

# RELIEF CARE COMMITTEE PROCEDURE

## GOAL:

To provide a support system for families of the Netherlands Reformed Congregations (NRC) and Reformed Congregation of North America (RCNA) community who are in need of a relief care home. Length of stay will be determined on an individual basis in consultation with the parents and the relief care home family.

The relief care homes can be used for various situations, such as:

- The hospitalization of a parent or child and the family is not able to care for other children in the family.
- A parent needing relief care for a limited time due to depression or other circumstances.
- A child who needs some time away from the home environment due to struggles within the family.
- Parents who are in need of occasional, short term respite care.

## PROCEDURE:

Parents or children can contact a committee member via the Guiding Hands Support Group website or by phone.

The Relief Care committee members can also be contacted by someone that is aware of a family in need and has the permission from the family to contact us.

## Considerations for finding a relief care home:

- Age of children vs age of children in the relief care home.
- Relief care family's knowledge and experience in trauma and abuse of children or children with special needs.
- Location of home.
- Preference of relief care home family (ages, needs, gender, length of stay, etc.).

## Choosing a Relief Care Home:

- Once a committee member has been contacted and the need has been determined, the committee will meet and work with the parents to find a relief family.
- The respective consistory will be informed prior to connecting with the relief care family.
- After finding the best match the contact information of the two families will be shared.
- The family in need will contact the relief care family and make arrangements.

- A committee member will assist in the arrangements if the family in need would feel more comfortable.
- If a suitable arrangement cannot be made between the families, the committee will offer a second option.

**Documents:**

Consent/Waiver (Appendix A): A consent signed by the parent giving permission for the committee to facilitate a relief care home is a requirement. A waiver needs to be signed by both the child/children/s parent and the relief care home parent. There is also a place to indicate how the relief care home family would like to carry out wellness checks.

Information about the Child/Children (Appendix B): This form can be filled out for additional information.

Journal/Incident Report (Appendix C): Depending on the situation and duration of the stay, a journal can be helpful to document events during the stay. Accidents or injuries need to be documented.

**Wellness Checks:**

If there is no involvement of a counselor and the stay is more than 24 hours, a member of the Relief Care committee will do regular wellness checks for the duration of the stay. The relief care family can indicate on the waiver form how they would like to communicate for the wellness checks. Each wellness check will be tailored to the needs of each situation.