family home or having frequent contact
- Reference letters (5 per couple, 3 for a single person)
- Child Welfare Check
- Statements of confidentiality
- Any disciplinary letters of concern

POLICY REGARDING CONFIDENTIALITY OF AND ACCESS TO INFORMATION

All information in a foster child's or foster parent's file is to be treated confidentially.

Information held by Carpe Diem on a **foster parent or a child** shall be available to:

- the foster parent, except for references and other information given to Carpe Diem in confidence
- authorized persons in the employment of Carpe Diem
- other agencies, professionals or hospitals when specific, time-limited **authorization** has been given following written consent to release of information by the foster parent
- to the child welfare agency legally responsible for the care of the foster child

Carpe Diem shall keep all foster care records on Carpe Diem premises and in a locked container and shall secure foster care records against loss, fire, theft, defacement, tampering, and copying or use by unauthorized persons.

Records on children or foster parents shall never leave the premises.

PROCEDURES for FOSTER PARENTS:

1. The FOSTER PARENT who wishes to examine his/her file shall inform Carpe Diem who will make an appointment to do so.
2. The Carpe Diem Case Manager shall provide the FOSTER PARENT with the file, having removed the above noted confidential information, and be available for discussion while the FOSTER PARENT is reading the file.
3. If a FOSTER PARENT wishes information to be released to other agencies, etc., the Carpe Diem Case Manager shall request that they sign a consent to release their information and shall include the consent form in the foster home file.

PROCEDURES for FOSTER CHILDREN:

1. The foster child over the age of 12 needs to request access to the file from the legal guardian as Carpe Diem is not allowed to release any parts of the child's file.
2. The child's legal guardian and Carpe Diem Staff will consult with the child.

POLICY REGARDING SMOKING

- a) Smoking is not permitted in any Carpe Diem foster homes, relief homes or vehicles that Carpe Diem children will travel in. This includes additions that are attached to the foster home.
- b) Neither children nor their belongings should therefore smell of smoke at any time, and workers should not be able to smell smoke when they visit or attend meetings at a foster home.
- c) If children smell of smoke after attending visits with natural family members, this should be noted in an incident report and added to plan of care reports.
- d) Cigarettes, lighters and ashtrays should be out of sight and reach of children in the foster home.
- e) Adolescent children who smoke require permission from their legal guardian, and also need to adhere to the above policies.
- f) Foster homes who disregard this policy will have a disciplinary letter placed in their file. Further failure to comply may result in closure.

POLICY REGARDING PRIVATE INTERVIEWING (0202-11)

POLICY: Foster Care Workers (Carpe Diem Case Managers) will have private interviews with children in Carpe Diem foster homes on a regular basis in regard to the day-to-day care and their legal rights and responsibilities. This is documented on the Plan of Care Attendees form. To ensure this takes place, new Case Managers are informed during their Orientation and Training, and receive ongoing Supervision.

POLICY REGARDING CARPE DIEM FOSTER PARENTS' DUTY TO REPORT

According to the Child and Family Services Act, March 2000, any individual who receives a disclosure from a child/adolescent needs to make a first person report "forthwith" to the Children's Aid Society.

PROCEDURE:

In concrete terms, this means that if a child discloses abuse to you, it is your responsibility to contact the Children's Services Worker to share this information. It is also important to document the disclosure in the exact words that the child used in an incident report and send this in to the Carpe Diem office as soon as possible but no later than twenty four hours. It would also be beneficial to contact your Carpe Diem Case Manager or the Office immediately because:

- (1) We need to confirm that the incident report was received.
- (2) Often the C.A.S. worker will contact the Case Manager directly to set up interview times if necessary. As the Children in our care are already in the care of a Children's Aid Society, it seems logical to contact the worker of record. In some cases this worker will negotiate with the local Children's Aid Society to complete an investigation jointly, or due to location independently, and then share information.

If the child has made an allegation about you or another family member, it would be important to contact your Case Manager or call the Office immediately. In some circumstances the child will be placed in another foster home until the Children's Aid Society worker of record provides direction about how or if an investigation should proceed. If a Children's Aid Society worker arrives unannounced, please dial the Office immediately. A Carpe Diem Case Manager will endeavor to get to your home as soon as possible to provide you or the other children in the home with support by making dinner, taking other children to the park, whatever is determined to be helpful. We are present only to provide support and are not part of the interviewing process.

It is also important to document that the incident report was filed within your next Plan of Care Report.

If you have any questions about the above information please contact your Case Manager or utilize the On-Call system.

POLICY REGARDING SCHOOL CONTINUITY

Carpe Diem's Case Manager will work with the placing agency's legal guardian and the foster parent to maintain a foster child's attendance in school programs and to support academic remediation and school achievement.

Carpe Diem will arrange school meetings for foster children in difficulty to ensure that the school, placing agency, foster parents and Case Manager are acting in the child's best interests. It is recognized that resources will need to be shared.

PROCEDURES:

1. Foster parents will make every effort to support the school and teachers in order to ensure consistency across all adults.
2. Foster parents will be the first contact for the school.
3. Carpe Diem's Case Managers will introduce themselves and leave a letter outlining the role they may play within the school setting.
4. Case Managers are the next in line as contact for the school.
5. The school will be given the Carpe Diem pager number to access should there be an emergency at the school and the foster parent and Case Manager cannot be reached.
6. The placing agency's legal guardian is required to sign all the legal documents of the school, including any changes to the placement.
7. In recognition of the importance of school continuity, foster parents will refrain from taking vacation during the academic school year, unless this can occur with the child remaining in the foster home.
8. Case Managers and Carpe Diem staff will make every effort to ensure communication remains positive between the school, home, and placing agency.

POLICY REGARDING WORKERS INFORMING CHILDREN ABOUT RIGHTS AND COMPLAINTS PROCEDURES

CFSA'S 108 THE RIGHTS OF CHILDREN FC-0702-02 requires that children in care be informed of their rights and responsibilities in care and of complaint procedures at the time of admission to a placement.

CHILDREN'S RIGHTS IN CARE FC-0202-09 requires that children be informed of their rights and complaints procedures at the first plan of care and every six months thereafter.

In regard to 0202-10 which requires that parents and persons with lawful custody get notification of the child's rights and the complaints procedure, Carpe Diem relies on the discretion of the placing agency to fulfill this policy.

PROCEDURE:

1. The placing agency worker usually informs the children of their rights and responsibilities upon admission to the foster home.
2. At EACH 90 Day Plan of Care, the child welfare worker and Carpe Diem Case Manager decide who will inform the child. This person signs the bottom of the Attendees at Plan of Care sheet which goes in the child's file.
3. Each foster home will have a copy of the Rights and Responsibilities booklet suitable for the child's age and/or developmental level.

COMPLAINTS PROCEDURE FOR CHILDREN AND YOUTH IN FOSTER CARE

Information about complaint procedures is to be communicated to children and youth at the time of admission and reinforced at the first plan of care and at least every three months thereafter. It is explained to children at these times that they can speak to: the Case Manager of the foster home; their Legal Guardian; or any other adult employed by Carpe Diem. Information about complaint procedures for children and youth should also be communicated to foster parents through notes in the Carpe Diem Chronicles newsletter or in monthly Resource Meetings. Case Managers can also discuss this with the foster child or foster parent at any time.

The outcome of a complaint will be reported back to the child and involved parties within five working days.

TIME LIMIT FOR ABUSE ALLEGATION INVESTIGATIONS

POLICY:

Carpe Diem does not have the legal authorization to conduct abuse investigations. It is our policy, therefore, that we report any abuse allegations to the child's CAS worker (or Duty Worker) immediately, and to the Ministry within 24 hours as a Serious Occurrence.

According to the Societies' protocol, the outcome of the investigation should be received in writing from the CAS within fourteen days.

POLICY regarding PROTOCOLS FOR ABUSE INVESTIGATIONS FC-0202-12

This policy directive requires Carpe Diem to establish, with their local children's aid societies, protocols for the investigation and reporting of allegations of abuse in foster homes, including child-on-child abuse.

The following information was sent by Peel CAS to Carpe Diem in November 2008, and represents, to our best knowledge, the most recent information. What follows is an excerpt from

The Interagency Protocol: A Protocol addressing the sharing and/or transfer of child welfare services in situations that cross jurisdictional boundaries and involve more than one Children's Aid Society. January 2007

Copies of the full document can be obtained at the Carpe Diem Head Office.

Notes from Peel CAS Protocol

Protection investigations involving children in care

(Note: If a child in care alleges maltreatment by his or her own parent i.e. during access, use situation number one as a guide.)

Situation 2 a) Protection Investigations involving Children in Care of a Society currently residing in another Jurisdiction (Allegations against Present Caregiver).

Protection allegations involving a ward of a Society currently residing out of the jurisdiction of their **PARENT SOCIETY** will normally be investigated by the **LOCAL SOCIETY** where the child is currently living. The outcome of the investigation will be communicated to all **PARENT SOCIETIES** involved in the investigation.

Case Example: John is a ward of the Hamilton CAS (**PARENT SOCIETY**). He temporarily lives in a group/foster home in Ottawa (**LOCAL SOCIETY**). John alleges maltreatment, which occurred in Ottawa by a caregiver in the group home/foster home.

Function Agency responsibility/lead:

- 1 Receiving the disclosure - **LOCAL SOCIETY**
- 2 Notification of all **PARENT SOCIETIES** -**LOCAL SOCIETY**
- 3 Notification of Police - **LOCAL SOCIETY**
- 4 Placement, Replacement of child and other victims - **PARENT SOCIETY** (with assistance from Local CAS for short term emergencies)
- 5 Worker and police interview
 - a. child - **LOCAL SOCIETY** (with assistance from **PARENT SOCIETY** as required)
 - b. other potential victims -**LOCAL SOCIETY**/with assistance from respective **PARENT SOCIETIES**
- 6 Contact of any parents of potential victims-Respective **PARENT SOCIETIES**
- 7 Police interview alleged perpetrator - Police in area where the incident is alleged to have occurred (in this example Ottawa Police)
- 8 Interview of alleged perpetrator -**LOCAL SOCIETY**
- 9 Safety Assessment - **LOCAL SOCIETY**
- 10 Medical for victim -**LOCAL SOCIETY**
- 11 Criminal Court - by police/Crown in area where charges laid – Support to child by **PARENT SOCIETY**
- 12 Verification\Registration decision - **LOCAL SOCIETY**
- 13 Investigation of alleged perpetrator's home situation (where appropriate) Society Where Perpetrator resides.
- 14 Serious Occurrence Report - **PARENT SOCIETY** or OPR operator as per the area office requirement
- 15 Copies of child's interview and a Written Outcome of the investigation sent by **LOCAL SOCIETY** to each **PARENT SOCIETY** for each youth interviewed
- 16 The **LOCAL SOCIETY** will send copies of the outcome of the investigation to their Ministry Licensing Office

SUPPORT TO FOSTER FAMILIES DURING ABUSE INVESTIGATIONS

POLICY:

As a private operator Carpe Diem will be present to support the foster home during all investigations. It is understood that Carpe Diem staff are not allowed to share details with the foster family prior to or during the investigation. Support, therefore, is in the form of assisting with the children in the home, or being available to talk to the worker if requested.

Carpe Diem will work together with their foster parents group to develop ways of supporting foster parents during investigations of abuse allegations against foster family members. This is completed during Resource Meetings (foster parents) and Orientation and Training of new Case Managers.

In addition, Carpe Diem has selected a few experienced foster parents to be available during this time, upon request, in order to support the foster home through the process.

POLICY REGARDING CHILD'S OWN FAMILY(0203-02)

POLICY:

At the discretion of the Society, Carpe Diem foster parents and Case Managers are encouraged, through supervision and training, to:

1. Recognize the importance to the child of his/her own parents and the child's status as a member of the natural family. This includes, but is not limited to:
 - development of a life book that contains descriptions of the child's family and the situation precipitating the child's separation (see 0303-05)
 - preserving the child's identity as a family member of his/her own family
2. Include the child's own parents in decision making for the child. This includes, but is not limited to:
 - their involvement in the child's plan of care
 - their attendance at case planning meetings
 - their involvement in selecting a placement for the child
 - their involvement in all preparatory steps towards placement (e.g. pre-placement visiting)
3. Provide opportunities for the child's own family to have regular involvement with the child. This can include, but is not limited to:
 - planned visits (supervised or unsupervised)
 - arranging for and/or accompanying the child to medical and dental appointments
 - entering into counseling with the child aimed at resolution for the family, either through return of the child to his/her family or the acceptance of separation
 - making significant purchases for the child (e.g. toys, clothing)
 - payments for components of the child's care
 - phone calls and letters
 - regular contribution to the child's life book
 - gifts for special events (e.g. birthdays, Christmas)
4. Discuss appropriate ways of dealing with situations where contact with the child's own family may be deemed to be harmful to the child and his/her plan of care.

POLICIES regarding HEALTH CARE RESPONSIBILITIES

SUMMARY:

The licensee must have written policies and procedures in respect to health care that protects the child and ensures prompt and appropriate medical care. (see 0203-03)

In developing the written policies and procedures, the licensee's emphasis should be on ensuring that the health needs of the child are met.

Serious occurrences, including any serious injury or death of a child, illness or hospitalization must be reported to the licensee, placing agency and director. (see 0203-14)

DEFINITION:

A drug is defined in the ***Food and Drug Act (Canada)***, Section 2 (Interpretation), as follows:

“a drug includes any substance or mixture manufactured, sold, or represented for use in the diagnosis, treatment, mitigation or prevention of a disease, disorder, abnormal physical state or the symptoms thereof, in man or animal”.

“Physician” refers to a person licensed to practice medicine in Ontario.

AUTHORIZATION:

It is Carpe Diem's policy that ALL psychotropic medication must be authorized by the child's legal guardian/CAS Worker. The Psychotropic Medication Form is to be completed at EACH 90 Day Plan of Care, where the worker signs the form

ADMINISTRATION OF DRUGS:

Carpe Diem authorizes its foster parents to administer over the counter medication as needed, and psychotropic medication as approved by a physician.

ALL medication must be kept in a locked box or cupboard, out of the reach of children.

When foster children go to Relief Weekends or to Camp, medications must be sent in the most up-to-date prescription bottle so that clear instructions can be seen.

Schools may administer medication with the CAS approval; they are responsible for fulfilling their procedure requirements.

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HOSPITALIZATION, MEDICAL AND/OR SURGICAL TREATMENT:

It is Carpe Diem's policy that the legal guardian shall be informed any time a child is admitted to the hospital on both a planned and emergency basis.

In the case of a planned admission, the CAS will need to sign any required forms and consents for the hospital.

In the case of an emergency admission, the Foster Parent will phone their Case Manager or After Hours Pager **immediately** so that the proper consents can be obtained by the on-duty CAS Worker, and the Serious Occurrence Form submitted.

The Case Manager will keep the CAS Worker informed of any changes in a timely manner.

EMERGENCY MEDICAL CARE:

It is Carpe Diem's policy that foster parents are able to respond to a child's basic emergency medical needs. Therefore, each foster home has one foster parent trained in basic first aid methods (see 0403-02), and documentation is in the foster home file.

POLICIES REGARDING POLICE RECORDS CHECK

I **POLICY & PROCEDURES re DOCUMENTATION OF POLICE RECORDS REQUIREMENTS**

Carpe Diem will strictly adhere to the following:

- a) The requirement that for all new employees, students and volunteers who commence employment / placement (probationary or otherwise) and who work directly with children and youth, the Police Records check must be declared suitable for Vulnerable Sector employment and completed as soon as possible and no more than 30 days after the commencement of employment/placement or fostering. For foster parents and other residents of the foster home aged 18 years and over, policies and procedures must include the requirement that the VSS Report is completed as part of the foster parent approval process.
- b) Precautionary measures to be taken to ensure the safety of children and youth for any length of time where the operator has not received the results of VSS, particularly with respect to conditional offers and probationary periods, although people without the appropriate clearances should not start working with children at all.
- c) Carpe Diem will respond to a police record or VSS Report, in the following way:
 - That a record of charges does not necessarily preclude employment or participation in an agency's activities.
 - Criteria to be considered are the nature of and circumstances surrounding the charges and any convictions, references obtained from past employers, rehabilitative and other efforts subsequently made by the candidate.
- d) If Carpe Diem considers it appropriate once the results of the VSS Report are received, measures will be taken to terminate the relationship if employment, board membership, student placement, volunteering or fostering is commenced before the results of the VSS Report are obtained.
- e) Carpe Diem will store Police Records Check in the appropriate file which is required to be safeguarded.
- f) That the successful candidate must apply to the police for a VSS Report and must consent to the release of information on the VSS Report to Carpe Diem at the candidate's cost.

POLICIES REGARDING FOOD AND NUTRITION (2008-1b)

I POLICY re: TRAINING

Carpe Diem will provide foster parents training at one of the monthly Resource Meetings on food and nutrition requirements that will meet the developmental needs of children and youth in foster care. Carpe Diem will also provide the website address or hard copies of *Canada's Food Guide* (subsequently CFG) to assist foster parents in meeting this requirement.

PROCEDURES:

1. The Carpe Diem Staff person responsible for planning and running the Resource Meeting will devote time annually to a review of the *CFG*.
2. Time will be allowed for foster parents to brainstorm ways of meeting the recommendations (ie adolescent servings of milk and vegetables)
3. The website for the *CFG* will be published in the Carpe Diem Chronicles.
4. Case Managers will have copies of the *CFG* available for any foster parents who require them.

II POLICY re: FOSTER PARENT REQUIREMENTS

All foster homes are required to:

- a) Provide varied, nutritionally balanced meals, prepared according to the most current *CFG*.
- b) Provide three regular meals and snacks,
- c) Accommodate special dietary requirements or modified meals, including medical, religious (including fasts of recognized faith groups), and lifestyle diets (e.g., vegetarian) and requirements for children and youth with unique needs related to feeding within the parameters of the most current *Canada's Food Guide*).
- d) Provide opportunities for children and youth to participate in menu or meal planning and meal preparation including appropriate oversight by foster parents.

PROCEDURES:

1. Foster parent is notified of any special dietary considerations.
2. Meal planning reflects the guidelines in the *CFG* for age, development etc.
3. Special dietary requirements or modified meals are provided for any foster children requiring them based on unique needs.
4. Opportunities are built into the routines for foster children to participate in menu or meal planning and preparation, according to their age and developmental level (ie meals, snacks, lunches).
5. Foster children are appropriately supervised during these times.

III POLICY re PORTION SIZES

Foster parents are required to provide portion sizes based on the most current *CFG* which are adequate for the physical growth and development of children and youth. Also, children may have access to additional portions if requested by the child or youth, or placing agency/guardian/parent.

PROCEDURES:

1. Foster parents know the appropriate sizes recommended by the CFG.
2. If there are concerns, Carpe Diem will work with the child or youth, placing agency/guardian/parent, nutritionist, Nurse Practitioner or other health care professional.

IV POLICY re MEALTIMES

Foster parents will provide meals at set times whenever possible. It is recognized by Carpe Diem and foster parents that meals are a social family time.

PROCEDURES:

Each foster home will have an eating or dining area identified for meal times where social interaction can take place.

V POLICY re MEDICAL & BEHAVIOURAL ISSUES RELATING TO FOOD

Foster parents are required to

- a) Put mechanisms in place to identify and respond to food allergies including anaphylactic reactions.
- b) Obtain medical advice for those children and youth, who refuse to eat, overeat or have possible eating disorders and notification of the placing agency and/or guardian/parent.
- c) Obtain medical and/or behavioural advice and support for children and youth with unique needs related to food, feeding and nutrition.
- d) Obtain behavioural advice for dealing with challenging eating behaviours that may not be medical in nature.

PROCEDURES:

All foster parents will have documentation related to:

1. Notification about food allergies, when known.
2. Options for a balanced diet and emergency procedures in the event of severe allergic reactions.
3. Any food allergies or allergic reactions.

VI POLICY re FOOD AND NUTRITION EDUCATION

Foster parents will:

- a) Provide educational material for children and youth about proper nutrition in a format that is suitable to the child and youth's level of understanding.
- b) Provide information to children and youth about food handling and food preparation, if the child or youth has an active role in these activities and in a format that is suitable to the child and youth's level of understanding.

PROCEDURES:

1. Educational material about proper nutrition is available (ie, copies of the CFG)
2. Opportunities are provided at appropriate times for foster children to have an active role in food handling and food preparation, according to the child's age and developmental level.

VII POLICY re CULTURAL DIVERSITY

Foster parents will:

- a) Serve food that reflects the cultural diversity of the children and youth in their care.
- b) Support the preparation of traditional and cultural foods and/or celebrations involving food.

PROCEDURES:

Foster parents will make every effort to find out about the cultural background of the children in their care, and to include food that reflects that diversity in the menu.

VIII POLICY & PROCEDURE re HYGEINE, SANITATION AND SAFETY

Foster parents will:

- a) Adhere to food handling, hygiene and food safety practices.
- b) Monitor children and youth working in the kitchen area.
- c) Provide food preparation information to children and youth in a format that is suitable to the child's level of understanding.
- d) Identify foods, products ore equipment not to be used by children or youth.

IX POLICY & PROCEDURE re DISCIPLINARY PRACTICES AND FOOD

Foster parents will adhere to the following:

Prohibited Practices

- a) Deprivation of food is prohibited. Deprivation is distinguished from food-related limits, routines and token reinforcement that are part of an individualized and documented treatment approach that is administered under the guidance of a health care professional or rehabilitation professional.
- b) Food must not be used to bribe, punish, reward or coax.

POLICIES REGARDING CULTURAL COMPETENCY (2008-2)

I POLICY re RIGHTS ORIENTATION FOR CHILDREN & YOUTH

Carpe Diem/foster parent/legal guardian will review the rights of children and youth to culturally competent care upon admission and at least every six months thereafter.

PROCEDURE:

1. The Case Manager/foster parent/legal guardian will sign the Attendees form indicating who has reviewed the rights with the child and when, particularly in relation to cultural competency.
2. These rights will be reviewed with the child in a language suitable for the child's level of understanding.

II POLICY REGARDING PROGRAM DESCRIPTION

Carpe Diem's program description shall include the following:

- a) Provision of inclusive services that are non-discriminatory and in an environment that takes into account ethno-cultural, racial, linguistic and ancestral diversity. This includes the provision of services under the French Language Services Act.
- b) Accommodation of the gender-specific needs of children and youth.
- c) How the service provider accommodates the needs of Lesbian, Gay, Bisexual and Transgender children and youth.
- d) Opportunities for participation in leisure and recreational activities that promote physical, social and cultural benefits for the children and youth in their care.
- e) How children and youth of Aboriginal heritage will be assisted in preserving their unique cultural identity and in maintaining positive contact, involvement and participation with their Aboriginal community as identified in the plan of care.
- f) Provision of tailored support for children and youth with unique needs.

PROCEDURE:

1. Foster parent/Carpe Diem/legal guardian will ensure that a) to f) is provided, when possible.
2. Foster child's file indicates what is being done, if any of a) to f).

III POLICY re RELIGIOUS ACCESS

Carpe Diem/foster parent will document:

- a) How a child or youth's right to voluntarily access and benefit from religious and spiritual care will be implemented and maintained.

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- b) Procedures for collecting and maintaining information regarding a child and youth's religious affiliation or preference.
- c) Documentation of the name of the child or youth's community spiritual/religious care provider, if available.
- d) Addressing the child or youth's spiritual and religious needs in his/her plan of care and in transition planning.
- e) How the child or youth is advised of the right to receive spiritual/religious instruction.
- f) The voluntary nature of any religious programs offered by the service provider.
- g) How religious diets and fasts of recognized faith groups are observed.
- h) Clear direction to the effect that seeking conversions, proselytizing or criticizing other faith groups by staff, students or volunteers is not permitted.

PROCEDURE:

- 1. Foster parent/Carpe Diem/legal guardian will ensure that a) to h) is provided, when possible.
- 2. Foster parent's file indicates what is being done, if any of a) to h).

IV POLICY re STAFF/FOSTER PARENT ORIENTATION TO CULTURAL COMPETENCY

Carpe Diem shall provide:

- a) Orientation of staff. Carpe Diem's program description related to cultural competency and the policies and procedures related to the rights of children and youth shall be reviewed with each staff person by the Carpe Diem Supervisor within thirty days of commencement of employment at the agency and at least annually thereafter.
- b) Orientation of foster parents. Carpe Diem's program description related to cultural competency and the policies and procedures related to the rights of children and youth shall be reviewed with each foster parent by the licensee within thirty days of commencement of fostering and at least annually thereafter.

PROCEDURE:

Carpe Diem will ensure that there is evidence in the staff AND foster parent file that the program description related to cultural competency and the policies and procedures related to the rights of children have been reviewed within thirty days of the commencement of employment and at least annually thereafter.

Thank You.

Please remember that Carpe Diem is only a phone call away. Call your Case Manager first, and then the Emergency Pager at 905-799-2947. Follow the prompts to press '8'.