

Do's & Don'ts

Examples are of Foster Grandparent Activities:

- ♣ Help with language development by talking and listening
- ♣ Ask open-ended questions, to encourage children to communicate
- ♣ Be positive
- ♣ Be accepting and non-judgmental regarding differences in appearances, behaviors, and backgrounds
- ♣ Support and assist in learning situations and therapy with assigned child per the Assignment Plan
- ♣ Assist each child to reach his/her maximum potential
- ♣ Arrange for positive social interaction with other children
- ♣ Assist with adjustment of new children to the school

Foster Grandparents in mixed classrooms (with their assigned children and others) should focus their attention on the children assigned to them. However, there will be some social interaction on the Foster Grandparent's part with the other children. It would be impossible, inappropriate, and possibly harmful to ignore the other children. Foster Grandparents are responsible for keeping anything of personal value, and anything that could be dangerous to children, in a safe place away from the children. Foster Grandparents are expected to be clean and neat. Comfortable shoes and washable clothing that's appropriate for working with active and sometimes messy children are recommended. Each volunteer station has its own policies about food handling, health practices, discipline, safety issues, etc. It is the responsibility of each Foster Grandparent to learn and follow these rules. Any child abuse observed by Foster Grandparents must be reported to the volunteer site staff and the Foster Grandparent Program. Foster Grandparents should also report any evidence of possible abuse that they notice -- for example, habitual bruising or burns. Foster Grandparents are encouraged to attend appropriate training at their volunteer site. This will be considered paid time if the training and hours have been approved by Foster Grandparent Program staff.

Under Children Served By Foster Grandparents Page 8:

When a Foster Grandparent volunteer is assigned to a child, she should be made aware of the goals set for that child and what activities are involved to help achieve these goals. An individual Assignment Plan that identifies a child's needs must be completed prior to a volunteer being placed at a school. Foster Grandparents are expected to provide the individual attention, unhurried help or personal care required by the particular special needs of the assigned mentee. Foster Grandparents serve in a variety of settings. However, all Foster Grandparents have the following responsibilities:

- To spend one-on-one time with assigned children
- To be dependable and call the volunteer site if they are going to be late or absent
- To keep promises and be good listeners Find ways to help and interact with children.

It is important to:

- Have a positive attitude
- Be flexible

Do's & Don'ts

- Communicate about problems
- Take a stress break when you need to
- Not let the children's problems become your problems

Under the section "Prohibited Activities" Page 13:

Do not argue or disagree with other adults in front of children. If issues need to be discussed, they should be discussed privately. Do not engage in political activities, Foster Grandparents may not engage in any political activity during service hours.

FOSTER GRANDPARENTS MUST NOT

- Call children negative names or openly reject them
- Criticize children (instead, reinforce good behavior when it occurs)
- Yell at children for any reason
- Stay behind when children move to another area
- Treat children differently because of their sex or race
- Favor one child over others

Under Disciplinary Action Page 14:

It is the policy of Your Aging Resource Center to abide by federal, state, and local laws governing confidentiality of mentee/client/and/or volunteer records or information. Because of the services Your Aging Resource Center provides, client/mentee/volunteer confidentiality is an extremely important issue. Employees and volunteers of Your Aging Resource Center must always be aware of their responsibility to protect mentee/client/family information when engaged in the collection, handling, or dissemination of any client/family information, including, but not limited to: identity, address, social security number, physical/psychological condition, emotional status and/or financial situation. Because Your Aging Resource Center volunteers interact very closely with children and school personnel, volunteers shall at all times maintain the highest standards in terms of protecting the integrity of persons and the confidentiality of privileged communication/information obtained in the line of duty. Any disclosure of confidential or privileged communication/information without authorization is grounds for dismissal.

The Foster Grandparent Program is vitally interested in the professional development of its Foster Grandparent volunteers. Each Foster Grandparent volunteer is required to attend twenty (20) hours of pre-service orientation and after that. Attendance at In-Service Trainings is **MANDATORY**.

REQUIRED annual in-service training - Need twenty-four (24) hours per year.

- We have Go-To meeting -training every two weeks one at 1:00 and 3:00 central time
- The trainings are accessible on the website and can be completed by each volunteer at their convenience.
- The volunteer must text or email us and let us know the date and training topic they completed.

Do's & Don'ts

Assignment plans, Each child we work with is required to have one, signed by both the Teacher and the volunteer

Timesheets, MONTHLY Must be filled out

- identifying the child
- time worked with in 15 minute increments
- supervised time about 25%
- signed by Volunteer and Supervisor

They must be received by Us at the office -

- to document the number of children the program is helping,
- to document the number of volunteers we have,
- and to document the number of hours the volunteers are working.

Volunteer 5 hrs weekly Minimum (average)