



APPLICATION

- **Every additional adult household member and babysitter or other caregiver must:**
 - Submit a completed *Babysitter/Household Member Packet* and all required documentation to Extraordinary Families Office Administrator, Marta Valle, in person or by mail/fax at:
 - 221 N. Ardmore Ave. Los Angeles, CA 90004
 - FAX – 213.365.0228
 - M.valle@extraordinaryfamilies.org

The Babysitter/Household Member Packet includes the following documents:

- Babysitter/Household Member Application
- Live scan A1585 and receipt of service (Applicant must bring **3 copies** to the live scan location. Results are provided directly to EF)
- LAARS clearance
- Criminal Record Statement (RFA 01B)
- Health Screening (RFA 07)
- TB Screening (RFA 08)
- Copy of Current Driver's License/State ID (Applicant must provide a color copy. **Babysitters must be at least 18 years old**)
- CPR and First Aid certification (for infants/children/adults)

If the applicant has lived out of the state within the past 5 years, they must also provide:

- Out-of-State Disclosure and Criminal Record Statement (508D)
- Out-of-State Child Abuse/Neglect Report Request (LIC 198B)
- Adam Walsh form for corresponding state

If the applicant will be transporting children in foster care, they must also provide:

- Copy of auto insurance card
- Copy of Driver License
- Vehicle Inspection Form
- DMV Driving Record (the online printout is acceptable)

- Be approved and confirmed by Extraordinary Families **IN WRITING**.

CHILDCARE

As a resource parent, you will need to arrange for safe and responsible childcare. There are different types of short-term and routine childcare you may use to meet your child(ren)'s needs, each with different requirements, as described below.

Short-Term Child Care

- *Occasional Short-Term Babysitters*

California law authorizes resource parents to arrange for an occasional short-term babysitter to watch child(ren) without requiring the babysitter to undergo a criminal record clearances, health screening, or CPR training. "Short-term" means:

- it cannot last for more than twenty-four (24) consecutive hours,
- the babysitter is not for regular or ongoing use (not to exceed three occurrences – upon the third occurrence, the occasional provider is considered "routine" and is subject to screening and documentation requirements),
- and the resource parent must use the reasonable and prudent parent standard in determining and selecting appropriate babysitters for occasional short-term use.

Reasonable and prudent parent standard (RPPS) means the standard characterized by careful and sensible parental decisions that maintain the child's health, safety, and best interests while at the same time encouraging the emotional and developmental growth of the child.

In addition to applying RPPS, EF expects resource families to:

- Consider the maturity, experience, and ability of the babysitter to provide appropriate care for the child, ensuring the babysitter is suitable and appropriate for the age, developmental level, and behaviors of the child;
- Limit short-term babysitter use to emergency situations; and
- Select short-term babysitters from someone the family already knows and trusts, like a trusted family member or friend.

Occasional short-term babysitters are **not** to be used as regular daycare, such as while a resource parent is at work or school.

- *Alternative Caregiver*

Alternative care may be used when care is needed beyond 24 hours (not to exceed 72 hours, or three consecutive nights), unless prohibited by DCFS, court order, or EF. Alternative care should be provided by a person well known to and trusted by the resource family and is provided **in** the resource family home. Before entrusting a child to an alternative caregiver, resource families must obtain prior approval from EF. If approved, the resource family must provide, in writing, the following:

- The dates the resource family plans to be absent from the home,
- The name and contact information of the alternative caregiver, and

- An emergency telephone number where the resource family can be contacted during their absence.

Resource families must obtain prior approval from *both* EF and DCFS for any absence that is expected to exceed 72 hours.

- *Respite Care*

Foster care can be challenging, and there are times when families need a break from fulltime care of the child. Respite care may be used for restorative personal time or when other obligations require the resource family to be away for a period of time. Its purpose is to preserve the placement. **Only certified resource families may provide respite.** Respite care is provided in the respite provider's home. EF encourages families to form relationships with other resource families and to engage on a regular basis. This is not only beneficial as a family support, but it is also helpful for children who go into respite care to be with people they are comfortable with and already know. EF expects families to use other EF families for respite when possible.

If an EF family is not available and another Foster Family Agency (FFA) or County home is identified for respite use:

- both EF and the FFA/County must approve beforehand,
- and EF and other FFA/County must ensure the home is safe and appropriate for the child, including compliance with Interim Licensing Standards requirements.
- Additional requirements may be necessary and determined on a case-by-case basis.

Respite care may **not** be used for the purpose of routine, ongoing child care.

EF asks that families indicate that they need respite care as soon as possible, with at least two weeks' notice, as it is needed in advance to get permission from the child's CSW. However, EF understands that there can be times where notice is not possible, and we will do our best to support families in locating emergency respite care.

Routine Child Care

- *Babysitters/Daycare*

Routine care means care provided more than once a week, usually at designated times (such as when resource parents are at work or school). If such care is needed, resource parents must use a licensed childcare facility, licensed day care home, or a caregiver approved by EF who meets the documentation requirements outlined on page 1.

- *Extracurricular, enrichment, and social activities*

Resource families may also arrange for a child to be cared for by a program exempt from licensure when that program is:

- A public recreation program or
- An extended day care program operated by public or private schools.

Examples include sports, scouting, or 4-H, all of which could include activities that are out of the home and could potentially exceed 24-hours in duration. Resource families are required to apply RPPS by making careful and sensible parental decisions that maintain the foster child's health, safety, and best interest when making a decision as to whether the activity is an age and developmentally appropriate extracurricular, enrichment, or social activity.

<< Refer to Page 6 for a Summary >>

GENERAL GUIDELINES FOR ALL CHILDCARE

- Resource parents must make reasonable and prudent decisions regarding any child care.
- Unless in a licensed daycare facility/home or for approved respite care, childcare must be provided ***in the resource home***. Resource parents ***may not*** leave children in the homes of a substitute caregiver, whether it be short-term or ongoing.
- Before leaving a child with a caregiver, Resource Parents must:
 - **Provide that person an Emergency Contact and Information Form (page 7), which includes:**
 1. Phone numbers where the resource family may be reached
 2. The business and emergency telephone numbers of EF (main: **213.365.2900**; emergency: **213. 590.8488**),
 3. The name and address of the child's physician,
 4. The name and address of the nearest emergency facility,
 5. The child's Medi-Cal card,
 6. Medication, as applicable (e.g. inhaler, children's Tylenol, etc.), and necessary instructions for use, storage, disposal, documentation, etc.), and
 7. Relevant, need to know information about the child's emotional, behavioral, medical or physical conditions to ensure appropriate care, unless such disclosure is prohibited by court order.
 - **Explain to that person:**
 1. They must contact EF and the resource parent immediately in the event of an accident or injury to the child, and the child should be taken for appropriate medical attention as indicated.
 2. They may not, under any circumstances, use corporal punishment or any punishment that is demeaning with the child. The resource parent must review EF's **Disciplinary Policy and Guide** with caregivers thoroughly prior to leaving the child with them and provide any behavior management instructions relevant to the child.
 3. The child's personal rights, including the right to confidentiality; those rights must be respected.

Overnight/Sleepover Guidelines

In addition to the general guidelines above, overnight/sleepovers:

- May not exceed three nights without permission from EF and DCFS, and
- Out of state travel, regardless of length, must be preapproved by DCFS and the court.

Payment

- For routine babysitters/daycare, DCFS will cover payments for children up to the age of 12.
- For short-term babysitters and alternative care, the resource family is responsible for payment.
- For EF Respite Care, EF will deduct payment from the primary resource family to reimburse the respite provider.
- For county or other FFA respite care , DCFS will stop payment for the child in the primary resource home and redistribute payment to the respite provider until the child is returned to the care of EF.

*I/We _____ understand and agree to the conditions of this agreement and related guidelines. No routine babysitter or alternative or respite care provider may be used, and no adult household member may move into the home prior to receiving **WRITTEN APPROVAL** from Extraordinary Families. The completion/submission of the Babysitter/Household Member Packet does **NOT** serve as approval.*

Signature of Applicant 1

Printed Name

Date

Signature of Applicant 2

Printed Name

Date

BABYSITTER AND OTHER CAREGIVER GUIDELINES

	Short-Term Babysitter	Alternative Caregiver	Respite Care	Routine Babysitter/Daycare	License Exempt Programs
Frequency:	Occasional basis – not to exceed 3 occurrences	Occasional basis	Occasional basis – used to preserve placement	Ongoing	Occasional or ongoing
Length of Time:	Not to exceed 24 consecutive hours	Generally, up to 72 consecutive hours but can be extended by DCFS as needed.	Generally, up to 72 consecutive hours but can be extended by DCFS as needed.	As needed but may not include overnight	As needed and may include overnight, dependent upon the type of program
Location of Care:	Resource Family home	Resource Family home	Respite care provider’s home	Resource Family home	Program site
EF/DCFS Approval Required:	EF – No DCFS – No	EF – Yes DCFS – No, unless the anticipated absence exceeds 72 hours	EF – Yes DCFS – No, unless the anticipated absence exceeds 72 hours	EF – Yes DCFS – No	EF – no, unless the program includes overnight stays DCFS – no, unless the program includes overnight stays
Caregiver Requirements:	At least 18 years of age; Known to resource family as trustworthy, able, etc.	At least 21 years of age; known to resource family as trustworthy, able, etc.; completion of EF Babysitter Packet and all required documentation listed on page 1.	At least 21 years of age; current certified/RFA’d EF or other FFA resource family. EF/FFA must ensure the home complies with ILS and that the child’s rights will be protected.	At least 18 years of age; known to resource family as trustworthy, able, etc.; completion of EF Babysitter Packet and all required documentation listed on page 1.	At least 18 years of age for general programs; 21 for overnight stays.
	If transporting a child, caregiver must provide EF a copy of DL, auto insurance, vehicle inspection form, and DMV driving record. Resource Families must ensure the caregiver has an appropriate car seat/booster, emergency procedures, and first aid kit.				
Examples for Use:	Resource parent training, medical appointment, etc.	The resource family is attending a funeral out of town. The entire trip will take 30 hours.	The child has significant behavioral concerns requiring constant supervision. Resource family needs a break to refresh and continue with the placement.	The resource family needs someone to care for their child after school each day while they are at work.	The resource family needs their child to attend the school’s after care program while they are at work.



Name(s) of Children:

Relevant Information:

Important, need-to-know information about the child's emotional, behavioral, medical or physical conditions:

Medical: (only list medication on a need-to-know basis)

Medi-Cal #: _____ Medication: No. Yes. If yes, name of medication: _____
Instructions for use, storage, and disposal:

Pediatrician: _____ Phone number: _____

Address: _____

Type of Care : Short-term babysitter Alternative Caregiver Respite Care Routine Babysitter
 Licensed Exempt Program.

For Routine Babysitter or licensed exempt program, care will be provided:

- Monday, from _____ to _____
- Tuesday, from _____ to _____
- Wednesday, from _____ to _____
- Thursday, from _____ to _____
- Friday, from _____ to _____
- Saturday, from _____ to _____
- Sunday, from _____ to _____
- As needed from _____ to _____

Notes/Additional Conditions:

- Caregiver to provide transportation
- Overnight

For Alternative, Respite, or Short-Term Babysitter, care will be provided:

Date(s) of care: _____

Number of hours of care: _____

****If care exceeds 72 hours, advanced DCFS approval is required****

Caregiver:

Name: _____ Phone Number: _____

Address (if applicable): _____

Resource Family:

Name: _____ Phone Number: _____

Extraordinary Families:

Main office line: **213.365.2900**; **Emergency: 213. 590.8488**; Address: 221 N. Ardmore Ave. Los Angeles, CA 90004. In life threatening situations, **please call 911**, then call Extraordinary Families.

