



Lincoln Park Children and Families Collaborative
2424 West 5th Street, Suite 10, 20, and 108
Duluth, MN 55806

Hello and Welcome to LPCFC Supported Family Time (SFT) Programming!

This letter explains our procedures and expectations for family time visits. Please, take the time to read and sign off on the paperwork prior to your first family time visit.

Attached are hand-outs that include our Frequently Asked Questions (FAQ).

If you have symptoms of any sickness, please let us know asap as family time will be canceled; if you show up with symptoms of illness, we will cancel the visit at that time.

Family Time held at LPCFC or Off Site: Parents are to arrive at the time family time is scheduled to start; if you are more than 15 minutes late, the visit will be canceled. For example, if your visit is scheduled at 4PM, you should arrive at 4PM; if you are not present at 4:15PM, family time will be canceled. Please meet our staff on the patio entrance by the big red smokestack, located at 2424 W 5th Street, unless you have made other arrangements with LPCFC staff. If the visit ends at 6PM this means that families should be preparing to leave by 5:45PM so families are leaving the building by 6PM.

Family Time which includes Transportation: When children or parents are transported by LPCFC staff, they are required to wear a seat belt during transportation. Please meet staff at the agreed upon time and place; if you are more than 15 minutes late, the visit will be canceled.

Google Voice: Supported Family Time team uses a Google Voice number to communicate with families while scheduling visits; that number is 218-302-5343. If you have any questions about your visits or need to schedule and/or cancel, please reach out SFT program staff on this number. If you cannot reach SFT staff on the Google Voice number, you can call our office number, which is 218-464-0588. If you need to cancel a visit, please do so 24 hours in advance, or as soon as possible.

Inside or Outside Family Time: If families are approved for outside visits, when weather and temperatures allow, we are asking parents and children to dress appropriately. Family time can take place in Lincoln Park (across the avenue from LPCFC), on the patio (smokestack entrance), or families can decide to take a walk together. If the weather does not permit or families are not approved for off site visits, family time will be held inside one of our spaces at LPCFC.

Food and Drink Policy: Eating is allowed during family time visits if families clean up. Please sit at a table and/or put your toddler in a highchair. It is the family's responsibility to clean up after your family; if families do not clean up after their meals/snacks, we will not allow eating.

Cleaning: Families are expected to clean up during family time. We provide a vacuum, broom, and sanitation supplies for your use. When visiting outside, please be sure to clean up any food and garbage, leaving the space as clean or cleaner than it was.

We look forward to working with you,
LPCFC Supported Family Time Program Staff

*I acknowledge that I have received, read, and understand the Welcome Letter and FAQ information that was provided to me by LPCFC Supported Family Time program staff.

Parent/Caregiver Signature

Date

Case Name:

SFT Program Staff: