

"Foster Grandparent 101"

*Please make sure to call your case manager as well as your site supervisor if you are going to miss work. It's important for us to know what is going on



*Inappropriate activities:

- Diaper changing
- Being alone with a child
- Taking a child to the bathroom
- Disciplining the children

******If you are doing any of these things, please see Amanda or Meridith as soon as possible!******

*When the children are having downtime, these are acceptable ways to use your time:

- Help clean up
- Ask the teacher if they need anything
- Find activities to do with the children at another time
- Help set up the next activity

*When working with children, please do not do the activity for them. Help them; show them how to do it. Remember, you are there to help them learn. Role model what you want the children to do. {Example: If they are having trouble cutting, do not take the scissors and do it for them. Take the scissors and SHOW them how to do it. Encourage them}

*Activities to do with children to help them grow:

- Grandparents help in the child's physical development, cognitive (brain) development, emotional and social development and language
 - To further language and communication skills, asking questions that require responses other than yes or no (see below)
 - Role model what you want children to do. Even when you think they aren't watching you, they are. Don't do something you wouldn't want them to do
 - Encourage positive behavior and participation
 - Use positive redirection to get the child focused back on the activity
{Example: If the child is starting stare out the window, say nicely Pay attention. If the child responds better to silent cues, tap lightly on their desk and motion to the teacher}
 - Remember when doing these things, you do not want to disrupt the rest of the class**
 - Talk to the teacher and know what they want you to work on with your 2 assigned children which is in your VAP (Volunteer Assignment Plan)
 - If your 2 assigned children change, please notify your case manager. Ask your site supervisor to give you a new VAP for the new child(ren)**
 - Summer placements also need 2 new children and a VAP

*Questions to ask and help children grow:

- What sounds do you hear?
- What shape is this?
- What color is that?
- How does that make you feel?
- How many raisins do you have?
- What happened in the movie? Was that at the beginning or end of the story?
- Show them how to hold a book and turn the pages from right to left
- What is this a picture of?
- Point to a word and ask do you know what word this is?
- Point to the cover of a book and ask what do you think this book is going to be about?
- Play 'I spy' (I spy something green then have them try to guess what you're talking about)
- What are you doing over the weekend?
- What'd you do this weekend?

*Timesheet Help:

-Keep your paystub especially if you think there is a problem

-Timesheets need to be signed by you and your supervisor, without one it can't be processed

-If using pool leave or another type of leave, make sure to put it into the right spot on the timesheet

-2 weeks after you send in your timesheet is when you'll get paid for those hours

-Always mark down for the transportation you take

-Trainings are paid, mileage is reimburse and put in as regular time

*Pool Leave:

-All vacation time, sick time and personal time

-This leave is used for vacation, sickness, doctor's appointments

-Pool leave amounts are updated with each paycheck

-If unsure of the amount you have, call your case manager

*Administrative Leave:

-Snow days (declared by school)

-Jury Duty

-School Breaks (excluding summer

break) -Temporary emergency site closings

*Holiday Pay:

-Only get holiday pay if you usually work the day the holiday falls on

-p.28 of your manual lists all holidays

*****Mary, program manager has final say on Administrative Leave*****



****Feel free to come to Meridith or Michelle with any questions or concerns that is what we are here for!!****