

FOSTER GRANDPARENT PROGRAM

Volunteer Site Information Packet



Foster Grandparents
Of the
Wyoming Rockies
PO Box 536
Laramie, WY 82073
307.223.1051
Fall 2017

Guidelines for site staff working with Foster Grandparents

This manual contains information that will help you make the relationship between your site and your new Foster Grandparent a mutually beneficial one. These guidelines have been established by The Corporation for National and Community Service (CNCS), which funds the Foster Grandparent Program. They will help give you the direction you need regarding setting assignments and supervising the Foster Grandparents jointly with Foster Grandparent program staff.

The purpose of the program is for Foster Grandparents to work one-on-one with children and hopefully make a measurable change in the child's life. This goal is achieved in part by the information you provide through the Volunteer Assignment Descriptions written for individual children.

Foster Grandparents are required to work a minimum of 20 hours a week, but they can work up to 40 hours weekly. The Foster Grandparents need to be assigned to children under the age of 21. Foster Grandparents may assist in redirecting children with behavioral problems, but they are not to take part in (or interfere with) discipline of the children.

Complying with Program Guidelines

Any volunteer station financial support of the Foster Grandparent Program is NOT a precondition for that station obtaining volunteer service.

Assign Foster Grandparents to children who would most benefit from the attention and care Grandparents provide. Assign the Grandparents to a child with a problem - not a problem child.

The Foster Grandparent's first responsibility is to be with the children. They should not be given assignments that will divert them from this responsibility (such as performing errands, household tasks or bulletin boards unless these activities are part of the child's activities).

Duties include, but are not limited to:

1. Developing a child's self esteem: praising and positive verbal and non-verbal interaction
2. Developing a positive environment: smiling, positive language, greeting children.
3. Assisting children to develop language skills by reading stories, listening, talking, encouraging, and helping with written skills.
4. Developing a child's motor skills by encouraging child to sit, crawl, stand or walk; playing; or taking walks.
5. Tutoring or reinforcing academics
6. Developing a child's social interaction skills: talking, listening, playing games, and teaching skills.
7. Developing a child's learning skills: reading to a child, listening to a child read, encouraging a child to accomplish any school task.
8. Modeling appropriate behaviors and skills.

Limitations and inappropriate duties

The Foster Grandparent Program restricts Grandparents from certain duties that pose a potential danger to themselves and/or to the volunteer station clients and staff. Foster Grandparents are required to adhere to the following limitations and are to refuse any such requests made by the volunteer station staff or clients. Foster Grandparents are encouraged to report such requests to the program staff for discussion and clarification with the volunteer site and the Grandparent.

Other limitations include, but are not limited to:

1. Not substituting or relieving volunteer station staff of their regular or routine duties.
2. Foster Grandparents should not be left alone with a child or adolescent.
3. Foster Grandparents should not take a child, adolescent, or family member to their home or give out their phone number or address.
4. Foster Grandparents may not provide transportation for volunteer station staff, children or adolescents. They also should not drive volunteer station vehicles.
5. Foster Grandparents should not provide maintenance or housekeeping functions.

6. Volunteer Grandparents may not solicit funds for the Program or volunteer station.
7. Foster Grandparents should NOT give any type of medication to a child or adolescent.
8. Foster Grandparents shall not subject any child, adolescent, other Foster Grandparents or volunteer site personnel to any verbal or physical abuse.
9. Foster Grandparents shall not supervise any other Foster Grandparent.
10. Foster Grandparents, during assignments/duty hours, shall not take part in any political activities associated with a candidate, faction or groups in an election for public office.
11. Foster Grandparents may not give religious instruction, conduct a worship service or engage in any other religious activities during their volunteers hours.

Evaluations

The project coordinators will conduct a short confidential evaluation with the site supervisor on an annual basis. Honest feedback is critical to the program and the volunteer. All evaluations are confidential.

Volunteer Assignment Descriptions

We are required by the Federal guidelines to have Volunteer Assignment Description for **each child** that the Foster Grandparent is assigned. The document must give clear goals including pre-test scores on standardized tests and /or teacher observation with **measurable results**. These VADs should indicate an identified need of the child that the Foster Grandparent will be working with as well as the mechanism to measure change as a result of the work a Foster Grandparent has done with the child. A follow-up document will be mailed to each site in April/May.

Time Sheets

Foster Grandparents are responsible for seeing that their completed timesheets are turned into the FGP office in Laramie. Paydays **are once per month, and all Foster Grandparents will receive a schedule reflecting when timesheets are due.** It **MUST** be signed by AND DATED by both the volunteer and site representative. Then the time sheet is **emailed** to the Laramie office at : maryalice@actionresources.ngo

Accident and Liability Insurance

Foster Grandparents are covered when volunteering by accident insurance through The Foster Grandparent Program. They are **NOT** covered by Workman's Compensation. Please call the Foster Grandparent Program office immediately if a volunteer has an

accident. Volunteers are also covered by liability insurance while on duty.

Meal times/ Breaks

If a Foster Grandparent eats with the children and acts as a role model, the mealtime is considered part of the Foster Grandparents' service time. The Foster Grandparent should have regular breaks. Ideally, school lunches are provided by the volunteer site.

Safety

Foster Grandparents are responsible for the promotion of safety for self and others. They are also required to adhere to the safety policies and procedures of both their volunteer station and the Foster Grandparent Program. Protection of self is accomplished by wearing appropriate clothing, limiting the amount of weight lifted, keeping last names and phone numbers confidential from clients, and driving cars cover by adequate insurance.

Protection of others on the part of the volunteer is accomplished by smoking only in designated areas at the volunteer station, not drinking hot liquids in the presences of clients and not wearing clothing or jewelry that could harm an infant or child. The volunteer will also need to know any special policies: children who are at risk of breathing difficulties due to allergies to certain foods and/or perfumes.

Miscellaneous Requests

Please offer instruction, praise and constructive suggestions to your volunteer. As meaningful members of your organization, also include them in special events such as annual dinners and volunteer recognition events as well as ordinary staff meetings.

Final decisions regarding personnel action are the responsibility of the Foster Grandparent Program staff. Please address any concerns regarding your volunteers and their performance with Program staff before taking any action. It is our intention to work with you and the Foster Grandparent to resolve any troubling issues, should they occur. Foster Grandparents are volunteers with Action Resources International's Foster Grandparents of the Wyoming Rockies Foster Grandparent Program.

Please feel free to call, write or email the Foster Grandparent Program if you have any questions or suggestions.

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