



Family Respite Services Windsor / Essex
Service de répit familial Windsor / Essex
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respiteservices.com

RESPITE PROVIDER REGISTRY

RESPITE PROVIDER INFORMATION PACKAGE

in partnership with respiteservices.com

respiteservices.com

Sponsored by Geneva Centre for Autism

respiteservices.com consists of agencies funded by the Ministry of Community and Social Services and the Ministry of Children and Youth Services. We are collaborating to develop a more dynamic respite network for children in Windsor-Essex County. Family Respite Services is an active participant with respiteservices.com. Any organization providing respite services for families is invited to join.

Mission

“respiteservices.com working together to facilitate respite options that empower individuals with differing abilities and their families to lead active and rewarding lives.”

Vision

“Creating Community Connections”

The goals of respiteservices.com are:

1. To develop a comprehensive respite system.
2. To develop a coherent access process for families of children and adults requiring respite options.
3. To develop a means of matching respite needs with respite options.
4. To work closely with all parts of the system to advocate for appropriate service options to meet the needs identified.

In addition to the ***Respite Provider Registry***, respiteservices.com Access/Family Coordinators assist families to access respite options for individuals in conjunction with other service providers. Short-term coordination will be provided in order to overcome barriers to respite for these individuals. respiteservices.com also has a Respite Facilitator who will work with agencies to develop creative respite options for individuals, to identify the current resources and needs within the system and to act as a respite information resource to agencies supporting families.

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Congratulations on joining the Respite Provider Registry!

Family Contact & Interview

Once you are added onto the Respite Provider Registry, a profile outlining your experience and availability is sent out to suitable families.

Families will then contact you by phone or email (if you have provided an email) to discuss their needs and set up an interview.

Once a family calls, if they have not reached you and have left a message, return their call **within 48 hours**. Even if you no longer have availability at the time, contact the family to tell them so.

Families frequently contact Access Coordinators, stating they would prefer a return call from a Respite Provider regardless of their current availability.

Initial Contact

When you first connect with a family remember to review:

- Days and times needed
- Location where work will take place
- Worker duties (general description of the tasks)
- Book a time to meet with family and the individual you will be supporting
- If you have allergies ask about pets or smoke, etc.

The Interview

- Call to confirm the interview date a day ahead
- Bring a copy of your resume and at least 2 reference numbers
- Discuss your related experience with the family
- Ask about expectations regarding availability
- Ask about specific duties and activities that you will be doing with the individual you are supporting
- Ask about goals of activities or programs
- Ask about any physical, behavioural or medical issues you should be aware of
- Ask to see a profile of the individual (if one is available)
- Ask about any strategies or behavioural responses that are used and in what situations
- Begin to establish a rapport with the individual you will be supporting (you may want to do a short activity or play a game)
- Discuss rate of pay and pay schedule
- Sign an agreement indicating scheduled hours, days and rate of pay. (optional) Obtain a copy for your records.

Once you have agreed to work with a family, immediately contact an Access/ Family Coordinator with the family's name. You can at that time also update the Coordinator your new availability or login to the respiteservices.com website to update your profile.

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How much are Respite Providers paid?

- Families use various types of funding to pay for their respite support - **In most cases, the rate of pay falls between \$10 - \$15 an hour.**
- Respite rates vary depending on the needs of the child, the responsibility and the experience of the Respite Provider
- Compensation for mileage incurred during respite care is to be negotiated between the parent and worker prior to travel
- Twenty-four hour care may not be paid hourly, but rather on a flat rate basis

How do I get paid?

- When you have been hired and have an open conversation with the family about payment
- Families are reimbursed funding, and it therefore may take 4 weeks to receive payment
- It is highly recommended that you keep track of the hours you work in order to avoid any discrepancies with the family

Respite Providers are not Family Respite Services employees

The *Respite Provider* Registry does not provide supervision for the Provider.

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Respite Provider Registry and Profile

Updating your Profile

Once you have completed all the requirements to have your name added onto the Respite Provider Registry, your profile will be sent out to families.

You now have access to your profile and it is your responsibility to keep your profile up to date. To view and or make changes to your profile, you log on to the respiteservices.com website with a Username and Password. Here is how to get a Username and Password to access your profile:

If you have an email address and submit your application on line, once your profile is activated by an Access Coordinator, you will automatically get a notification in your email giving you your USERNAME and PASSWORD.

If you submitted your application in paper form (and have already been notified that you are now active in the registry) and have access to a computer, you can go on to the site www.respiteservices.com Under LOGIN, go to, '**Forgot your Username or Password?**' and type in your email address. Please use the email address you have indicated on your application form.

You will then automatically get a notification to your email giving you your USER NAME and PASSWORD

Your profile will continue to be sent out to families until you indicate you no longer have availability or have chosen to not actively participate in the registry.

Please remember to keep your information and availability up to date to ensure your name is sent to families that are suitable to your location, skills and schedule.

Your Profile Status

Once you are a registered worker with the Respite Provider Registry there are four statuses your profile can be in.

PENDING: There are two ways your profile can be pending:

- 1) you have just submitted your online profile
- 2) you have updated your profile (once you have been made active) and the changes have not yet been approved by an Access Coordinator.

ACTIVE: Your profile is up to date and you are ready to receive call/contacts from families.

INACTIVE: This is when you are currently not available to take on any more respite contracts. Your profile will also be put in an 'Inactive' status if a family calls respiteservices.com stating you have not responded to them in 48 hours.

ARCHIVED: There are three instances in which your profile would be Archived:

- 1) you have not responded to our update, your profile will be placed in this status meaning it will not be sent out to any families
- 2) we have decided to remove you from the registry due to concerns
- 3) you have moved outside of Windsor-Essex County (in which you can register with another participating community) or have decided you no longer wish to be part of the Respite Provider Registry.

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Sample Respite Provider Profile

Worker Profile

Provided by: Info respiteservices.com
 respiteservices.com
 112 Merton Street, Toronto, ON M4S 2Z8

www.respiteservices.com
 Phone: 416 322 6317 x.1 Fax: 416 481 1512
 Email: info@respiteservices.com

<p>Status: Pending Name: Worker Profile Email: chapworker@hotmail.com Gender: Female Occupation: CHAP Worker Education/Training: BA Psychology - University of Toronto Related Experience: Developmental Disability, Challenging Behaviours, Autism/PDD, ADHD Skills: - Not Applicable - Types of Support: First Aid, CPR, Behavioural, Alternative Communication Devices Other Experience: Babysitting experience with children with ADHD as well as children on the Autism Spectrum. Skills/Strengths: Positive and outgoing, think outside the box, very independent and hardworking Hobbies/Interests: Music, outdoor activities, arts & crafts Additional Notes:</p>	<p>Worker ID #: Address: 112 Merton St. Apartment/Unit City/Town: Toronto Postal Code: M4S 2Z8 Region: Central Main Intersection: Yonge and Davisville Phone #: 416 322 6317 Alternate Phone #:</p>	<p>← Contact Information</p>
<p>Valid Drivers License? No Willing to use own vehicle for respite support? No Languages Spoken (other than English): French</p>	<p>First Aid Expiry Date: April 1, 2009 CPR Expiry Date: April 1, 2008 Crisis Prevention Intervention Expiry Date: June 30, 2010</p>	
<p>Gender Preference: Male, Female Age Preference: 26-50 Adult, 18-25 Young Adult, 13-17 Adolescent, 6-12 School Aged, 0-5 Preschool Rate of Pay: \$12-15 Will work in the following community/regions: West, Central</p>	<p>Before School: Monday, Tuesday Mornings: Afternoons: After School: Thursday, Friday Evenings: Overnight: Thursday, Friday Saturday: Any Sunday: Mornings Holidays: Yes March Break: No Relief Shifts: No Summer:</p>	<p>← Availability</p>
<p>Referral: shcool</p> <p>Will work with agency? Yes If yes, specify the type of work: School, Out-of-home, One-on-One, Camp</p>		
<p>Date Modified: April 10, 2007</p>		
<p>Classified Ad Posted: No Description of Individual: Availability:</p>	<p>Classified Expires on: Classified Created On:</p>	
<p>Are you currently working with a Community Respite Partner Agency?: Yes</p>		

Note:
 Where 'Any' appears (under mornings, afternoons, evenings, etc), the worker is available any, not all of the days indicated

The above CHAP worker is available for contracts in your area. He/She has been through the interview, orientation and police reference check process. Please discuss the needs of the individual he/she will be working with and the activities you would like him/her to be doing. Remember to be clear about your expectations of the worker.

Please contact a CHAP Coordinator if you wish to receive more information on the above worker or when you have successfully contacted a CHAP worker.

Note: The family makes the final decision to independently hire the worker. CHAP workers on the registry are not employees of the CHAP Program.

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Roles & Responsibilities of a Respite Provider & Maintaining a Good Relationship

Respite Providers promote an active living for individuals with developmental disabilities, physical disabilities or autism spectrum disorders in their home and in the community while providing parent relief.

Respite Providers registered on the Respite Provider Registry are connected with families looking for support.

Key Responsibilities

- Provide safe, stimulating and recreational support both in the home and in the community
- Provide care and supervision according to the individual needs of the child/adolescent/adult
- Provide respite/support services as requested by the parent/guardian
- Be punctual, reliable and respectful of the family
- Network with community groups, facilitate inclusion and act as a positive role model
- Share and input creative ideas and suggestions for activities
- Lifting or operating necessary equipment (when required)
- Report any serious occurrence to parents or guardian
- Report child abuse or suspected child abuse to Children's Aid Society (CAS) or Police (if adult)
- Maintain communication with your Access/Family Coordinator

The Schedule

- Try to plan the day, time period, and the expectations for the worker.
- What do you want the respite provider to do? Here? And how? Is this time period for developmental programming, social skills training, just plain respite, or all of the above? Indicate your expectations and ask the respite provider if he/she has any questions or suggestions. Keep in touch – give respite provider advance notice of any change in you or your son/daughter's schedule. Always keep the respite provider up to date on your son/daughter's health status or performance level when they are working.

Rate of pay

The rate of pay should be established at the interview or when the family makes an offer of employment. The family should include how they will pay (cheque or cash) and the frequency (weekly, monthly, etc.) The family should outline a protocol for time sheets and/or the funding invoice sheet.

Rates vary – so much per hour for behaviour management, or community integration or for when son/daughter is sleeping and not in need of direct support. Current rates start at \$10.25/hr; the average is about \$13, and higher rates recognize special training or experience.

Probationary period

There may be times that there is not a 'good match' when a contract between a respite provider and family is made. A way to acknowledge this possibility and to be helpful for all concerned is to establish a probationary period before any final employment commitment is made by either party. Of course, the respite provider is paid the agreed upon wage during this period, but at any time in the probationary period either one of you can opt out of the contract – no questions asked. However, once a respite provider is employed on a contract basis it is recommended that reasonable notice is given if the family or respite provider intends to terminate employment,

Supervision

Respite Providers are considered self-employed. They are providing a service under contract with the family. The family is expected to provide the general supervision of the respite provider work, an outline of job expectations, the hours of work, provide orientation, training and information required to support an individual.

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Transporting Individuals

You may be requested drive your own vehicle with the individual you are providing support to.

If you the respite provider agrees to transport ensure you have:

- A valid driver's license
- Safe vehicle
- Minimum of \$1,000,000 liability on their insurance (you may wish to speak to your insurance company for requirements)
- It is the responsibility of the Respite Provider to ensure that everyone in the vehicle is wearing a seatbelt at all times that the car is in motion. If a child takes off a seatbelt pull over and stop the car immediately.
- Infants and young children must be in proper child car seats that have been properly installed in the vehicle. Some older children with disabilities also use car seats with inserts in them to give them proper positioning and stability. Discuss this with the parent of the child. Children under the age of 8 who weigh between 40-80 pounds must be in a Ministry of Transportation approved booster seat.
- If a child is behaving in a manner that is endangering of themselves or the driver of the car pull over immediately.
- The Respite Provider should discuss with the family any concerns they might have about a child's health or behaviour that might affect them in a car or on public transportation.

The family is responsible to cover the cost of transportation only during the time the respite provider is with their son/daughter. An average amount would be \$0.35/Km.

It does not include respite provider transportation to and from the work place.

The respite provider is responsible to ensure all passengers are safe. Proper seat belts and car seats are being used. It is good practise to keep a First Aid Kit in the car. A phone or change for the pay phone for emergencies is also helpful.

Length of Agreement between Parent and Respite Provider

It is hoped that once an agreement has been made for respite support that the commitment of the respite provider to the family will lead to an ongoing, productive and satisfying relationship. A longer term commitment alleviates the family from having to retrain and rehire a new respite provider. If a respite provider decides to leave or the family no longer needs the respite provider support it is important to give each other notice. Families may begin looking for a new respite provider immediately and respite providers for other families to work with. It is just as important to give notice to the individual being supported.

Confidentiality

It is important that confidentiality is maintained between both yourself the respite provider and the family. All personal information must not be discussed unless the person is present or has given their consent to specific information being discussed.

Some tips for maintaining a good working relationship

- Identify and discuss problems as soon as they arise. Be prepared to negotiate a solution to the problem.
- Keep communication open and on-going. You may want to maintain a communication book to keep everyone informed and be responsive to any suggestions or recommendations documented.
- Discuss specific strengths and needs of the individual you will be providing support with the family and any strategies used to support him/her with communication, behaviour or in various situations in the community or at home.
- If serious problems arise document dates, times, issues and concerns. Abuse or suspicion of abuse is to be reported to the Children's Aid Society.
- Discuss activities, any costs associated with activities and travel expenses with the family. You are not expected to pay for entrance and activity fees or travel (mileage or transit) during the time you are providing support. **Remember:** many places in the community offer discounts, on entrance fees and activities for the support provider or individuals with a disability.
- Request that the family train you on proper use of any communication aids, assistive devices or equipment that their son/daughter uses.

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- Only you the respite provider who is registered with the *Respite Provider Registry* should provide care to the individual. If you are not able to fulfill hours, a family would be responsible to make other arrangements.
- Treat the family with the same kind of respect that you would treat any employer. Call if you are going to be late, give adequate notice if you must cancel.
- Keep your times that you socialize with the family to appropriate occasions, such as the child's birthday party.
- Do not discuss your own personal problems with the family or use any of your respite time to do personal errands.

Training and Information Sessions

Information Session:

All respite providers are expected to attend an information session when you are beginning to provide services for Family Respite Services. We keep records of attendance at these sessions. Failure to attend an information session will impact on your ability to continue to provide service for the family or agency. It will also be noted in your file at the agency.

Information sessions are scheduled regularly. Call the office to sign up for a session. The information session is designed to talk about your role and assist you to answer any questions you might have about the service you will be providing. We talk about developing respectful relationships, planning inclusive activities, review important policies and other information that will be important for you.

Please schedule your attendance as soon as possible after you complete your screening through Family Respite Services.

Ongoing Training

Family Respite Services participates with other community agencies to provide training that will benefit in home workers and respite providers. These training sessions are usually free of charge and are very informative. Some of the topics that we expect to offer information about are:

- Developing respectful relationships with the family and child
- Lifting and positioning for children with physical disabilities
- Designing activities that are fun and will benefit the child
- Information regarding specific types of disabilities (e.g. autism)

We are always open to the development of new kinds of information and training sessions. If you have a suggestion or request please let us know. We have a committee that plans workshops which includes the participation of an in home worker, but you may have some creative ideas that would help us.

Although Family Respite Services cannot pay you for your time to attend these sessions we hope that you will find it to be a valuable use of your time. We will provide a certificate of attendance which you may use for your resume and work experience records.

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There is also training available on line for those who are supporting children with autism. This course is available through Safeguards Training in partnership with FRS. The cost of the training is \$25+HST. It offers specific and very useful information to help you in your role as a respite provider.

Check our website regularly to see the upcoming events and training activities.

www.familyrespite.org

Health Precautions

Many parents and respite providers are involved in the direct care of individuals who require assistance with diapering, toileting, eating and other daily living activities. Some caregivers have wondered if this puts them at risk of contracting infections. Caregivers should remember to take proper health precautions when doing these activities. Literature would suggest that respite providers/in home workers should take what are known as “universal precautions” in order to reduce the risk of either contracting infections or spreading infections to other persons. In a time when we are increasingly aware of such things as the spread of Hepatitis, HIV and E Coli, it is helpful to look at what the risks are for caregivers and what wise precautions are.

Caregivers who are involved in diapering or toileting are at risk for such things as diarrhea or other intestinal infections which might be spread from one person to another if you do not wash your hands thoroughly. Caregivers might occasionally come in contact with blood if a child has an injury, but you are at low risk of getting any kind of infection. Hand washing is again, very important. Talk to your physician about their suggestion regarding immunizations for Hepatitis. Following universal precautions ensure that you work safely with all individuals. Caregivers involved with FRS need to be more concerned about contracting or spreading the normal childhood type illnesses such as the flu, colds, etc. Caregivers need to be aware of not spreading illness from themselves to the individuals that they care for because some children have lowered immune systems. If you have been ill, talk to the parent of the child.

Universal precautions include washing toys, especially when the child tends to put them in their mouth, with a mild bleach and water solution on a regular basis and bagging diapers in a plastic bag so that others will not come in contact with them. Some caregivers feel more comfortable wearing rubber gloves, but this is not always practical if you are going to community activities. Washing your hands well and often is always the best prevention for disease. Following these precautions will help you and the child you care for to stay healthy.

Suspected Child Abuse

Usually most respite providers are working with families who love and care for their children appropriately. However, sometimes there are situations that are not appropriate. If you have questions or concerns, it is always good to call the Access/Family Coordinator and discuss the issues. However, there are also laws that require that any suspected child abuse situations must be reported to the Children’s Aid Society. This has to be done directly by the person who has witnessed the situation. We

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would hope that if it is an ongoing situation that you will have had the opportunity to talk with the Access/Family Coordinator so that we can provide support to you as you make the referral to WECAS. If it is an emergency, you must, of course, report this immediately. We have provided the information to you about what must be reported and the legal definitions of child abuse in the reference part of this handbook.

The telephone number for the Windsor Essex Children's Aid Society is 519 252 1171.



Policies for your Reference and Information

Reporting Child Abuse/Neglect to the Children's Aid Society

The legislation regarding child abuse and neglect has changed in Ontario. While this legislation is complex, it is hoped that the following information will guide all workers. Please talk to one of the Access/Family Coordinators if you have any questions. This legislation applies to children under the age of sixteen.

WHAT TO REPORT:

The following is a brief summary of what must be reported to the CAS. A more complete summary can be obtained from the CAS or the Family Respite Services office.

Section 1: Abuse: (Abuse by Commission)

Physical Force and/or Maltreatment (by a parent, caregiver, family member or community caregiver). This includes any statement made by a child or observations of a child or situation that would lead you to suspect:

- Excessive or inappropriate physical force. This includes situations where a child has been harmed in any way, or where there is risk that a child may be harmed. It includes generally acceptable modes of physical punishment which is overdone or prolonged or where excessive force is used. It also includes unacceptable or inappropriate modes of physical force such as slapping, kicking, shaking etc.

Cruel/Inappropriate Treatment. This includes:

- Deprivation of food/water
- Deliberate locking out

Abusive Sexual Activity

- Any sexual activity between a child and a caregiver, family member or community caregiver. This includes sexual touching as well as non contact sexual acts such as voyeurism, sexual suggestiveness or sexual harassment.

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Threat of Harm

- This includes situations where children are put in very dangerous threatening situations, or where threats are made directly or implied (eg. Someone says they are so mad at the child they don't know what they might do)

Section 2: Neglect (Harm by Omission)

Inadequate Supervision. This includes:

- Where a child has been hurt or is at risk of being hurt because of being left unattended or with inadequate supervision. This might be a child left alone, left with an inadequate caregiver or playing in unsafe circumstances.

Neglect of Child's Basic Needs

- This is where the child's caregiver either deliberately or through lack of knowledge or judgement or lack of motivation, fails to provide the child with adequate food, shelter, clothing or safety. This includes where a child may be harmed by neglectful or dangerous nutrition, personal hygiene, household sanitation, physical living conditions, and clothing.

Caregiver Response to Child's Physical Health

- This applies to situations where a parent does not provide or consent to medical treatment to cure, prevent or lessen physical harm or suffering. This includes where a child is not receiving medical treatment for an injury, illness, disability or dental problem.

Caregiver Response to Child's Mental, Emotional, Developmental Condition

- This is where a child suffers from a mental and/or emotional and/or developmental condition that if not treated will affect the child's development and the caregiver does not provide treatment. It also includes situations where caregivers do not follow through and take the actions necessary.

Caregiver Response to Child Under 12 Who has Committed a Serious Act

- This is where a child under the age of 12 has killed or injured another person or has caused loss or damage to another person's property and the caregiver does not provide services or treatment that is necessary to prevent the recurrence of this activity. It also includes situations where this activity occurs with the encouragement of the caregiver or because of the caregiver's failure to supervise the child adequately.

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Section 3: Emotional Harm

Caregiver Response to Child's Emotional Harm or Risk of Emotional Harm

- Emotional harm refers to a repeated pattern of negative caregiver behaviours or repeated destructive interpersonal interactions by the caregiver to the child. It is the most difficult type of abuse to define. Examples might be: repeated rejection, degrading, shaming, humiliating, singling out one child to criticize or perform most of the household chores, terrorizing, isolating, exploiting/corrupting (eg. Encouraging prostitution or encouraging developmentally inappropriate behaviour), ignoring.
- This psychological maltreatment may lead to situations where a child may be at risk to himself (eg. Severe depression, self destructive behaviour, delayed development) or to others (eg. Aggression.) It might also be demonstrated by the child being unable to function at all in one or more major roles such as school, with friends etc.

Adult Conflict

- This refers to situations where a child suffers physical harm or may be at risk of suffering harm as a result of fighting or conflict between the adults within the home. It also refers to situations where children suffer emotional harm as a result of repeated exposure to conflict between adults in the home. The most serious is where a child is actually hurt as a result of being caught in the midst of physical aggression between adults, or where the child is demonstrating serious emotional problems as a result of being exposed to violence.

Section 4: Abandonment/Separation

Orphaned/Abandoned Child

- This refers to a situation where a child has no parent as a result of a parent dying, or where a parent has deserted the child. An example might be where a parent makes arrangements for someone to care for the child and then does not return to resume caring for the child at the agreed upon time.

Caregiver-Child Conflict/Child Behaviour

- This section addresses situations where a child is at high risk of separation from the family because of a high degree of conflict in the family or as a result of the caregiver's difficulty in managing the child's behaviour in the home. The most severe situations are where there is physical danger as a result of the level of conflict within the home.

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Section 5: Caregiver Capacity

Caregiver has a History of Abusing/Neglecting

- This refers to situations where a child may be at risk because of a caregiver's history of neglect or child abuse. Examples might be someone who has previously abused a child having a new baby or someone who has a history of sexual abuse moving into a capacity of being a step parent.

Caregiver Inability to Protect

- This addresses situations where there is a risk of harm to a child because the caregiver does not protect the child. This refers to situations where a child is being abused and the caregiver does not protect the child.

Caregiver with a Problem

- This refers to situations where a parent has a physical/mental/or behavioural problem that impairs their ability to provide adequate care for their child. It includes situations where a caregiver has a substance abuse problem, psychiatric problems.

Caregiving Skills

- This addresses situations where the parent does not have the necessary skills to parent a child. Examples might be a very young, first time parent or a parent with limited cognitive functioning, or a parent who has poor skills because they grew up in a family which was neglectful or abusive. The most serious situation is where a child may be at harm because a caregiver does not have the skills to care for the child or develop a bonding or nurturing relationship with the child.

WHO MUST REPORT:

Every person who performs professional or official duties with respect to children, including health care professionals, teachers, principals, daycare providers, social workers, clergy, youth and recreation worker, lawyers, service providers and employees of service providers.

This means that any respite provider working for an agency such as Family Respite Services must report any situation where they suspect that a child is in need of protection. It is not necessary to have definitive proof to make a report. Even if there has been a previous report made with respect to the same child, there is a duty to report any additional concerns to the WECAS. Failure to report may result in a fine of \$1000.

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Below is an example of a possible contract to be signed between the respite provider and Family.

Sample Contract

<p>CONTRACT FOR SERVICES Between</p>		
<p>_____</p> <p style="text-align: center;"><i>Parent/Guardian</i></p> <p style="text-align: center;">And</p> <p>_____</p> <p style="text-align: center;"><i>Respite Service Provider</i></p>		
<p>The Respite Service Provider agrees to provide services as a respite worker to _____ and carry out family/parent relief, as well as developmental programming, which may include social skill training, orientation and mobility training, behaviour management, recreation and leisure time pursuits, community integration, personal care and supervision, and/or other related duties as required. These services will be provided for a specified and agreed upon time period which falls within the MCYS approved time frame, beginning _____ and ending _____. If either party wants to cancel contract of Respite Service than written notice of _____ is required.</p>		
<p>Services will be paid by the MCYS Funds in co-operation with _____ (family) in the amount of \$_____ per hour on a _____ basis.</p>		
<p>Both the family and respite provider have agreed upon the following days & hours of work. If the days and hours of service are required to change by either party, _____ notice is required.</p> <p>_____</p> <p>_____</p> <p>_____</p>		
<p>Respite Service will be provided by the Respite Provider to: _____ (Name of Individual receiving support)</p>		
<p>Extra expenses (admission/mileage etc) that are required during the time that respite service is being provided _____ be compensated by the family. (will / will not)</p>		
<p>Travel time to and from family home/location will not be paid.</p>		
<p>It is agreed that any damage to special equipment incurred during the time the respite service provider is working will not be the responsibility of the respite service provider and proper use will be demonstrated. It is agreed that this is a contract for Special Services at Home and that the respite service provider shall acknowledge responsibility for declaring this income and paying all the taxes thereon.</p>		
<p>The parties have agreed to the foregoing terms and conditions on the: _____ day of the month of _____ in the year _____.</p>		
<p>_____</p> <p><i>Service Provider Signature</i></p>	<p>_____</p> <p><i>Printed Name</i></p>	<p>_____</p> <p><i>Date</i></p>
<p>_____</p> <p><i>Parent/Guardian Signature</i></p>	<p>_____</p> <p><i>Printed Name</i></p>	<p>_____</p> <p><i>Date</i></p>
<p>_____</p> <p><i>Witness Signature</i></p>	<p>_____</p> <p><i>Printed Name</i></p>	<p>_____</p> <p><i>Date</i></p>

HOME ALONE

A Checklist to discuss with the family if you are at the family’s home alone

It is recommended that the following information be available to you the respite provider when you are in the family home:

- Parent/Guardian’s full name
- The name of the place the parent/guardian can be reached, the phone number and the expected time of their return
- The phone number of a neighbour/relative/ or trusted friend to call for assistance if the parent/guardian cannot be reached in an emergency
- A list of emergency numbers. You may request that cab fare be left and the son/daughter’s health card.
- A tour of the house, pointing out and explaining telephones, door locks, security systems, the thermostat, circuit breakers, water shut off, and the location of a flashlight, first aid kit, fire extinguisher
- Medical information, including allergies, medical conditions and the administration of medications
- Review of special instructions and equipment/adaptive devices
- Set of house keys
- Knowledge of family rules, such as disciplining and /or behaviour management, television viewing, stereo and phone use, visitors to the home, and acceptable forms of recreation
- Meal instructions, snacks, bottle/feeding schedules
- Location and instructions for clothing, equipment and other items
- Information about routines and needs, such as stories, teeth care, bathing, nightlights, bedtime
- Suggestions for favourite or preferred activities
- Homework and/or chores that the son/daughter is encouraged to complete
- Information and/or awareness of family pets
- Smoking rules in the home
- Any other important information you feel you should be aware of while in the family home.

Other:

Respite Provider Registry Respite Provider Information Package

Always Remember

- Contact families as soon as you hear from them
- Contact your Access/Family Coordinator once you have decided to work with a family
- Keep your commitment to the family – BE RELIABLE
- Be flexible! If a high needs situation occurs at the end of your time with the individual, offer to stay and help if you are able. *(Most families will pay you for your extra time or will make arrangements for you to come later on another day)*
- Understand the importance of your contribution to the family
- Be a friend to the individual you are working with
- Sign an agreement clearly stating hours of work, rate of pay and pay schedule
- Record hours and days you have worked in a daily planner or calendar
- Notify parents as soon as possible when you are unable to work
- Give families at least two weeks notice if you plan to leave
- Keep all information about the family confidential
- Update your Respite Provider Profile when your availability changes including holidays
- Dress appropriately
- Be responsible, *relax* and have fun!

Notes:

I registered with respiteservices.com Respite Provider Registry in the community of Windsor-Essex County on:

_____ Day _____ Month _____ Year

My username is: _____

My password is: _____

If I have questions or concerns

My contact person with the Respite Provider Registry is:

Contact Person Information

Direct Telephone: _____

Direct Email: _____

Family Respite Services
3295 Quality Way Unit 101A
Windsor, ON
N8T 3R9
General email: sluelo@familyrespite.org
Telephone: 519-972-9688
Fax: 519-972-8902