



## HOW TO HOST A CAREGIVER DAY AWAY EVENT And What Churches Need to Know

**Great News!!! Hosting a Caregiver Day Away Event is easy!**

**Here are a few DFCS guidelines that will need to be followed when working with children in foster care. Our team has provided you with a 12 Steps Guideline to help your church get started.**

**STEP #1: Contact Wellroot Foster Home Retention Committee Chairs, GiGi Flores or Zenia O'Neil, 404-378-3732, [gflores@wellroot.org](mailto:gflores@wellroot.org) to discuss your event, location, dates and ideas.**

**Step #2: Set A Date.** Contact your Pastor or other church leadership to review your churches calendar and set the date.

**Step #3: Expect approx. 15-30 children to participate. Ages: 0-12 yrs old.**

**Step #4: Gather Adults! Recruit Safe Sanctuary trained** and background checked adult volunteers to serve during this event. Your church will need approx. 12-20 adults to host a FP Day Away event.

***Note: Due to DFCS Childcare policies, only adults over the age of 18 yrs. may watch and/or provide childcare or programs for children in foster care. Unfortunately, church youth are too young to be able to host, organize or watch children in foster care. However, youth 16 yrs. + may serve as helpers to the adults during the event.***



**Step #5: Register Volunteers through the Wellroot Volunteer Hub.** Alyson Ackerman, 404-327-5877, will be in contact with you to set up your church's link to register. Note: Other background checks may be needed to meet the DFCS State requirements. ***Note: A final list of church volunteers needed 2 weeks prior to your event.***

**Step #6: Ratios, Child to Adult Ratios and guidelines.**

Infants/Toddlers: 3-4 Adult volunteers plus youth helpers

Toddlers ages 3 to 4 years old: 3-4 Adult Volunteers plus youth

Children ages 4 yrs-5 yrs.: 3 Adults plus youth helpers

Children ages 6-8 yrs.: 3 Adults plus youth helpers

Children ages 9-12 yrs.: 3 Adults plus youth helpers

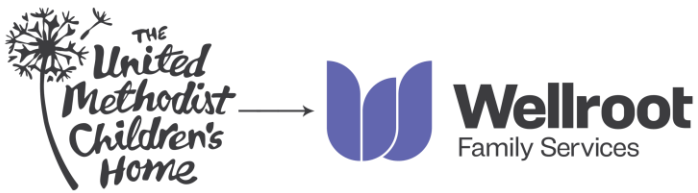
***Note: Wellroot Retention Team will provide your church contact with a final count of foster children registered for this event 7 days prior to the event. This will help you plan activities, crafts, food, etc.***

**Step #7: Plan Room space.** Infants should be in the nursery for the duration of the event. Other age groups should be separated into different rooms based on their ages and activities.

**Step #8: Plan Activities.** An activities rotation schedule seems to work best. Possible activities: Lunch/Dinner/Snacks, hands on crafts, sports activity or outside playtime, Bible story, puppet shows or drama time, Rated G movie time w/ popcorn, board games, music & singing, sidewalk chalk art, etc.

**Step #9: Food Team:** Designate a team of adult and youth volunteers to handle the food prep and meal times. Trust me this makes life easier.

**Step #10: Promote within your church.** Seek adult volunteers, donations to be able to provide food, snacks, craft supplies, games, etc.



**Step #11: Wellroot Staff (2-3 adults)** will be on site during your event to Welcome Foster Parents and Check In/Out all foster children. We will be on site to monitor how the event is going and to make sure the foster children are doing well during this event.

**Step #12: Celebrate and Make Plans!!!** Your churches efforts to support foster parents and to minister to foster children during your FP Day Away Event. Set a date for your next FP Day Away event.