

Communication Template for Child in Care

Recommended Instructions:

Use this template each time a child comes in care. One Template per child. Upon placement, copy the “New Placement” section into an email and fill it out. At the end of each month, reply to all on the original email sent, and provide an update using the “Monthly Update” template. This keeps all parties on the same page and keeps a running document for reference.

Always include the Case Worker, GAL, and Casa on the email.

New Placement Intro – Copy below into an email and update as necessary.

Hi Everyone! I am foster mom to a new placement as of this week and wanted to begin communication with you all to ensure we are all on the same page with the same information. I will be sending a monthly report to all of you so we all have the same information regarding **CHILD'S NAME**. Please be sure to let me know if there is anything additional you need me to include that might be helpful for you. Thank you in advance. I am adding some general information to start, but going forward, will only update.

Placement – **CHILD'S NAME**
DOB – **BIRTHDATE**

Foster Home – **YOUR NAME**
Phone Numbers: **YOUR NUMBER(S)**
Email: **YOUR EMAIL**

Bio – **VERY SHORT INFORMATION TO INTRO YOUR FAMILY TO EVERYONE ON THE CASE – RECO INCLUDING WHERE YOU WORK, NUMBER OF CHILDREN IN THE HOME, ETC**

Placement date – **DATE CHILD CAME INTO YOUR CARE**

Visitation Schedule -

Daycare/School –

Pediatrician- **NAME/CONTACT NUMBER**

Medical Issues – **ASTHMA, ETC LISTED HERE**

Other: **GENERAL OBSERVATIONS – INCLUDING SLEEP SCHEDULE, GENERAL DEMEANOR, ETC**

Questions/Issues/Updates:

- **ANY QUESTIONS, ISSUES, NEEDS, ETC. THIS COULD BE THINGS LIKE “I HAVEN’T HEARD FROM CHILD’S CASA YET” OR “WE NEED A TRAVEL LETTER FOR NEXT MONTH”, ETC. ALSO GOOD TO INCLUDE UPCOMING APPOINTMENTS FOR CHILD**

Please let me know if there are any questions or if clarifications are needed. Thank you!!

YOUR NAME
PHONE NUMBER

Monthly Update Template. Copy below into your email and update as necessary. Recommend using "reply all" to the last email sent (placement intro or last month's update) to keep a running reference for all on the email.

Good afternoon!

Below is the **MONTH** update for **CHILD'S NAME**.

Visits:

BULLET THE DATES OF THE VISITS AND ANY RELEVANT NOTES – VISIT WENT WELL, CONCERNS WITH VISIT, ETC.

Medical Appt:

LIST ANY UPCOMING APPTS

Questions/Issues/Updates:

LIST ANY QUESTIONS OR CONCERNS OR UPDATES

Other:

GENERAL UPDATE ON THE CHILD. ARE THEY DOING WELL IN SCHOOL? ARE THEY SLEEPING WELL? ARE THEY GENERALLY HAPPY?

Please let me know if you have any questions. Thank you!

YOUR NAME

PHONE NUMBER