

Updated April 13, 2010

Childcare Guidelines for With Hope in Mind, Beginnings and NAMI Basics classes (2009-2010 fiscal year)

For many people, the lack of childcare is a primary barrier that prevents them from coming to our classes. The TDMHDD recognizes that both parents and children are challenged with receiving appropriate services in this area and provides funding that allows us to reimburse providers of child care services. NAMI Tennessee will continue to provide payment for childcare services as long as the grants are in place to do so. We offer these guidelines and suggestions for your affiliate in providing childcare services during your education classes.

Length of Duty

We ask childcare providers to arrive 20 minutes before the class is scheduled to begin. Each class is 2 to 2.5 hours in length. We ask each childcare provider to stay until the childcare area is cleaned and returned to its pre-use state and all children have been returned to their guardians. This means that childcare providers are “on-duty” for approximately 3 hours for each session.

Childcare Providers

Standard Arrangement: The standard childcare arrangement is to have one (1) Primary Childcare Provider and one (1) Assistant.

The **primary childcare provider** should be someone with knowledge and experience in caring for multiple children who (may or may not) have psychiatric disorders. Ideal candidates: School teachers, special education teachers, children’s case managers, university education or social work students, children’s therapists, etc. This is an excellent opportunity to establish a relationship with a professional who can help funnel participants into future classes. Sometimes it is not possible to get a primary childcare provider who meets these criteria. In those cases you should pick a mature, stable person with experience raising challenging children. NAMI Tennessee will reimburse up to \$45 per session for a primary childcare provider.

The **assistant childcare provider** will usually be a younger person with less experience. A college student or teenager is an ideal candidate for the assistant position. Having two childcare providers ensures safety for the children should a child need to leave the group to use the restroom or if the primary care provider needs to separate a child from the group. In simplest terms it allows the primary childcare provider to “focus” one child while the assistant “chases” another. NAMI Tennessee will reimburse up to \$15 per session for an assistant childcare provider.

- Finding Balance

It is possible that you will have two childcare providers that both meet the criteria as primary childcare providers. In that case, it is not important to us as to how they want to split the payment. They may choose to rotate as to who is the primary and who is the assistant. They may choose to split the money equally. Either way, the maximum reimbursement for each standard arrangement session will be \$60 (\$45 + \$15 = \$60)

Non-standard Arrangement: There may be cases where additional childcare help is required. Examples: A large number of children; Cases where one-on-one care is necessary ~ A child who is at risk of biting other children, A child who is at risk of banging his head, A child who is at risk of elopement or wandering away. NAMI Tennessee will provide funding above and beyond the standard arrangement in these cases. Please contact the Program Director for additional information and to make arrangements for funding *in advance* of offering this service.

- Finding Balance: The situations and examples above are program standards. If you have someone who is willing to provide childcare as a donation or for less than the rates above...please do so. It just makes sense to save money wherever we can.

Required Forms

There are three forms required for each child which we provide care for. These forms may be downloaded from the NAMI Tennessee Website:

<http://www.namitn.org/documents/WHMBasicsChildcareBundle.pdf>

1. Consent and Release
2. Meeting / Training Expense Reimbursement
3. Sign-In Sheet

Consent and Release Forms

- To be completed by parent or guardian of each child which we provide childcare for and a class teacher.
- Each child we provide care for must be listed on a signed Consent and Release form.
- Up to three children from each family can be listed on each form.
- If we are providing childcare for more than 3 children from one family use additional forms.

Meeting/ Training Expense Reimbursement

- To be completed by childcare provider **and** class teacher for payment of childcare services.

- Complete one form per childcare provider (Primary and Assistant(s)) for each session childcare is provided. Fill in all applicable blanks. Be sure to include check amount showing the agreed upon payment due.

Childcare Attendance Form

- To be completed each session as proof of childcare services rendered and submitted with childcare expense reimbursement form. If the child is old enough to write he/she may sign in for themselves otherwise, a guardian must sign the child in for each session.

Reimbursement for Services

Childcare services cannot be paid for in advance. **Please note that it takes four to six weeks to process childcare payments from the time they are received in the office, not the date of the service.**

Scheduling for Childcare

Scheduling childcare should begin during the pre-screening process. Use that opportunity to ask the class student if they have need of childcare, how many children they need childcare for and the age range of the children. Knowing the total number of children will help you make sure you have enough childcare providers on-hand. Knowing the age range will help you and the childcare provider make sure you have age appropriate activities available. Ask class participants each week if they will need childcare for the next week. Ask them to give you as much notice as possible (preferably 24 hours) if those needs change. This will give you time to either find or cancel childcare providers.

- Finding Balance
 Know that some class participants will tell you they need childcare and then not show up with their children. Before the first class, negotiate with your childcare providers. Let them know that it is possible they will show up and no children will come. It is hard to justify \$60 in childcare expenditures for no children. It is equally hard to ask someone to prepare to do a job and show up to work and then tell them, "Sorry no kids tonight. We don't need you." Work out an arrangement with the childcare provider letting them know that if no children show up they will be asked to stay until 20 minutes after the class has started. At that point they can leave and will still be paid for 1/3rd of the agreed upon amount.
 Example: The Childcare provider and an assistant arrive 20 minutes before the class to prepare for the children. No Children show up. At 15 minutes before the start of class they started clean up and complete the childcare paperwork. At 20 minutes after the start of class there are still no children. They drop the

paperwork off with you or your co-teacher and go home. In a standard arrangement both care providers have been on site for around 45 minutes. The primary care provider will receive \$15 for their time and trouble and the assistant care provider will receive \$5 for their time and trouble. NAMI has spent \$20 on child care instead of \$60.

Offering the Saturday Class Format

You may choose to offer your class in a format that varies from the onetime per week standard. Some teachers prefer to use the Saturday format where the class meets for a session in the morning and, following a group lunch, continues the class with a second session in the afternoon. Your group will meet in this manner for three or four Saturdays depending on the class you are teaching (4 Saturdays for WHM, 3 Saturdays for Basics and Beginnings). The guidelines for payment and paperwork remain consistent, as explained above, with each workshop treated as a distinct, separate session. That means if you are using the Saturday format with two sessions you will have two sets of paperwork for that day (two of the Training and Meeting Reimbursement Forms for each childcare provider and two Childcare Attendance Forms).

Meeting the Needs of Children in Childcare

Each group will be different but here are some lessons we have learned about providing childcare.

- Try to pick a location for your class that will also allow for easy childcare. Churches make ideal locations especially if the church has a gymnasium or (in appropriate weather) an outdoor play area.
- It works better if the childcare area is well away from the class. If the class and the childcare are too close together you are likely to experience constant interruptions as children and parents “check on” each other.
- It is helpful to have a range of activities planned. Activities may include: G rated movies, building blocks, coloring pages, board games, Play-Doh, craft projects, G rated video games, puzzle books, seek and find word searches, balls, blank paper for drawing, dolls, kids magazines, and last, but not least, a designated quiet area for homework. Be sure the childcare provider communicates with you and the parents about any special needs or interests the child may have. It is also a good idea to get parental approval before showing any movie or allowing children to play video games other than games they may bring.
- Some parents will bring children to an evening class without providing them a meal first. It is a good idea to have healthy snacks available for both parents and children.
- While our grant allows us to cover the expense of childcare during your class, NAMI Tennessee no longer provides a snack allowance or funding for additional supplies. Each education class taught allows your affiliate the opportunity to earn up to \$500 in funding. Please check with your affiliate leader to find out if

money from these funds can be used for snacks or additional supplies (name tags, flip carts, markers, etc).

Incident Preparation and Reporting

It is impossible to provide guidelines for every possible incident that might happen. It is important to note that while we have had minor incidents reported there has never been a major emergency incident in any group we have provided childcare for. Most incidents will fall within one of four categories:

- **Environmental:** A child is hurt while running outside; a parent trips on a loose floor tile; the power goes out in the middle of the class and the children get frightened; a fire alarm goes off during the class; a tornado, earthquake, or other natural disaster occurs.
- **Child Initiated:** One child bites or hits another child; A child gets upset and hits a childcare provider; A child bites a childcare provider; etc.
- **Adult Initiated:** A child reports they were harmed by an adult in the NAMI group or in the home; An adult becomes physically or emotionally abuse to their spouse, another member of the class, or a NAMI volunteer; An adult reports that they physically, mental, mentally or sexually abused a child in their home or another setting; A NAMI volunteer becomes physically violent or abusive to another adult.
- **Stranger Initiated:** A child or adult in the NAMI group reports harm initiated by someone (adult or child) not in the NAMI group.

In all situations, promote proactive safety first. Exercise good, common sense in choosing a good location for the class and appropriate childcare. Check the area and remove any hazards or hazardous materials. Make sure everyone knows the emergency exits for the building. Familiarize yourself with the location of emergency equipment: cell phones, first aid kit, fire extinguishers, cardiac defibrillator, etc.

Frequently remind students and support group participants that NAMI groups “are a safe place. What is said in the group and who you see in the group must remain in the group...with the exception of any form of child abuse which all citizens, by order of law, must report.”

For environmental incidents: If needed, contact appropriate emergency response. Inform authorities at the location. In the event of natural disaster, follow the appropriate emergency protocols of the facility. Document the incident thoroughly using the NAMI TN Incident Reporting form and contact the NAMI TN Executive Director and/or Deputy Director **as soon as** the situation is no longer emergent.

For child initiated incidents: Apply appropriate first aid or, if needed, contact appropriate emergency response. Inform the guardian of the child as soon as possible. Document the incident thoroughly using the NAMI TN Incident Reporting form and

contact the NAMI TN Executive Director and/or Deputy Director **as soon as** the situation is no longer emergent.

For adult initiated incidents: If safely possible, separate the parties involved. If this is not possible, notify law enforcement authorities immediately. If there is any indication of any form of child abuse, authorities must be notified as required by state law. Information on mandatory reporting of child abuse can be obtained at https://www.sworps.utk.edu/child_abuse_reporting/start.html. Document the incident thoroughly using the NAMI TN Incident Reporting form and contact the NAMI TN Executive Director and/or Deputy Director **as soon as** the situation is no longer emergent.

For stranger initiated incidents: Move everyone to a place of safety. Notify local law enforcement authorities immediately. If there is any indication of child abuse, authorities must be notified as required by state law. Information on mandatory reporting of child abuse can be obtained at https://www.sworps.utk.edu/child_abuse_reporting/start.html. Document the incident thoroughly using the NAMI TN Incident Reporting form and contact the NAMI TN Executive Director and/or Deputy Director **as soon as** the situation is no longer emergent.

To be completed as soon as possible after an incident has occurred in a NAMI TN class or support group that poses risk of harm to members, teachers, facilitators or others. If the incident involved imminent danger to self or others, immediately telephone the NAMI TN Deputy Director or Executive Director to report the incident and discuss further necessary action.

Name of person reporting incident (*print*):

Date of incident: Time of incident: am/ pm (*circle one*)

Location of incident:

Name of person(s) involved in the incident	Address	City/ZIP	Telephone

Nature of Incident: (*check all that apply:*)

- Member was injured while attending a NAMI TN group or class,
- Member disclosed intent to harm self,
- Member disclosed self-injury, or injured self in the presence of other group member,
- Member of the group completed suicide,
- Death of a group member by means other than suicide,
- Member of the group disclosed intent to harm another person,
- Member of the group disclosed harm actually committed against another person,
- Violence committed between members of the group.

Other (specify).

Explain events of incident: *(use reverse side of form if additional space is needed.)*

Explain actions taken: *(use reverse side of form if additional space is needed.)*

Witnesses: *(use reverse side of form if additional space is needed.)*

Agencies or individuals contacted as a result of the incident: *(use reverse side of form if additional space is needed.)*

Results (if known): *(use reverse side of form if additional space is needed.)*

The information reported on this form is true and complete to the best of my ability.

Signature and position of person reporting incident

Date

Signature of NAMI Official

Date Received:

COMMENTS of NAMI Official: