



## Respite Caregiver Application

This application is used to collect required information for a Respite Caregiver who may provide short-term, temporary care or supervision (72 hours- 14 days) to a child in foster care when the licensed foster parent is unavailable. This role does not replace the licensed foster parent and does not constitute placement unless otherwise approved by the Child Placing Agency (CPA).

All information provided may become part of the foster home and child’s record and is subject to review by the CPA and DFPS Licensing.

**Required documents: Please complete the checklist items below and send them in one email to your AKF worker.**

<input type="checkbox"/>	Respite Application (this packet)
<input type="checkbox"/>	Driver’s License
<input type="checkbox"/>	Social
<input type="checkbox"/>	Signed Discipline Policy (in this packet)
<input type="checkbox"/>	Signed Confidentiality Agreement (in the packet)
<input type="checkbox"/>	Proof of negative TB Test
<input type="checkbox"/>	Proof of Auto Insurance and Registration sticker (if you will be transporting a child)

**Training Required:**

<input type="checkbox"/>	CPR and First aid for Adult and Pediatric (please see <a href="https://callawaycpr.com/all-kids-first">https://callawaycpr.com/all-kids-first</a> ) Cost is \$75
<input type="checkbox"/>	Pre Service Day One
<input type="checkbox"/>	Pre Service Day Two
<input type="checkbox"/>	Pre Service Day Three
<input type="checkbox"/>	DFPS Sexual Abuse
<input type="checkbox"/>	DFPS Mandatory Reporting Abuse
<input type="checkbox"/>	DFPS Psychotropic Meds



**Applicant Information**

**Respite Caregiver 1:**

Full Name	
DOB	
Email	
Street address	
Relationship to AKF Parent	

**Respite Caregiver 2: (please circle N/A if not applicable)**

N/A

Full Name	
DOB	
Email	
Street address	
Relationship to AKF Parent	

What home are you applying to be a Respite caregiver for?

AKF Foster Parent(s) Name(s): \_\_\_\_\_



### Background & Safety Screening

Have you ever been arrested, charged, or convicted of a crime (excluding minor traffic violations)?

Yes  No

If yes, please explain (include dates and outcomes):

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Have you ever been involved in a CPS/DFPS investigation or case?

Yes  No

If yes, please explain:

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Do you consent to required background checks as mandated by DFPS Minimum Standards (including criminal history and central registry checks)?

Yes  No

If yes please explain:

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### Health & Capacity

Do you have any physical or mental health conditions that would limit your ability to safely supervise a child?

Yes  No

If yes, please explain:

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Are you able to provide care appropriate to a child's age and developmental level?

Yes  No



## Understanding of Role & Expectations

Please initial each statement to indicate understanding:

\_\_\_\_\_ I understand that I am not a licensed foster parent.

\_\_\_\_\_ I understand that I may not use corporal punishment or any prohibited discipline methods.

\_\_\_\_\_ I agree to follow the foster parent's discipline plan and AKF's policies.

\_\_\_\_\_ I understand that I must immediately report any injury, incident, or concern to the foster parent and CPA.

\_\_\_\_\_ I understand that I may not transport a foster child unless approved by the CPA and appropriately licensed/insured and on file with AKF.

\_\_\_\_\_ I understand that approval as a Respite Caregiver may be revoked at any time.



## DISCIPLINE ACKNOWLEDGEMENT

All Kids First's goal is to provide alternate, positive, and pro-social discipline that demonstrates patience, understanding, and love. While the majority of children in care have been abused and have learned what it is like in a violent or demeaning home, Arrow strives to teach the child what is and is not acceptable behavior.

Children in care are to be treated with dignity, love, and respect. The primary purpose of discipline is to encourage, model, and help a child to practice appropriate behaviors, rather than punishing a child. Discipline is based on the child's age, level of development, specific behaviors, previous reactions to discipline, and trauma history. When disciplining a child, no child may be deprived of the basic necessities or subject to cruel, harsh, unusual, or unnecessary punishment.

Only an approved caregiver, who is familiar with the child's behavior and personality, and who is already known to the child, may discipline a foster child. A foster child may never be disciplined by another foster child or youth, regardless of their relative age (unless a parenting adolescent is placed in a foster home with his or her own child).

### **Appropriate Discipline Techniques**

Discipline is constructive and guided, while being fair, reasonable, consistent, and relative to misbehavior. Providing the necessary level of supervision is also key to managing the child's behavior. Increasing supervision when a child begins to act out may prevent a worsening of the child's behavior.

When a child does misbehave, appropriate discipline measures include the following:

- Time-ins or time-out
- Natural or logical consequences
- Restriction of privileges
- Productive work projects or writing essays.
- Setting reasonable limits
- Offering two acceptable choices
- Offering compromises
- Restrictions on a child's activities (such as grounding)
- Restrictions to a particular room or building (more than 24 hours)
- Strategies for managing the child's behavior, if needed, may be listed in the child's service plan



Infants (birth to 17 months) do not require and may not receive any form of discipline. Infants are unable to self-regulate their emotions and behaviors, and therefore, are not able to benefit from discipline as a teaching method. Infants may be redirected from undesirable behaviors, such as moving an infant's hand away from your nose, ears, or hair; however, they may never receive "consequences" for their actions.

### **Inappropriate Discipline Techniques**

Physical discipline or corporal punishment (such as spanking) must not be used on any child in a licensed foster/adoptive home (biological, adoptive, or foster child). Caregivers may never spank a foster child. No form of corporal punishment may be used with foster children. Any form of discipline used may not violate any of the specific prohibitions in state standards. Discipline of children may not result in bruises, welts, burns, fractures, sprains, exposure, poisoning, or other types of injuries.

Prohibited discipline includes

- Corporal Punishment (including spanking)
- Intentionally causing pain or physical discomfort
- Aversive Stimuli (such as making a loud noise or exposing a child to an unpleasant smell)
- Shaken (No child of any age may be shaken for any reason)
- Maintaining a certain physical position (such as kneeling or holding their arms above head)
- Physical exercises (such as sit-ups, push-ups, or running laps)
- Denying basic child rights
- Subjecting a child to abusive, profane, or threatening language
- Humiliating, shaming, ridiculing, rejecting, or yelling at a child
- Physical restraint or threatening physical restraint
- Placing anything on or in a child's mouth (such as soap or tape)
- Mechanical Restraint (confining a child to a highchair or tying rope around child)
- Threaten removal from home or arranging another placement as discipline
- Deny child visitation or communication with biological family.
- Rationing or taking away food (including desserts or snacks to meet a child's needs).

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that false or misleading information may result in denial or removal as an Alternative Caregiver.

Caregivers may never discipline a child for bed-wetting, soiling her clothes, or any other action related to toilet training. If a child is "restricted" to the foster or adoptive home for more than 24 hours, the restrictions must be discussed with your case manager and recorded in the child's record. Restriction means curtailment of a child's normal activities, except for school and chores. If a child is not allowed to leave the foster home (except for school) but permitted normal recreation, etc., this is not considered 'restriction.'



## Investigating Allegations of Inappropriate Discipline

Staff, foster parents, caregivers and volunteers must report any suspicion of inappropriate or prohibited discipline to Arrow for immediate investigation. If you use an inappropriate or prohibited discipline technique, in the heat of the moment or in a lapse of judgment, you must inform Arrow immediately.

By signing below, I agree to abide by All Kids First Discipline Policy for any and length of care.

Caregiver 1 Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Caregiver 2 Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Confidentiality Agreement

Foster parents respite care providers babysitters alternate caregiver staff and independent contractors are responsible for keeping the information of children in case placed in their care strictly confidential confidentiality refers to the state of keeping private information secret from those not related to a child's case confidential information includes background information as to why the child doesn't care family history treatment of a child and photos of children. Children in care should not have their face shown on social media pages without images coming up their face information relating to a client or case may be shared with other professionals or individuals responsible for a childcare a client in care may have a social media page with approval from their referring caseworker if in doubt about what should be discussed with whom please speak with your all kids first your representative.

Disclosure of confidential information must be made to appropriate persons outside of all kids first when:

- A child is believed to be in present in immediate danger to self or others
- A child is being abused or suspected of being abused
- or otherwise required by law.

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Respite Caregiver Signature

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Date

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Respite Caregiver Signature

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Date



## Respite care Providers Agreement

Respite services are Give caregivers of foster children a break from challenges and stress of daily life all kids first partners with respite providers to ensure safety and stability.

### **All Kids First will**

1. Maintain support and monitor the respite home as needed through visiting the home emailing and/or telephone contact as well as regularly reviewing the respite family's file.
2. Will offer support to respite care providers and foster children and respite care during respite stay.
3. Will provide relevant and pertinent information regarding any foster child prior to the respite care provider agreeing to provide respite services this includes the specific needs of the child's medication regimen non routine events taking place in the life of a child including any scheduled appointments such as family visits emergency contact information and the child's history that may affect providers ability to provide care for the child.
4. Will reimburse the respite care provider for the care of the foster children according to the level of care rate established the respite care provider agrees to this reimbursement and understands that All Kids First does not guarantee a specific number of respite opportunities nor does it consider reimbursement to be income to the respite provider.
5. Nature or obligate the respite care provider to accept foster children into their home for respite under any circumstances.

### **Respite care provider will**

1. Understand that the respite care provider has full discretion and accepts or declines a foster child for respite care
2. Agreed to consider carefully all information provided by all kids first to make a reasonable and prudent decision regarding accepting a foster child for respite.
3. Respite care providers must be certified through All Kids First and remain compliance with all kids first, respite care provider requirements prior to providing respite for the duration of a respite stay.
4. Understand respite only care providers do not take placements but provide respite services to other foster parents.
5. Understand respite care provider has certified capacity and remains within that capacity.
6. Understands that respite care providers cannot solicit respite from All Kids First foster parents the respite care provider cannot accept a foster child into respite without the approval from all kids first.
7. Understand the expectation as a respite care provider is they assume the caregiver role of the child for the duration of this respite stay including providing for and meeting the needs of foster children and are familiar with the foster child's daily routine preferred foods and activities and needed therapeutic or medical care and respect to the culture race ethnicity language religion and sexual orientation of the child.



8. Agree to make reasonable and prudent parent decisions regarding a foster child's participation in childhood activities including supervised and unsupervised activities to ensure safety and support normalcy.
9. Understand that when a child is in respite care, care accidents happen health problems or changes in appearance or behavior information is promptly recorded and reported to the primary caregivers at the designated all kids first employee and follow up occurs as needed.
10. Respite care providers return clients only to their primary caregivers or another person approved by the primary caregiver for designated all kids at first employee.
11. Agreed to complete documentation of the foster child's care and provide a copy to the foster parents at the end of respite stay.
12. Agreed to follow guidelines for situations that pose safety risks or when a client requires protection the respite care provider will notify All Kids First immediately in the event that a child's health and or safety are threatened
13. Understand that the daily reimbursement rate may not cover the total expenses relating to caring for a foster child.
14. Understand that all serious incidents required by Texas minimum standards are to be reported to the Texas abuse hotline at 1-800-252-5400 or via online at the reporting website as well as to the assigned all kids first case manager or on call staff with All Kids First
15. Agreed to abide by all kids first policy of discipline specifically the policy of no physical discipline.
16. Agree to allow all kids first employee access to their home when requested.

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Respite Caregiver Signature

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Date

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Respite Caregiver Signature

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Date