Alberta Foster Parent Association

Provincial Mentorship Program

Mentor Handbook
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## Forms

Why Join the AFPA & Membership Application Form
Code of Ethics
Mentor Quarterly Report (Long Term Support)
Mentor Quarterly Report (Short Term Support)
Mentorship Program Expense Form
Confidentiality & Program Expectation Agreement
Data Collection Consent Form
Foreword

The Alberta Foster Parent Association is so pleased to be offering a Provincial Mentorship Program to foster and kinship parents across Alberta. We are especially thankful for the number of amazing individuals we have already, in the fostering and kinship community, who are able to provide support to foster and kinship parents through a mentoring relationship.

It is well known that providing a home for a child in care goes beyond traditional parenting and new foster or kinship parents often times feel very isolated and struggle with adapting to their new role. As a result of their struggles, many of them quickly burn out or become frustrated with trying to navigate their way through the system and end up closing their homes.

In consultation with stakeholders (i.e. Ministry/AFPA Collaborative Provincial Steering Committee, CFSA Placement Resource representatives, AFPA Board of Directors, AFPA Regional and District Association Presidents), it was agreed that there is a desperate need to have a provincial mentorship program to assist with the increase in retention of new foster and kinship homes coming into the system.

As a result of these ongoing needs provincially, The Provincial Mentorship Program is being developed to promote positive experiences in foster and kinship homes, as well as to provide support for the retention of new foster and kinship families. In order to do this, mentors will be recruited from the pool of experienced and knowledgeable foster and kinship parents in Alberta. New foster and kinship families will receive support from Provincial Mentorship Program mentors during their first year of providing care to assist with systemic issues/procedures and various other topics that may arise. Short term mentoring will occur for foster and kinship homes as needed basis to provide guidance and support throughout their experience.

The results of this provincial program will be beneficial for all stakeholders: the mentees, the mentors, the foster and kinship care system, and the children in care. The benefits for mentees, as well as mentors, will range from increasing skills, confidence, knowledge and motivation to feeling less isolated, having more support through an increase in networking with others, and having a greater sense of how the greater foster care system works provincially. For the foster care system, benefits will range from assistance with meeting the needs of local CFSAs/DFNAs to improving placement stability and better retention of foster and kinship families. In the larger picture, children in care will profit the greatest in many aspects as a result of these benefits.

We hope you will find your experiences as a mentor to be extremely rewarding. Not only will you have the opportunity to create a positive experience for new foster and kinship families in your region, you will also have many opportunities to connect with other mentors: building networks of your own, sharing stories and advice, building on skills you already possess, acquiring new skills, and making more memories that will last a lifetime.

Thank you for your dedication to creating the best possible outcomes for children in care.

Sincerely,

Katherine Jones, RSW
Executive Director
Alberta Foster Parent Association
Introduction

The *Provincial Mentorship Program Handbook* is a practical resource for the implementation and support of mentoring foster and kinship parents in Alberta.

Alberta’s first official mentorship program grew out of a pilot project developed and implemented by Region 3 in conjunction with the Calgary and District Foster Parents Association in 2007. The Region 3 program continues to support new foster parents, creating a positive impact on foster parent retention. A larger province-wide pilot program was in operation from June 2012-March 2014 through Regions 6 and 7. As of April 2014, the Provincial Mentorship Program expanded to encompass the province as a whole and to provide support to foster and kinship families, new and experienced. Due to Calgary Region providing support through mentoring to newly licensed foster families within this region, the AFPA Provincial Mentorship Program will not provide support to these new homes, however will continue to provide support in the Calgary Region to experienced homes through short term mentoring and to all kinship homes (i.e. new and experienced).

We hope this publication will be useful to mentors, mentees, and others who are involved in the mentoring program. We wish you well on your mentoring adventure and are here to support you along the way.
**Our Vision**

The AFPA Provincial Mentorship Program believes in foster and kinship parents. Through collaboration, training, mentoring and non-threatening support, families who care for children will feel empowered and able to successfully self-advocate. In a safe environment, foster and kinship parents will be supported to develop confidence, motivation and additional skills as caregivers. It is through this positive self-growth that we, as individuals, can have a positive impact on the lives of others.

**Program Objectives**

The objectives of this mentorship program are to:

- Provide opportunities for experienced foster and kinship parents to further develop their own knowledge base through targeted mentorship training
- Provide opportunities for experienced foster and kinship parents to further their interpersonal skills by providing support to others
- Promote and support the recruitment and retention of new foster and kinship parents
- Provide support to new foster and kinship parents during their first year of fostering
- Provide support as needed to all foster and kinship parents
- Provide a venue for collaboration and networking

**Definitions**

**Mentor**
- A foster or kinship parent with unique knowledge and experience to share with an individual in need of support
- Must be classified with level 2 experience or equivalent, and approved by the Mentorship Program Supervisor

**Mentee**
- A foster or kinship parent who is advised by a mentor
- Practices and applies what has been learned

**Mentor-Mentee Relationship**
- An agreement between a mentor and mentee sharing experience and expertise
- A comprehensive process that includes a matching, formal training and clear goals
### Three Program Options:

<table>
<thead>
<tr>
<th>Long-Term Support</th>
<th>Short-Term Support</th>
<th>Group Mentoring</th>
</tr>
</thead>
<tbody>
<tr>
<td>For new foster and kinship parents in Alberta</td>
<td>For all foster and kinship parents in Alberta</td>
<td>For all foster and kinship parents in Alberta</td>
</tr>
<tr>
<td>Provide consistent, one-year support with a designated mentor</td>
<td>Provide temporary support with a designated mentor as situations arise</td>
<td>Provide regional venues to collaborate, share stories, and network with other foster and kinship parents</td>
</tr>
<tr>
<td>New foster and kinship parents will be matched with an approved mentor within their own program and region</td>
<td>Foster and kinship parents will be temporarily matched with an approved mentor within their own program and region</td>
<td>Group mentoring sessions facilitated by approved program mentors</td>
</tr>
</tbody>
</table>

### Why become involved?

<table>
<thead>
<tr>
<th>Mentors</th>
<th>Mentees</th>
<th>Child Intervention System</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Continuous update and growth in knowledge of Child Intervention System</td>
<td>• Gain a greater understanding of role as a foster or kinship parent</td>
<td>• Meet the needs of local CFSAs</td>
</tr>
<tr>
<td>• Networking opportunities and recognition of desire to support others</td>
<td>• Increase networking and sense of belonging</td>
<td>• Improve retention of foster families</td>
</tr>
<tr>
<td>• Sense of accomplishment by providing support to fellow foster and kinship parents</td>
<td>• Receive impartial and trusted advice and guidance</td>
<td>• Improve motivation and sense of support among foster families</td>
</tr>
<tr>
<td>• Develop and refine one’s own interpersonal skills</td>
<td>• Develop new skills and knowledge</td>
<td>• Improve quality of foster care</td>
</tr>
<tr>
<td>• Training hours credited as earned</td>
<td>• Increase confidence and motivation to challenge oneself to achieve new goals and explore alternatives</td>
<td>• Improve placement stability</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Experience positive and supportive home environments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Improve consistency in support programs</td>
</tr>
</tbody>
</table>
The Referral and Matching Process

### Step 1
- Mentors are selected based on good standing relationships with members in the child intervention system.
- Caregivers who want to provide support and match the criteria can submit a Mentor Application Form directly to the program.
- Caregivers who would like to receive additional support through matching with a mentor can submit a Mentee Application Form directly to the program.

### Step 2
- Foster Care Support Workers suggest referral forms to possible mentor candidates who fulfill the necessary qualifications. Mentor referral forms serve to assess a mentor's background, skills, and experiences. Mentee referral forms, on the other hand, allow a mentee to request further guidance in a range of areas that an experienced mentor typically encounters.
- Program Coordinators will contact Foster Care Support Workers to provide a reference for, and to support, the application of a new Mentor or Mentee.

### Step 3
- Mentors and mentees are matched on the basis of what areas of knowledge are marked on the referral forms, as well as their geographical locations. Mentees must have placements in their home prior to matching.
MENTOR

Roles and Responsibilities

- Eager to learn
- Desires to help
- Able and willing to work as a team player
- Patient
- Nonjudgmental
- Positive role model
- Acts with courtesy and respect
- Good listener
- Respects differences among people or groups from various backgrounds
- Effective verbal and non-verbal communication skills
- Good standing in foster care community

Follows the program expectations:
- Completes mandatory one hour orientation session via phone
- Completes three hours or more of program-specific training per year (options will be emailed to all mentors, providing mentors a choice in which sessions they would like to attend)
- Regular contact with mentee within the Long Term Support level, with one year commitment when matched
- Keeps in touch with important program communications
- Sends quarterly communication reports and expense reports to coordinator by the end of June, September, December, and March of each year
- Completes fiscal year mid-point and end-point evaluative questionnaires
- Arrives on time for meetings (or must contact mentee at least 24 hours prior to meeting to reschedule)

Provides straightforward guidance based on past experiences in areas such as:
- Day-to-day problem solving
- Finding support in the community
- Building relationships
- Navigating the child intervention system
- Parenting
- Getting involved in the fostering community
- Dealing with problem behaviours
- Handling crises
- Working with bio families

Works with mentee in various ways:
- Provides direct guidance and support to answer the concerns of mentee
- Builds a positive relationship and climate for open communication
- Gives and receives constructive and honest feedback in a positive manner
- Respects mentee's trust and remains confidential with received information
- Assists mentee in obtaining additional resources
- Agrees on goals and sets an action plan with mentee
- Guides mentee to use the Communication Chain for various issues as they arise

*These are minimal goals. There will be many times when a mentor will exceed them.
MENTEE

Roles and Responsibilities

- Follows the program expectations:
  - Participate in mandatory 1/2 hour orientation session via phone
  - Regular contact with mentor when matched at the Long Term Support level
  - Completes fiscal year mid-point and end-point evaluative questionnaires
  - Arrives on time for meetings (or must contact mentor at least 24 hours prior to meeting to reschedule)

- Works with mentor in various ways:
  - Takes initiative to develop learning as needed
  - Takes initiative to ask for support from mentor as needed
  - Develops an action plan with assistance from your mentor
  - Acts with courtesy and respect in communicating with mentor
  - Uses active, non-defensive listening skills
  - Practices and demonstrates what has been learned through the mentoring process
  - Returns phone calls promptly and is prompt with commitments or meetings with mentor
  - Assumes mentoring will be strictly professional, which does not mean mentee be friendly, but they cannot intrude on mentor’s personal life
  - Prepares to move beyond mentoring relationship once it has served its purpose
  - Takes responsibility for completing program requirements

Characteristics

- Eager to learn
- Patient
- Acts with courtesy and respect
- Team player
- Sets goals
- Accepts personal responsibility
- Takes risks
Monitoring and Evaluation

The monitoring and evaluation process will be carried out by the Mentorship Coordinators. Throughout the program, individuals will be contacted to ensure that on-going feedback can be elicited and acted on more readily.

- Mentors are required to complete and send in mentor quarterly reports.

- Mentors and mentees will be asked to complete a fiscal year mid point questionnaire. If necessary, any comments will be followed up.

- Mentors and mentees will be asked to complete a fiscal year end point questionnaire. If necessary, any comments will be followed up.
Confidentiality

A successful mentor-mentee partnership is based on trust, honesty, and confidentiality.

Secure methods to keep documentation private must be observed at all times, by all members involved in the mentorship program.

Confidentiality forms must be read, signed, and turned over to the Mentorship Coordinator after an orientation has been completed. The items below are included in the confidentiality agreements:

Mentor Confidentiality

• All monthly mentor reports, and other materials containing personal information are subject to secure record keeping procedures.

• If you witness a situation that may potentially cause harm to your mentee or others, provide your mentee with helpful resources and contact information. Check in with your mentee to ensure this has been followed through and you are updated as quickly as possible on the outcome.

• If you witness an abusive situation, you are obligated to report it immediately to the intake line of the office during work hours, or to the crisis unit during non-work hours. You will need to notify the Mentorship Coordinator as well. If an investigation takes place, mentoring will cease until it is over.

• You will not refer to your mentee by name or share identifying characteristics in the course of discussion with other people or in meetings. You may do so with the Mentorship Coordinators and Foster Care Support Workers, if needed.

• Any involvement beyond the mentor-mentee relationship as outlined in the Handbook, is considered inappropriate during the term of the mentoring relationship.

Mentee Confidentiality

• All communications records and other materials containing personal information are subject to secure record keeping procedures.

• In a case which may cause you or others potential harm, your mentor will provide you with helpful resources and contact information. They will also follow up with you and to ensure you are updated as quickly as possible on the outcome.

• If your mentor witnesses an abusive situation, they are obligated to report it immediately. If an investigation takes place, mentoring will cease until it is over.

• Your mentor will not refer to you by name or share identifying characteristics in the course of discussion with other people or in meetings. They may do so with Mentorship Coordinators and Foster Care Support Workers, if needed.

• Any involvement beyond the mentor-mentee relationship as outlined in the Handbook, is considered inappropriate during the term of the mentoring relationship.
Communication Chain

This process is used to resolve an issue, report concerns, or learn information. If the Communication Chain is used efficiently, issues are resolved quickly.

If you or your mentee have a question or need more information about **AFPA provincial support programs (Adoption, Bursary, FAST, Insurance, Legal Assistance):**

![ Alberta Foster Parent Association: 780-429-9923/1-800-667-2372 ]

If your mentee needs **non-crisis after-hours and week-end support, advice and referrals:**

![ AFPA Support Line Team: 780-905-1046/1-800-667-2372 ]

If your mentee needs **crisis support (child abuse, neglect, emergency respite or other concerns to children, youth and families):**

![ Northern Alberta: Crisis Unit 780-422-2001/780-427-3390 --- 24 hrs/7 days a wk: 1-800-638-0715
Southern Alberta: Social Services Response Team (SSRT) --- 24 hrs/7 days a wk: 403-297-2995
Child Abuse Hotline: 24 hrs/7 days a wk: 1-800-387-5437
TDD: Edmonton 780-427-9999/1-800-232-7125
Northern AB Child & Adolescent Mental Health Mobile Response Team: 780-427-4491 ]

If you have a question or need more information about **mentor/mentee meetings, mentor training sessions, mentor-mentee relationships, communication issues, monthly reports, referral forms, mentorship handbook, evaluative questionnaires, expense reports, confidentiality issues:**

![ AFPA Mentorship Supervisor/Coordinator
AFPA Office 780-429-9923 / 1-800-667-2372 ]

If your mentee has a question or needs more information about **placements, child safety, recreation funds, holidays, maintenance, respite, training:**

![Mentee Foster Care Support Worker/Caseworker ]

If your mentee has a question or needs more information about **child-specific issues such as crisis situations or critical incidents, schooling, medical needs:**

![Mentee Caseworker/Foster Care Support Worker ]
Potential Topics

With each phone call and meeting, it is important to be prepared. Below is a list of potential topics to discuss with your mentee. These discussions can be made more meaningful when you add accounts of your own personal fostering experiences. Some of these topics and others are covered in the Foster Care Handbook (FCH) and Foster Care Compensation Guide (FCCG), which are listed with their corresponding page numbers in the charts below.

The Foster Care Handbook is a manual for new and experienced foster families. The sections below focus on topics that may come up during your mentoring.

The handbook can be found online: http://humanservices.alberta.ca/documents/foster-care-handbook.pdf

<table>
<thead>
<tr>
<th>Topics</th>
<th>FCH</th>
</tr>
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<tbody>
<tr>
<td>AFPA</td>
<td>17</td>
</tr>
<tr>
<td>Case Conferences</td>
<td>12</td>
</tr>
<tr>
<td>Child and Youth Advocate</td>
<td>14</td>
</tr>
<tr>
<td>Concurrent Plans</td>
<td>12</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>10</td>
</tr>
<tr>
<td>Cultural Considerations</td>
<td>7</td>
</tr>
<tr>
<td>Delegation</td>
<td>9</td>
</tr>
<tr>
<td>Discipline/Consequences</td>
<td>18</td>
</tr>
<tr>
<td>F.A.S.T.</td>
<td>15</td>
</tr>
<tr>
<td>Fire Safety Plan</td>
<td>23</td>
</tr>
<tr>
<td>Health Services and Health Care</td>
<td>16</td>
</tr>
<tr>
<td>- Head lice and delousing</td>
<td></td>
</tr>
<tr>
<td>Liability and Waiver Forms</td>
<td>9</td>
</tr>
<tr>
<td>Licensing</td>
<td>10</td>
</tr>
<tr>
<td>Natural Family</td>
<td>7</td>
</tr>
<tr>
<td>Protection Services</td>
<td>4, 5</td>
</tr>
<tr>
<td>- Apprehension order, custody agreement, temporary guardianship order, permanent guardianship order, permanent guardianship agreement, secure services order, etc.</td>
<td></td>
</tr>
<tr>
<td>Record-Keeping</td>
<td>11</td>
</tr>
<tr>
<td>- Encourage your mentee to keep a record of events/incidents taking place at home and school (in case of allegation) in a safe, protected place</td>
<td></td>
</tr>
<tr>
<td>- Discuss who and when to share that information with</td>
<td></td>
</tr>
<tr>
<td>Roles of Child and Family Service Workers</td>
<td>8</td>
</tr>
<tr>
<td>- Foster care worker, investigator, caseworker, crisis, licensing officer, band designate</td>
<td></td>
</tr>
<tr>
<td>What to Do If a Decision is Made That You Don’t Agree With</td>
<td>13</td>
</tr>
<tr>
<td>What to Expect When a Child is Placed in Your Home</td>
<td>6</td>
</tr>
<tr>
<td>- Honeymoon, hoarding, watching and evaluating</td>
<td></td>
</tr>
<tr>
<td>When a Child Leaves Your Home (Grieving)</td>
<td>8</td>
</tr>
</tbody>
</table>
The Foster Care Compensation Guide is a financial guide that provides foster parents with an overview of financial responsibilities and the process of accessing funds for foster children.

This document can be found online: http://humanservices.alberta.ca/documents/foster-care-compensation-guide.pdf

<table>
<thead>
<tr>
<th>Topics</th>
<th>FCCG</th>
</tr>
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<tbody>
<tr>
<td>Allowances</td>
<td>3</td>
</tr>
<tr>
<td>Camp Fees and Vacation Allowance</td>
<td>7</td>
</tr>
<tr>
<td>• AFPA camps, Kamp Kiwanis, Our Lady of Peace, Tim Hortons, are some summer camps that are low-cost, subsidized, or free for foster children</td>
<td></td>
</tr>
<tr>
<td>• Need to be approved by caseworker</td>
<td></td>
</tr>
<tr>
<td>Clothing</td>
<td>2, 3</td>
</tr>
<tr>
<td>• Initial clothing allowance, basic maintenance and supplemental clothing allowance</td>
<td></td>
</tr>
<tr>
<td>Daycare/Pre-school</td>
<td>6</td>
</tr>
<tr>
<td>Medical, Dental and Optical Appointments and Expenses</td>
<td>3, 4</td>
</tr>
<tr>
<td>• Upon entering care, annual check-ups, when and what to communicate to caseworkers, treatment services cards and/or treaty cards, prescriptions, orthodontics</td>
<td></td>
</tr>
<tr>
<td>Recreation Funds</td>
<td>7</td>
</tr>
<tr>
<td>• How funds can be used for infants and how to get approval prior to spending</td>
<td></td>
</tr>
<tr>
<td>Respite</td>
<td>9</td>
</tr>
<tr>
<td>Schooling Expenses</td>
<td>5, 6</td>
</tr>
<tr>
<td>• Supplies, fees, graduation from secondary and post-secondary school, field-trips, getting approval, private schools/homeschooling, Advancing Futures Bursary, tutors</td>
<td></td>
</tr>
<tr>
<td>Travel Letters</td>
<td>8</td>
</tr>
</tbody>
</table>
Other Topics

The following topics are a sample of other topics which may come up in discussions with your mentee.

- **Annual evaluations** completed by foster care worker
- **Benefits of fostering** to core foster family unit
- **Boundaries** and safe-guarding against **allegations**
- **Building self-esteem** in children
- **Core beliefs and attitudes about foster care** – why you started fostering, approach and view of children, parents
- **Cultural identity** – recognizing a child’s cultural values, norms and practices, making them aware of their familial, social and religious heritage, and concentrating on preserving the child’s cultural identity
- **Court** – role and rights of foster parent, participating in the process, gathering and presenting information
- **Effective communication** with support workers, caseworkers, case managers, foster children, and using various modalities (e.g. email, instant messaging, phone)
- **Emergency** – who to call, etc.
- Family and Child **Support Plans**
- **Haircuts** – getting approval from caseworker
- **Important questions** to ask and things to consider prior to agreeing to a placement. Things that can and/or should be negotiated at this time.
- **Maintaining a strong, core family**
- **Maintenance invoices**
- **Medications** – storing, administrating them, who is involved in the approval of medications
- **Medical appointments** and child health records
- **Protection of personal information** – address, phone number, last names, etc. When it is appropriate to share and when it is necessary not to share (FOIP).
- **Relationship building** within the foster care community (and with foster children)
- **Regional associations** and **upcoming events**
- **Support groups** – where they are, how to join, what they do, and the importance of having a support group
- **Welcoming children** when placed in home
Additional Resources

The following are links you may find useful.

1) **AFPA Provincial Mentorship Program website** ([www.afpaonline.com/our-programs/provincial-mentorship-program](http://www.afpaonline.com/our-programs/provincial-mentorship-program)) - Provides online submission links to quarterly reports, expense forms, as well as up-to-date information on the program and additional resources.

2) **AFPA website** ([www.afpaonline.com](http://www.afpaonline.com)) - Provides support to foster/kinship families, advocates for the rights of children, educates the community about foster/kinship care, provides and arranges for training and social gatherings, and serves as a liaison between foster families and Alberta Children & Youth Services. Offers support programs to foster families including: Foster Allegation Support Team, Legal Assistance Program, Citation Awards Program, Annual Training Conference, and numerous discounts from stores and services.

3) **AFPA Provincial Mentorship Program private Facebook page**

4) **Government of Alberta website** ([www.gov.ab.ca](http://www.gov.ab.ca)) - If you go to the Telephone Directory tab, you can input any government employee name and it will give you their contact information. When you click on “Organizational Unit”, it will show you their entire unit. This is handy when you get new workers, are away from your contact information or if you need to contact their team leader.

5) **Foster and Kinship Care Program - Alberta Human Services** - ([humanservices.alberta.ca/foster-kinship-care.html](http://humanservices.alberta.ca/foster-kinship-care.html)) - Provides updated information on the Foster & Kinship Care program and services.

6) **Listing of First Nation Agencies - Alberta Human Services** - ([child.alberta.ca/home/517.cfm](http://child.alberta.ca/home/517.cfm))

7) **Parent Link Centre** ([www.parentlinkalberta.ca](http://www.parentlinkalberta.ca)) - Provides information and support for parents and caregivers on how to assist with a child’s learning, development and health and other topics (e.g. becoming a parent, promoting a healthy pregnancy, locating and choosing child care, various health issues, communication, discipline, etc.). Also includes a special section entitled Ages and Stages.

8) **Canadian Red Cross** ([www.redcross.ca](http://www.redcross.ca)) - Offers First Aid and CPR training courses as well as courses, workshops and outreach in various areas.

9) **Downloadable PDFs:**
   - *Foster Care Compensation Guide*

   - *Foster Care Handbook*
## Contact Information

<table>
<thead>
<tr>
<th>Alberta Foster Parent Association (AFPA)</th>
<th>Call the AFPA to access the following support programs:</th>
</tr>
</thead>
<tbody>
<tr>
<td>9750-35 Avenue</td>
<td>- Provincial Mentorship Program</td>
</tr>
<tr>
<td>Edmonton, AB    T6E 6J6</td>
<td>- Foster Allegations Support Team (F.A.S.T.)</td>
</tr>
<tr>
<td><a href="http://www.afpaonline.com">www.afpaonline.com</a></td>
<td>- Insurance Program</td>
</tr>
<tr>
<td>Phone: (780) 429-9923</td>
<td>- Conflict Resolution Program</td>
</tr>
<tr>
<td>Toll Free: 1-800-667-2372</td>
<td>- Support for Adoptive Families</td>
</tr>
<tr>
<td>Fax: (780) 426-7151</td>
<td>- Support for Kinship Families</td>
</tr>
<tr>
<td>Email: <a href="mailto:info@afpaonline.com">info@afpaonline.com</a></td>
<td></td>
</tr>
<tr>
<td>Office hours: Monday-Friday, 8:15 am-4:30 pm</td>
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</tbody>
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<table>
<thead>
<tr>
<th>AFPA After Hours Support Line (Monday – Sunday from 4:30 pm to 8:15 am Mtn Time)</th>
<th>Toll Free: 1-800-667-2372 or 780-905-1046</th>
</tr>
</thead>
</table>

| Legal Assistance | Follow the steps listed on the website: www.afpaonline.com/our-programs/legal-assistance |

<table>
<thead>
<tr>
<th>AFPA Bursary Program</th>
<th>Applications can be downloaded from the website: <a href="http://www.afpaonline.com/our-programs/bursary">www.afpaonline.com/our-programs/bursary</a></th>
</tr>
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<td>Applications can also be obtained by emailing or calling the AFPA.</td>
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| Online Links to Foster & Kinship Parent Resources | www.afpaonline.com/foster-parent-resources |
**Bibliography**


WHY JOIN THE AFPA?

In addition to a sense of pride in joining others who have risen to the challenge of providing a safe, structured home for children in care, members of the AFPA have access to a range of benefits and programs.

<table>
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<tr>
<th>BENEFITS</th>
<th>PROGRAMS</th>
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<tbody>
<tr>
<td><strong>Annual Training Conference</strong> - Offers discounted registration fee.</td>
<td><strong>After Hours Support line</strong> – Foster and kinship parents have access to this support line. During working hours this line rings directly to the AFPA office; after hours the calls are forwarded to the after hours support line: 1-800-667-2372/(780) 905-1046.</td>
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<tr>
<td><strong>“The Bridge”</strong> - The AFPA’s quarterly newsletter provides information to foster families regarding policy and procedure changes, foster care related issues and activities throughout the province.</td>
<td><strong>Citation Awards Program</strong> - Financial assistance, pins, and plaques are provided to the various districts and regions recognizing long-term service of foster families across Alberta.</td>
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<td><strong>Brick Certificate</strong> - Allows members to purchase merchandise at discounted prices.</td>
<td><strong>Conflict Resolution Program</strong> - Offers foster and kinship families support when they find themselves faced with a conflict they cannot resolve on their own.</td>
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<tr>
<td><strong>West Edmonton Mall</strong> - Discount on Choice Passes, which allows the bearer to enjoy ONE of the following:</td>
<td><strong>Foster Allegation Support Team (F.A.S.T.)</strong> - Offers support to foster families and adoptive families who are undergoing investigation of child abuse.</td>
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<tr>
<td>All-day entry pass to World Waterpark OR an all-day ride pass to Galaxyland Amusement Park OR any TWO of the following:</td>
<td><strong>Foster Family/HS Worker of the Year Awards</strong> - Regionally selected foster families and workers are acknowledged for their outstanding service to children in care. Recipients of these awards are invited to attend the Awards banquet held at the AFPA annual training conference.</td>
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<tr>
<td>All-day pass to Ice Palace (skate rental not included), all-day pass to Marine Life (including Sea Life Caverns and Sea Lions’ Rock), one 18-hole round of mini-golf at Professor Wem’s Adventure Gold, one 18-hole round of mini-golf at Putt ‘n’ Glow, one admission to Ropes Quest, two games of bowling (shoe rental not included) or one hour of billiards at Ed’s Rec Room.</td>
<td><strong>Insurance</strong> - Access to an insurance plan, which is designed specifically for foster parents. Policy Rider for damages caused by malicious intent by a foster child over $10,000.</td>
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<tr>
<td><strong>Special Pricing</strong> is available to members for Hughes Car Wash and Gas Diesel Bar, Mark’s Work Warehouse, SilverBirch Hotels and Resorts, Chateau Louis Edmonton, AVIS Car Rentals, Canar Rock Products Edmonton and Red Deer, Minute Muffler &amp; Break Calgary, and Koch Ford Edmonton.</td>
<td><strong>Legal Assistance Program</strong> - Offers financial support to foster parents and their biological children who are charged with a criminal offence under the Child, Youth, &amp; Family Enhancement Act while carrying out their duties as foster parents.</td>
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<tr>
<td><strong>Provincial Mentorship Program</strong> - Provides support to Alberta foster and kinship parents.</td>
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MEMBERSHIP APPLICATION
January 1st, 2014 to December 31st, 2014

NAME(S): ________________________________
ADDRESS: ______________________________________
CITY, PROVINCE, PC: _________________________
TELEPHONE: ( ) ____________________________
DATE: ________________________________
EMAIL: ________________________________

* In providing my email, I give consent to the AFPA to email me information regarding Child Intervention updates, training opportunities, and The Bridge newsletter.

PLEASE COMPLETE ALL AREAS NEATLY TO ENSURE ACCURATE INFORMATION. RETURN FORM AND MEMBERSHIP FEE TO:

Alberta Foster Parent Association
9750 – 35 Avenue NW
Edmonton, AB T6E 6J6
Phone: (780) 429-9923 / Fax: (780) 426-7151

Card #
Expiry Date:

CLASS OF MEMBERSHIP

1. Foster/Kinship Home Members: to be eligible for Foster/Kinship Home Membership in this Association any individual who is licensed by Alberta Human Services or equivalent and who meets the eligibility criteria as established by the Association from time to time may apply for instatement.

2. Associate Members: Is any individual or agency that is not a licenced Foster Parent but is interested in becoming a member. *These members may not vote on any matters of the Association.*

3. Lifetime Member: to be eligible for Lifetime Membership in this Association any individual who has made a significant contribution to the Association and has been recognised by the Association, may be awarded this form of Membership.

The membership fee is $50.00 per household per year (one card for each parent will be issued). A fee of $10.00 will be charged for all NSF cheques. If you would like your membership card laminated, please enclose an additional .75 per card for a total of $1.50 for a two person membership.

I would like to receive the Bridge newsletter in: _______ online format and emailed _______ print format and mailed
CODE OF ETHICS
FOR ALBERTA FOSTER PARENTS
PREPARED BY THE ALBERTA FOSTER PARENT ASSOCIATION
APPROVED NOVEMBER 4, 1989

PREAMBLE
Foster Parents employ a multi-disciplinary body of knowledge, methods and skills in performing professional services and activities. These activities are aimed at facilitating, maintaining and enhancing the developing child’s ability to function as a contributing member of society. Further, foster parents are committed to the child welfare system, the fostering profession and the community.

COMMITMENT TO THE FOSTER CHILD AND HIS/HER FAMILY
In recognition of the public trust that is a result of children placed in their care, foster parents recognize their obligation in providing a safe, nurturing environment conducive to the development of each foster child to his or her full potential. In order to fulfill this obligation the foster parents will make a commitment to the children and to work with the child’s family and other professionals.

Foster Parents Agree To:

1. Regard the welfare of the child as the primary obligation.
2. Respect the worth of all individuals regardless of ability, religion, sex or natural ancestry in the capacity as a foster parent.
3. Deal with foster children and their family in a just and considerate manner.
4. Be discreet with information of a sensitive or confidential nature, sharing such information with other professions only if it is felt that such information would benefit the child, their family or if sharing is requested by law.
5. Refrain from unprofessional comments about the foster child or their family.
6. Avoid exploiting* the relationship with any foster child or their family.
7. Work with the child welfare authorities to inform appropriate individuals and agencies of the special needs of a foster child. Assist other individuals and agencies in their endeavors to provide services, treatment and care.
8. Accept any reluctance of the child in care to discuss his/her past circumstances.
9. Hold themselves responsible and advocate for the quality of services preformed for children in care.

COMMITMENT TO THE COMMUNITY
Foster Care is a community social concern. Foster parents recognize their responsibilities towards the community by sharing responsibility in developing sound social policies and programs.
Foster Parents Agree To:
10. Share in the responsibility of improving child welfare services.
11. Acknowledge the right and responsibility of the public to participate in the formulation of child welfare policy and foster care policy.
12. Evaluate, through professional procedures, the conditions of child welfare services and foster care. Make known to the proper authorities if serious deficiencies exist.
13. Protect the welfare of children against undesirable infringements by advocating for children’s rights and opportunities.

COMMITMENT TO THE FOSTERING PROFESSION AND FOR THE ASSOCIATION
Foster parents recognize the necessity for continuing education and individual growth within the profession. Foster parents recognize the need for providing a positive and responsive situation to enhance the competency of foster caregivers. They recognize and encourage the retention of competent and dedicated foster parents.

Foster Parents Agree To:
14. Distinguish clearly in public between statements and actions that are made by an individual or as a representative of a foster parent association.
15. Recognize that a profession, and a professional association, must accept responsibility for the conduct of its members and understand that its members’ conduct may be regarded as representative of all foster parents.
16. Participate and conduct oneself in a responsible manner in the development and implementation of policies affecting foster children.
17. Cooperate in the recruitment and retention of foster parents by providing honest and objective information.
18. Treat with respect the finding, news and actions of fellow foster parents and use appropriate channels such as Foster Parent Organizations to express any opinions.
19. Accord just and equitable treatment to all foster parents in the exercise of their rights and responsibilities and support them when accused or when they perceive they are being unfairly treated.
20. Refrain from exploiting one’s relationships within the Profession, the Association and the Community.
21. Maintain the integrity of the fostering profession and the Association by basing criticism on careful evaluation of facts.
22. Make appropriate use of the time and privileges accorded by one’s position as a foster parent or as an Association official. Accept no gratuities or gifts of significance that may influence one’s judgment in the exercise of professional duties.
23. Maintain intellectual honesty and integrity by appropriate interpretation and use of all reference materials, research studies and literature.
25. Accept responsibility to work toward assuring that ethical standards are adhered to by any individual or organization providing foster care service.

COMMITMENT TO PROFESSIONAL RELATIONSHIPS AND PLACEMENT PRACTICES
Foster parents recognize their role and contribution within the child welfare system and in doing so acknowledge and support positive professional practices between themselves and other professionals. Sound relationships with government representatives, community agencies and other professionals are built upon personal integrity, dignity and mutual respect.
Foster Parents Agree To:

26. Accept child placements only when the terms, policies and practices lead you to believe that your professional skills are adequate to meet needs of the children.

27. Negotiate and execute the terms of all working agreements fairly and honestly.

28. Adhere to the conditions of a working agreement or to the terms of the placement until either has been terminated legally or by mutual consent.

29. Accept no commitment that will impair the effectiveness of one’s professional service and permit no exploitation of their professional position.

30. Maintain an attitude of mutual respect when working with other professionals involved in childcare.

31. Follow appropriate channels of resolution when dealing with specific concerns or difficulties.

**ACCEPTABLE CONDUCT**

Should a foster parent fail to abide by the Code of Ethics as set forth, disciplinary action may be taken which can result in censure, suspension or expulsion from the Association or may require corrective action within defined time limits.

*DEFINITION:*

Exploit: to make use of selfishly or unethically.
Provincial Mentorship Program – Quarterly Report  
(Long Term Support)

Mentor Name: ____________________________________________ Region: _____________________________

Mentee Name: ____________________________________________

Caregiver Category (i.e. Department/Agency & Foster/Kinship) ____________________________________________

This report is sent for the months of ______________________ in the year ____________

*Quarterly Reports are due at the end of every June, September, December, and March.*

1. Please keep track of the following throughout the Quarterly Reporting period:

<table>
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<tr>
<th>Date of Contact</th>
<th>Mode of Contact (Phone/Email/Face-to-Face)</th>
<th>Issue</th>
<th>Follow-up Activity / Next Steps</th>
<th>Date Follow-up Completed</th>
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2. If you or your mentee did not connect on a regular weekly basis, please explain why:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

3. Which mode of communication was most productive and effective?

- [ ] Telephone
- [ ] Email
- [ ] Face-to-face
- [ ] Other _________________________________

Please briefly describe why this mode of communication was most productive and effective:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

4. Did you accompany your mentee to any local support meetings/events, regional board meetings/events or AFPA events?  
- [ ] Yes  
- [ ] Not yet

If yes, please describe the event ____________________________________________________________

5. Comments, concerns, questions?

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
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_________________________________________________________________________________

Please scan and email, fax, or mail completed form to:

Provincial Mentorship Coordinator
9750-35 Avenue, Edmonton, AB T6E 6J6
Fax: (780) 426-7151  Email: melissa@afpaonline.com
Provincial Mentorship Program – Quarterly Report  
(Short Term Support)

Mentor Name: ________________________________ Region: ________________________________

This report is sent for the months of ____________________________ in the year ________________

Quarterly Reports are due at the end of every June, September, December, and March.

1. Please keep track of the following throughout the Quarterly Reporting period:

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2. Comments, concerns, questions?

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Please scan and email, fax, or mail completed form to:

Provincial Mentorship Coordinator
9750-35 Avenue, Edmonton, AB T6E 6J6
Fax: (780) 426-7151  Email: melissa@afpaonline.com
Mentorship Program Expense Form

This form is used to claim reimbursement when a mentor incurs expenses (mileage and/or child care) as a result of participating in the mentorship program.

Expenses on this form can only be claimed for the following event(s) (as approved by the Mentorship Program Supervisor in advance):

- In-person Support (i.e. networking and meetings)
- Mentor collaboration meetings/approved gatherings, and
- In-person mentor training sessions

*Please be advised that you must submit expense claims within 60 days of the event.  
*All claims are subject to approval by the Mentorship Program Supervisor and the AFPA Executive Director.

Mentor Name: ______________________________________________________________________________________________ 

Mentor Address: __________________________________________________________________________________________________________

MILEAGE CLAIM - The automobile allowance rates are: $0.505 per kilometre.

Location (driving from): ______________________________   Location (driving to): ________________________________

Date of Meeting: _____________  Kilometres Travelled: _______ km x $0.505 =  TOTAL DUE: $___________

Location (driving from): ______________________________   Location (driving to): ________________________________

Date of Meeting: _____________  Kilometres Travelled: _______ km x $0.505 =  TOTAL DUE: $___________

CHILD CARE/BABYSITTING CLAIM

Please note that parents, step-parents, and guardians who live in the same residence as the child will not receive babysitting reimbursement.

Actual babysitting rates will be paid up to a maximum of $6.50 per hour per child to a maximum of $65 per child per day to a maximum of $195 per family per day.

BABYSITTING RECEIPT

Date Services Used: ___________________________  Start and End Time: ____________________________

Number of Children : ________ x $6.50 Per Hour = $___________ x Total Number of Hours _________ =

TOTAL PAID TO BABYSITTER: $_______________

Mentor Signature: ____________________________ Babysitter Signature: _____________________________

TOTAL MILEAGE + CHILDCARE AMOUNT: $_______________

I declare that all expenditures listed on this claim were incurred for the purposes stated.

Mentor Signature: ____________________________ Date: ____________________________

FOR OFFICE USE ONLY – APPROVAL

Mentorship Program Supervisor Signature: ____________________________ Date: ____________________________

Executive Director Signature: ____________________________ Date: ____________________________
Mentor Confidentiality Agreement

A successful mentor-mentee partnership is based on trust, honesty, and confidentiality. This agreement requires both mentor and mentee to engage in open and honest communication while respecting each other’s confidential information.

My Agreement:

- All quarterly communication reports and other materials containing personal information are subject to secure record keeping procedures.
- If you witness a situation that may potentially cause harm to your mentee or others, provide your mentee with helpful resources and contact information. Check in with your mentee to ensure this has been followed through and you are updated as quickly as possible on the outcome.
- If you witness an abusive situation, you are obligated to report it immediately to the intake line of the office during work hours, or to the crisis unit after office hours. You will need to notify the Mentorship Coordinator, as well. If an investigation takes place, mentoring will cease until it is over.
- You will not refer to your mentee by name or share identifying characteristics in the course of discussion with other people or in meetings. You may do so with the Mentorship Coordinators and Foster Care Support Workers, if needed.
- Any involvement beyond the mentor-mentee relationship as outlined in the Handbook, is considered inappropriate during the mentoring term.

I have read and understand the confidentiality agreement. I will honour it in every mentoring relationship I am matched in, as well as after my role with each one has ended.

Name of Mentor: ____________________________________________________________________________________________________________

Signature of Mentor: _________________________________________________ Date Signed: _______________________________________

------------------

Mentor Program Expectation Agreement

By choosing to participate in the Alberta Foster Parent Association’s Provincial Mentorship Program, I agree to follow all rules, guidelines, and program policies outlined within this agreement.

I understand that I must...

- submit reporting documents and program evaluations as required
- follow the roles and responsibilities as outlined in the AFPA Mentor Handbook
- report any communication issues to the Mentorship Coordinator
- commit to a mentoring relationship for one year at the long term support level when matched
- commit to a mentoring relationship until an issue is resolved at the short term support level when matched
- respect the mentee and the program by giving at least one month’s notice if you must end the relationship before the one year term, during which time you would participate in a transition process with the mentee and their new mentor (i.e. within the long term support level)
- notify the Mentorship Coordinator if you have any changes in address, phone number or significant change in your life that hinders the continuation of the mentorship relationship
- participate in a closure process (i.e. within the long term support level)

I agree to follow all of the above stipulations of this program expectation agreement. My role as a mentor may be terminated, at the discretion of the Mentorship Program Supervisor and AFPA Executive Director, if the above conditions are not met.

Name of Mentor: ____________________________________________________________________________________________________________

Signature of Mentor: ____________________ ______________________________ Date Signed: ____________________
AFPA Data Collection Consent Form for Mentors

I, __________________________________________________________, consent to be a participant in the collection process of the AFPA Provincial Mentorship Program. Participating in this collection process will require the completion of quarterly communication reports and two questionnaires:

- Quarterly Communication Reports – to be completed by the end of June, September, December, and March each year
- Fiscal Year Midpoint Questionnaire - Middle of September each year
- Fiscal Year Endpoint Questionnaire – Middle of March each year

I understand that:

- All information gathered will be treated confidentially and I will not be identified in any way
- Data will be validated by participants and kept on file in a locked and secure place for a period of five years
- Any interpretations that I do not want included will be removed at my request
- Anonymity will be respected

I understand that the results of this questionnaire will be used for the following:

- Documentation involving the AFPA Provincial Mentorship Program (e.g. presentations, written articles, promotional material)

In case of questions or concerns, the following person may be contacted:

Melissa Gee
Provincial Mentorship Program Supervisor
Provincial Mentorship Program
Alberta Foster Parent Association
melissa@afpaonline.com
780-701-4090

______________________________________________________________
Name of Participant
______________________________________________________________
Signature of Participant

__________________________
Date Signed

This project has been reviewed and approved by Katherine Jones, Executive Director of the Alberta Foster Parent Association.