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## APPENDIX M (a)

Dear Friends

### INFORMATION FOR OUR DAY, WEEKEND AND HOLIDAY FRIENDS OR POTENTIAL HOLIDAY FRIENDS

We are writing this letter to everyone who already takes some of our children over weekends or holidays, or who might be interested to do so. The purpose of this letter is to provide you with information about your responsibilities as weekend or holiday parents.

Some of our children are lucky enough to be able to return to their family homes. We always give preference to placements at biological parents. There is however another few of our children who are looking forward towards experiencing someone else's home for the duration of a weekend or a holiday.

#### 1. PURPOSE OF WEEKEND AND HOLIDAY PARENTS

- 1.1 To provide a home to the children who cannot go to their own parents over weekends or during holidays;
- 1.2 To give the children a chance to become part of a small family unit on a part-time basis;
- 1.3 To give them a chance to learn about a healthy family environment and about family responsibilities;
- 1.4 To provide them with a place to socialise and help them to adapt outside the CYCC environment.

#### 2. APPLICATION ROUTE AND PLACEMENT OF CHILDREN DURING HOLIDAYS

- 2.1 Apply to be selected to act as a holiday friend by completing the attached **Application Form**, a confidential report about your household setup which needs to be completed by your reverend or pastor (optional), and a report from a social worker (compulsory). It is your responsibility as applicant to complete the necessary forms and to send it back to us. Completed application forms can be sent via email to [susan@andrewmurray.org.za](mailto:susan@andrewmurray.org.za), or you can fax it to 021 – 873 5265.
- 2.2 All potential applicants must provide police clearance in terms of the Child Act 38 of 2005. This serves as proof of a clean criminal record in terms of misdemeanors against underage children. (We will also accept a sworn statement by which you acknowledge

that your name does not appear on the Child Protection Register, while you wait for the necessary police clearance to come through). The applicant is responsible for all financial expenditure that might be incurred in this regard. Please also find attached information about Phoenix Park (an organisation that helps people to get police clearance).

- 2.3 The expert management team of the CYCC will evaluate your application and will let you know whether you have been successful or not.
- 2.4 A personal interview with the CYCC social worker is advised.
- 2.5 If the child that you have specified on your application form is not available, it will stand over to a later date. There is also the likelihood that we will contact you to find out if you might be willing to take another child.
- 2.6 It is strongly advised that you meet the child who is assigned to you beforehand.
- 2.7 It is our mission to expose our children to as little change as possible. Therefore the same child will regularly be assigned to you if he/she fits well into your household.
- 2.8 It is your responsibility to contact the CYCC social worker should a child not fit into your household or if there are any problems. Such information is important to us, as it gives us the opportunity to provide further help to the child. It is possible to place another child with you.
- 2.9 If a child provides serious problems during the course of a weekend or holiday, you can contact us. The necessary arrangement will be made to return the child to the children's home.
- 2.10 Once a child has been assigned to you, you will be provided with all the practical aspects regarding dates free weekends and holidays, contact details of the social worker, travel arrangements etc..

### **3. RESPONSIBILITIES TOWARDS THE CHILD**

- 3.1 Prepare the members of your family, and especially your own children, about the arrival of the child.
- 3.2 Please care for the child as if he/she is your own. Make them responsible for certain tasks around the house. At home at the CYCC they also have certain tasks and responsibilities.
- 3.3 Explain your house rules, customs and expectations to the child. If there are certain things that you would like them not to do, please be very specific about it and explain these well to the child so that there are no uncertainty.
- 3.4 For the duration of the holiday or weekend, the child will be under your authority. You may however not use corporal punishment. Please use positive behavioral principles which are appropriate for the child's age and development level.
- 3.5 Please do not hesitate to give guidance in terms of for instance table manners or other behavior.
- 3.6 The child is your responsibility while he/she is under your roof. Therefore he/she cannot visit his parents or family during this time, or receive visitors without our permission. We

will not provide your address to the parents. If the child leaves your house without your permission or without you knowing, you need to alert the Child and Youth Care Centre immediately.

- 3.7 The children are quite sensitive about their backgrounds and therefore would appreciate it if you do not ask too many questions about it. Do not shy away from it when the child starts to talk about the topic on his/her own. He/she easily feels compromised if you refer to his/her CYCC placement in front of other people.
- 3.8 If you decide to become involved as a weekend or holiday parent, it is advisable to do so for an extended period and to be dedicated to the child. This is because the child has already been exposed to rejection. He/she will most likely experience the fact that you are pulling back as rejection. Therefore you need to make the decision to commit as such with great care.

#### **4. CLOTHING AND POCKET MONEY**

- 4.1 Each child is provided with the necessary clothing. A list of clothes will be in the suitcases/bags. Please check this when the child arrives and leaves. We rely on you to return all clothing and belongings after the visit back to the CYCC.
- 4.2 If you want to give the child clothing as a gift, you are welcome to do so because this will become the child's personal possession. If the child visits you regularly, you are welcome to provide him/her with an own clothing cupboard if you wish to.
- 4.3 The child may receive pocket money and treats from you.  
If you wish to do so, money can be transferred electronically into our bank account. Please provide the child's name as reference:

**BANKING DETAILS:**

**ABSA BANK WELLINGTON BRANCH**

**BRANCH CODE: 334-510**

**CHEQUE ACCOUNT NO: 430 560 107**

#### **5. MEDICAL CARE**

- 5.1 Our children receive medical care at all provincial hospital at a nominal rate. The necessary form that proves that the child is indeed in the care of a CYCC will be given to you, or will be placed in the child's bag/suitcase. This can be presented at the hospital.
- 5.2 If you have to take the child to your private practitioner in case of emergency, you should first get permission. The account can be sent directly to the CYCC.  
**(only in extreme emergencies).**
- 5.3 In the event that surgery is required you need to contact the CYCC's head or social worker first. If they are not available at all, permission may be granted by the senior medical official at the particular hospital.
- 5.4 Please contact the CYCC in the event that any problems are experienced in the provision of medical care to the child.
- 5.5 In the case of emergencies after office hours ((08:00 – 17:00), please phone the CYCC Professional Services Manager, Carin van der Merwe\_at tel no. 082 908 8960\_

## **6. REPORT IN TERMS OF THE CHILD**

- 6.1 After the holiday you will receive a report form. You are asked to complete it as honestly as possible, and to send it back to us. This information is important to us with regards to the social care we provide the child.
- 6.2 Supervisory services during the holidays can be provided by a social worker, to ensure that the process of adjustment of the child into your family happens as smoothly as possible.

## **7. CONTINUED CONTACT WITH THE CHILD**

- 7.1 You can be certain that your continued interest in the child (by way of for instance letters, visits or telephone calls) is truly appreciated.
- 7.2 Practical arrangements about visits and telephone calls are provided for your attention.
- 7.3 It is important that you explain your role as holiday parent to the child. Never raise any expectations about possible foster care or adoption.
- 7.4 Foster care is only considered in the following instances:
  - 7.4.1 when the prognoses of the parents are so poor that the chances of the child being placed back in their care will never be considered or will never realise.
  - 7.4.2 when the parents are not opposed to such placements because they will still be able to contact their child
  - 7.4.3 to ensure that family members are not if possible
  - 7.4.4 if the child often goes to the same family for holidays or free weekends and the adjustment and integration happens successfully.

## **8. GENERAL**

If you require any further information or have questions, please feel free to contact the CYCC social worker.

We appreciate your sincere interest in our children. You are welcome to visit us.