



## Rotary Respite Care Program Information for Families

The Rotary Club of Bowmanville recognizes that families with special needs children deserve some respite, especially during the summer months when children are not in school. To meet this need, we are pleased to advise you that our Summer Respite Care Program for families with special needs children will once again be available this summer. The program involves one of our student Respite Care Givers spending quality one-on-one time with your special needs child and providing social, educational, and recreational activities appropriate to their interests and abilities.

**Please read this letter thoroughly and retain it for future reference.** The information contained herein will help inform you about the Program and what to expect, and what not to expect, from our Summer Respite Care Givers.

The Program will run for ten weeks, from June 17, 2024 to August 23, 2024. During the week of June 10 to 15, 2024 our Program Coordinator will arrange for a “Meet and Greet” opportunity to introduce herself and the assigned Care Giver to you and your child. The Program Coordinator will provide her contact information and will be able to answer any questions you may have at that time.

**If you would like to participate in the program, we require the two accompanying forms to be completed and submitted by Friday May 17, 2024. Enrollment is limited and applications are processed on a first come, first served basis.**

The first form is a fillable *Family and Child Information Form*. The more our Respite Care Givers know about your child, the better prepared they will be to appropriately engage with him or her. However, the onus is on the parents to provide the Care Giver with any special training and guidance required for the appropriate management of their child and to communicate to the Care Giver any expectations they may have. This is especially true if the child has a tendency toward difficult behaviour or if they have personal care needs. Please keep in mind that our Respite Care Givers are not professional health care providers. They have a lot of enthusiasm and a tote full of activities and games to engage your child. They also have had a police background check, are certified in first aid and CPR, and have signed a Confidentiality Agreement with the Rotary Club of Bowmanville.

The second form is a *Date and Time Availability Form*. Using this form, please identify those dates and times when your child will be available for respite care during the summer months. For

the summer of 2024, our anticipated Canada Summer Jobs funding will allow the Rotary Club of Bowmanville to provide between 4 to 8 hours of respite care per week per child. A schedule will be created using the availability information you provide. We will allocate as many hours as we can.

It is the family's responsibility to notify the Respite Care Coordinator of any changes in appointments, vacations, etc. well in advance of release of the monthly schedule. If a family indicates that they will not be requiring care on a specific date once the schedule has been released, the hours will be reassigned to another family. The family who cancels is not able to bank or reserve these hours for a later date. Hours may be rescheduled only if the Program Coordinator is able to arrange it within the Care Giver's schedule; however, this cannot be guaranteed.

If any changes to the ***Date and Time Availability Form*** are required after the form has been submitted, please contact the Respite Care Coordinator as soon as possible. A minimum of three business days (72 hours) notice must be given if a family wishes to cancel care for a particular day or days. If adequate notice is not given, the family will be expected to pay for the cancelled shift(s).

**The cost to the family is \$4.00/hour** for each hour of care provided. Please note the modest increase. You will be asked to acknowledge the times that care is provided by signing the Care Giver's log sheet. The Rotary Club of Bowmanville **will invoice families by email** at the conclusion of the Program and **receipts will be issued**. Please **e-Transfer your payment to rotarytransfer10@gmail.com or mail a cheque to the address provided below**.

All children occasionally misbehave and children with special needs are no exception. The Respite Care Givers will do their best to work positively with children who occasionally misbehave and attempt to redirect them toward more positive behaviour. However, chronic or violent misbehaviour is not acceptable. For his/her own well-being, the Respite Care Giver is required to report such misbehaviour to you and to the Program Coordinator and Supervisor who will consult with the parents. If measures cannot be found to mitigate the child's inappropriate conduct, it may become necessary to remove the child from the Program.

The primary responsibility of the Respite Care Giver is the special needs child to whom they have been assigned. The purpose of the Program is to provide focused one-on-one care for that child. The Care Giver is **not responsible** for supervising siblings or other children.

The Respite Care Givers look forward to caring for and entertaining your child while providing you with an opportunity to attend to other children, run errands, or relax. You should work as a team with your Care Giver to plan activities that will engage your child and enrich the

experience they have with the Care Giver. We would like to remind you that the Care Givers are not permitted to transport your child in their vehicle or to drive your vehicle to recreational activities or scheduled appointments. **Should an outing be planned, it is normally the responsibility of the parents to provide transportation.** However, in certain circumstances the Care Givers may be able to use public transit or a taxi to travel to and from a recreational location at the Rotary Club's expense.

Parental permission is required for all outings.

**The cost of outings for your child is the responsibility of the parents.** The Rotary Club of Bowmanville provides the Respite Care Givers with a small amount of money intended to pay for their own recreational expenses.

Should you have any questions related to the Rotary Respite Care Program, please do not hesitate to contact Bonnie Seto, the Rotary Club's Program Supervisor. Her telephone number is **905-259-3651** and her email is [hellobonnieseto@gmail.com](mailto:hellobonnieseto@gmail.com).

The completed fillable *Family and Child Information Form* and the *Date and Time Availability Form* should be emailed by Friday May 17, 2024 to the Rotary Respite Care Program at [bowmanvillerotaryrespite@gmail.com](mailto:bowmanvillerotaryrespite@gmail.com) or mailed to:

**The Rotary Club of Bowmanville  
P. O. Box 217, Station Main  
Bowmanville ON L1C 1N7**

The Rotary Club of Bowmanville is pleased once again to be able to offer this service to your family this summer and to work with you in caring for your special child.