



Childspring International

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www.childspringintl.org

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Dear Friends,

Thank you for your interest in Childspring International! At any point in time, we typically have children in the US for medical treatment with others in final preparations to arrive. For most children, this is their first international trip, possibly their first time away from their village, and maybe even their first time away from their family. Despite their fears, the children are so grateful for the chance to become healthy. As a host family, you will have the chance to help them adjust to American culture, foods, language, and your family's lifestyle.

Enclosed is some information about Childspring and the hosting program. Please carefully review these before committing to host a child with medical needs.

- Host Family Basics and Host Family Guidelines
- Childspring International Expectations for Host Families
- Host Family Code of Ethics & Responsibilities

Also enclosed are a Host Family Application, a Non-Adoption Agreement, and Background Check Disclosure and Release forms (please complete this form for each adult in the household). Since even short-term hosts will represent Childspring while caring for children of various ages and see confidential medical records, please understand our requirement for a formal application process which includes a criminal background check. We feel it is in the best interest of all parties involved.

To complete the application process, please return all documents included in the Host Family Application packet to Childspring International either via email or USPS.

We are so grateful you share our compassion for God's medically underserved children and that you have the desire to love and care for them as if they were one of your own. This will be a new, enjoyable, and rewarding experience for you, your family, and others who partner with you in this opportunity to minister to a child in need.

If you have any questions regarding the host family application process or about Childspring in general, please visit www.childspringintl.org or contact me. The Childspring Team thanks you and we look forward to building a great relationship while changing children's futures!

Working for His Children,

Susan H. Wanserski
Program Director
Childspring International

The Wonder of Medicine...The Spirit of Love



HOST FAMILY BASICS

(Revised 04.25.2016)

1. Before hosting a child, Childspring recommends that host families reference the following website (<http://www.everyculture.com>) for cultural information about the child's country.
2. To help the child acclimate to life in the US, Childspring recommends that you do the following:
 - a. Review hygiene habits in a caring way – for example, what to do with used toilet paper, how to flush the toilet and then wash hands, how often to bathe or shower, how to use deodorant, how to brush teeth, etc.
 - b. Review use of kitchen: The toaster, microwave, stove/range top safety, food storage, snacks and drinks, etc. Your child may wait to be invited to eat, while we may assume they'll raid the fridge like American kids do!
 - c. Review sleeping arrangements with all children in the household.
 - d. Understand the child's need for privacy in certain situations.
 - e. Understand that the child may not know how to use the household items that we take for granted – TV, dishwashers, washing machines, hot/cold running water, elevators, escalators, etc.
3. Childspring does not tolerate the denigration of a child's country, culture, family, or habits. Do not impose "Western values" on the child. Please accept differences in how people value time, money, authority, material wealth, etc.
4. Do not make promises or make leading comments to the child.
5. Set appropriate boundaries as early as possible. The precedent of the first host family will set expectations for the rest of the child's stay.
6. Know that children will have to be taught how to wear a seat belt in the car or car seat; a helmet when they ride bikes and scooters, PFDs when around a swimming pool, pond, or lake, and other safety features.
7. The child may feel more comfortable if you allow them to participate in chores (sweeping the floor, setting and clearing the table, etc.) -- *depending on the child's health and age.*
8. Talk with the child about doctor appointments, medical procedures, equipment, recovery time, etc. This may help alleviate fear and clarify expectations (Staff can help).
9. The child may come to you with just one change of clothes. It is fine to borrow clothes from your children's friends or purchase some basics but do not overdo it!

10. Monitor the amount of gifts the child receives. At the end of the child's stay, you'll be surprised at the amount of gifts, clothes, and toys that cannot be taken back with the child. Be mindful that use of electronic devices in a child's home country may be limited. It can be very difficult for a child to choose what to take and what to leave. [Refer to "Packing Your Suitcase" guidelines!]
11. Do not teach your child, parent, or escort how to use the phone as it will be impossible to prevent them from making international calls whenever they want to. You may even want to block international calls from your home. Childspring cannot reimburse you for long distance phone calls made by the child, parent, or escort. If you choose to allow calls, you may want to consider a calling card that is less expensive and limits time on the phone. If communication is imperative, today's technology allows for cost-free options such as email and Skype.
12. To respect your time and the concerns of the child's family of origin, Childspring encourages you to Skype the child's family in the country of origin (if possible) one time after each surgical procedure. Each Skype session will be coordinated by the child's Case Manager. Childspring reserves the right to request a third-party translator to transcribe or summarize the conversations at these sessions, if deemed appropriate. Any additional Skype sessions are at the discretion of the host family, but the child's Case Manager must be notified of their occurrence. Also, the child's Case Manager reserves the right to Skype the child once the child has been in the US for three months. Additionally, Childspring reserves the right to hold additional Skype sessions with the child should the need arise.
13. **Childspring International is not an adoption agency!** EACH child and parent MUST return to the country of origin at the conclusion of medical treatment. No Exceptions.
14. Childspring does not allow contact with relatives in the United States unless it is pre-approved by Childspring. If you sense that the child or parent is thinking of staying, **immediately contact Staff!** This is an emergency situation as such action is completely against Childspring policies and jeopardizes our ability to treat other children from that country.
15. Once a child returns to his/her home country, it is possible he/she may contact you requesting funds e.g. for academic support. Childspring asks you to direct the child to us with these requests.



CHILDSRING INTERNATIONAL EXPECTATIONS FOR HOST FAMILIES

(Revised 06.18.2015)

When you choose to host a child, you become the child's "American" family. Host families are **vital** to the success of Childspring's mission and we thank you in advance for all that you will do on our behalf. In addition to providing lodging, food, and love, we ask you to:

MEDICAL:

- Take the child to all medical appointments before, during, and after the child's surgery (includes lab work, pre- and post-op appointments, therapy, etc.) Please collect a business card from every provider so that thank you notes can be written later.
- When appointments or surgeries are scheduled, please let Childspring Staff know the date, time, and place. As Childspring has legal guardianship of the child, Childspring Staff must sign the consent forms and medical releases.
- Provide any medication the doctor may prescribe for the child. Childspring can reimburse you for prescriptions and medical-related expenses if the receipts are submitted.
- Follow all rules prior to surgery. On the day of surgery, encourage and comfort the child, plan to spend the first few nights with the child in the hospital. It is important to communicate with the Case Manager during these critical days.
- Children can get sick just from being around another person with a cold, an infection or a virus. If this happens, describe the symptoms to the child's primary physician and follow that doctor's instructions. Childspring staff can also assist you in finding a pediatrician if necessary.
- In case of a true emergency, **call 911!** Then call the child's primary physician and follow his or her instructions **AND** call the Case Manager to explain the situation. The best rule is: "use common sense" and always err on the side of caution. It is better to be safe than sorry!

TRAVEL:

- Go to the airport, meet the child, and welcome the child into your family.
- **The passport, ticket, visa, legal papers, and other travel documents of the child and escort MUST be kept in the Childspring office.** If you live outside of the State of Georgia, you must make a copy of these documents and send the originals via FedEx or USPS to Childspring in Atlanta. The package must be tracked. Notify the Case Manager of the tracking number. Childspring is legally responsible for the child and must keep these documents safe.
- Childspring must always know the location of the child. If you are taking the child out of town, you **MUST** contact Childspring for approval well before you leave town.

OTHER: Consistency, Flexibility, Respectfulness, Open-mindedness

- Encourage the child to participate in family, school, neighborhood, place of worship, and other events.
- Document and transfer as much information as possible about the child to the next host family.
- When referring to the child, do not use the child's last name or the names of the hospitals used for treatment. Refer to "Policy - Confidentiality" in General Policies and Guidelines.
- There may be special Childspring events that the child and host family are asked to attend. These are usually fun events for the whole family and we encourage you to use these opportunities to share your hosting experience with other guests and sponsors.
- Set reasonable boundaries for your family and for the Childspring child and be an ambassador of your faith and culture while respecting the child's faith and culture as well.
- Remember that a Childspring child is not a nanny or housekeeper; nor are they here on vacation.
- Update Case Manager and send frequent pictures



Host Family Code of Ethics & Responsibilities

(Revised 06.18.2015)

I understand and support the philosophy that as a host family and as an unpaid volunteer, I am subject to a code of ethics similar to the code that binds professionals in any field or endeavor. As a volunteer host family of a Childspring child, I agree to:

- Represent Childspring International in a positive and professional manner.
- Support the initiatives, guidelines, policies of Childspring and recommendations of Childspring staff.
- Remember that I am a representative of Childspring and that hosting a child is not an opportunity to build personal relationships or financial gain.
- Evaluate each host opportunity carefully before committing to hosting the child so that I may be able to donate the time and energy necessary to support a child while balancing the needs of my own family.
- Be unbiased and respect the economics, culture, language, faith, abilities, and family dynamics of each child.
- Treat each child with the same respect and love as if he or she were my own child.
- Keep open and honest communication with the City Coordinator and Case Manager at least once a week and provide photographs of the child at least once every two weeks to Childspring.

As a host, I understand that I have the responsibility to:

- Never put the child in a situation that is unsafe or risky.
- Contact Childspring regarding any problems, questions, or concerns.
- Maintain confidentiality of the child.
- Offer suggestions and participate in problem solving so that I may help other host families with those same problems, questions, or concerns.
- Abide by the following with regard to in-kind donations:
 - Report and submit all paperwork including the In-Kind Information Form, Expense Information Form, and physical expense receipts in a timely fashion.
 - Inquire about in-kind donations for the benefit of the child in your community (e.g. dental exam) whenever possible.
 - Appropriately thank those who assist the child in any way (medical supplies, clothes, toys, babysitting, etc.) and inform staff of each person involved.



CHILDSRING INTERNATIONAL HOST FAMILY APPLICATION

Application Fee (payable by check)

\$25 (First time applicants)

\$15 (Re-applicants)

Today's Date: _____

Personal Information

Full Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Email _____

Full Name of spouse _____

Phone Number _____ Email _____

Children *(If Child is 18 and older, please provide email and phone number)*

Name _____ Age _____ Gender _____

Phone Number _____ Email: _____

Name _____ Age _____ Gender _____

Phone Number _____ Email: _____

Name _____ Age _____ Gender _____

Phone Number _____ Email: _____

Name _____ Age _____ Gender _____

Phone Number _____ Email: _____

Professional Information

Company Name _____

Title _____

Address _____

Telephone _____

Spouse's Employment

Company Name _____

Title _____

Address _____

Telephone _____

Other Information

How many pets do you have? ____ Dogs ____ Cats ____ Birds ____ Fish ____ Other

Is smoking of any kind allowed in the home? ____ Yes ____ No

Other Languages Spoke: _____

Driver's License # _____ Expiration Date _____ State _____

Vehicle Insured by _____ Policy # _____

Place of Worship _____

Name of Faith Leader _____ Phone _____

Please provide 3 NON-FAMILY references for Childspring to call:

Name	Best Time to call	DAYTIME phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

Comments

Why would you like to host a child with medical needs?

By signing below, I agree to abide by all of the Rules, Regulations, Policies, and Guidelines of Childspring International, some of which have been enumerated in the attached Host Family Basics and the Guidelines for Host Families

Signed by: _____ Date: _____

Spouse: _____ Date: _____

As noted at the beginning of this application, there is an application fee. Please mail a check payable to Childspring International for the Host Family Application Fee. Also include the following portion with your name, address, and status as a first time applicant or re-applicant.

----- **Cut Here** -----

Childspring International Host Family Application Fee Payment

Name _____

Address _____

City _____ **State** _____ **Zip** _____

Please indicate one of the following:

_____ **First time applicant (\$25)**

_____ **Re-applicant (\$15)**



Childspring International

Non-Adoption Agreement

Revised 05.15.2014

This is to certify that I/we understand and agree that children brought to the United States of America for medical treatment by Childspring International (“Childspring”) may not be considered for adoption. As the volunteer host family of a Childspring child, I/we promise to care for the child to the best of our abilities while fulfilling the overall purpose of Childspring. At the end of our allotted time hosting a Childspring child, I/we will have fulfilled our volunteer commitment to Childspring with both integrity and gratitude for participating in this unique experience.

I/We will not pursue an adoption or a long term relationship with the child we host which would be contrary to Childspring policies and purpose. I/We understand that Childspring is the designated guardian and custodian of the child while the child is in the United States. If actions are taken that contradict Childspring’s policies and /or this Non-Adoption Agreement, Childspring has the authority to immediately take custody of the child for placement with another volunteer host family.

Host Family Signature (1)

Date

Host Family Printed Name (1)

Host Family Signature (2)

Date

Host Family Printed Name (2)