



FAMILY SERVICES

Guidelines for Babysitters, Respite Providers and Staff Caregivers Rev. 6/30/20

Families may contact their assigned FDA or preservice@ckfamilyservices.org to submit babysitters for approval.

BABYSITTERS

Babysitting occurs on an infrequent basis to support families with children in foster care placement. Approval for babysitting is based upon the age of the babysitter and children, the needs of the children, and the length of the care provided.

- Babysitter 1 – Babysitters (16 or 17 years of age) may watch children who receive Child Care Services/Basic Level of Care who are age 12 and under for 8 hours or less and not overnight.
 - Requirements: Babysitter Information Sheet, 1 Reference, CPR/First Aid, Background Check which includes DPS, Central Registry and FBI prints.
- Babysitter 2 – Babysitters (18+ years of age) may watch children of any age up to 12 hours and not overnight.
 - Requirements: Babysitter Information Sheet, Background Check which includes DPS, Central Registry and FBI prints.
- Babysitter 3 – Babysitters (18+ years of age) may watch children of any age and any service type for up to 72 hours in the foster parents home or in the babysitter's home with prior CK approval. If overnight visit is more than 48 hours, DFPS written approval is required. Any care over 72 hours requires a Respite Provider.
 - Requirements: Babysitter Information Sheet, CPR/First Aid, Background Check which includes DPS, Central Registry and FBI prints.

Families may contact getstarted@ckfamilyservices.org to request a respite or staff provider application packet.

RESPITE PROVIDERS

Respite Care may occur inside the foster home or in a respite provider's home. Respite Providers must be at least 18 years old. Respite can be for overnight visits or extended stays up to 14 days.

Respite Providers may provide scheduled/routine care of a foster child **OUTSIDE the foster home** where the child is placed, for example respite provider providing daily childcare while a foster parent is at work, school, etc.

They will be required to take the following classes, in addition to paperwork requirements listed below.

- Intro/Orientation,
- Trust Based Parenting 1, 2, 3,
- CPR/First Aid,
- Family Compliance,
- And the following online classes:
 - CK Policy & Procedures for Medication Administration,
 - DFPS Psychotropic Medication,
 - DFPS Medical Consenter,
 - DFPS Reporting Suspected Abuse or Neglect of a Child, and
 - DFPS Recognizing and Reporting Child Sexual Abuse.

Paperwork requirements for Respite Providers

- Application
- Authorization to Release Information (prior agency)

- Background Check (DPS, Central Registry, FBI prints)
- Affidavit
- Driving Record Statement
- Texas DPS Driving Record
- Respite Family Interests
- Respite Roles and Responsibilities
- DL, Birth Certificate, SS card, TB test, Auto Insurance

If providing respite **in your own home**, these additional items are required:

- Background Check (DPS, Central Registry, FBI prints) for all house hold members
- DL, Birth Certificate, SS card, TB test for all house hold members
- Home/Renters Insurance
- Rabies Vaccinations for cat, dog and ferrets
- Home Floor Plan and Fire Evacuation Plan
- Trampoline Statement, if applicable
- Respite Home Study
 - Fire Prevention Checklist
 - Environmental Health Checklist
 - Home Compliance Checklist

STAFF PROVIDERS

Staff Providers provide care inside the foster home on a scheduled/routine basis. Staff Providers must be at least 18 years old.

For example, foster families may have a staff provide regular childcare **INSIDE the foster home** while the parent is away at work, school, etc. A Staff Provider may also provide support in the foster home during busy hours like before or after school, summer time, etc.

They will be required to take the following classes, in addition to paperwork requirements listed below.

- Intro/Orientation,
- Trust Based Parenting 1, 2, 3,
- CPR/First Aid,
- Family Compliance,
- Cultural Competency,
- Normalcy,
- And the following online classes:
 - CK Policy & Procedures for Medication Administration,
 - DFPS Psychotropic Medication,
 - DFPS Trauma Informed Care,
 - DFPS Medical Consenter,
 - DFPS Reporting Suspected Abuse or Neglect of a Child, and
 - DFPS Recognizing and Reporting Child Sexual Abuse.

Paperwork requirements for Staff Providers

- Application
- Authorization to Release Information (prior agency)
- Background Check (DPS, Central Registry, FBI prints)
- Affidavit
- Driving Record Statement
- Texas DPS Driving Record
- DL, Birth Certificate, SS card, HS Diploma/Degree, TB test, Auto Insurance