



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

Resource parents are asked to arrive at the time family time is scheduled to start. If you are running late, please let SFT staff know asap. If you or the parent/caregiver is more than 15 minutes late, we will cancel the visit. For example, if the visit is scheduled at 4PM, and the parent is not present at 4:15PM, family time will be canceled. If the parent is late, resource parents are asked to wait with the children for up to 15 minutes for the parent to arrive.

Family Time held at LPCFC: Please meet our staff on the side entrance located on 25th Avenue West, unless you have made other arrangements with SFT staff. Please stay in the vehicle until staff come to get the child(ren). Staff will then walk the child(ren) to meet their parent(s)/caregivers for family time, or let you know that the visit is canceled. When the child(ren) are with SFT staff, we ask that you leave and return at the scheduled pick up time.

Family Time held at sites other than LPCFC: When family time is held at another site, we request that you stay with the child(ren) until our staff arrive at your vehicle or at the place of meeting to get the child(ren).

Family Time which includes Transportation: Resource parents are responsible for transporting the child(ren) to family time. If that is not possible, SFT staff may provide transportation. Anyone who is transported by SFT staff is required to wear a seatbelt/car seat during transportation. If we are transporting children in place of resource parents, we ask that resource parents provide the needed car seat in order for us to transport the child(ren) safely.

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 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: We often host visits outside when approved and the weather and temperatures permit, please provide appropriate clothing for each child, for all seasons.

Family Time Preparation: Please provide a diaper bag with diapers, wipes, a change of clothing, favorite blanket or small toy, and a bottle/snack for infants and toddlers. Please let our staff know when an infant needs to eat next and the number of ounces of milk/formula the infant needs. Resource parents are responsible to provide the child(ren) with a snack or meal before or after the visit, if needed, or send food along for them during the visit, if needed.

We look forward to working with you,
LPCFC Supervised 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.

Resource Parent Signature

Date

Case Name:

SFT Program Staff: