

Personal Care Assistant (PCA) Attendance Policy

To ensure that all guests at our family Child Loss Retreats have the support they need while maintaining a safe, respectful, and mission-aligned environment, the Child Loss Foundation permits official Personal Care Assistants (PCAs) to accompany parents only under the following conditions:

Eligibility Requirements

A PCA may attend a retreat only if:

- They are a professional PCA, licensed or registered in accordance with the laws of the state where the family resides, or in Wisconsin, where the retreat is held.
- Their primary role is to provide care for the child, enabling the parent to fully participate in the retreat experience.
- They are not a family member (e.g., grandparent, sibling, etc.), unless that family member is a licensed PCA and meets all of the requirements outlined below.

Documentation Required

The attending PCA must submit the following prior to the retreat:

1. Proof of PCA certification or licensure from a recognized authority (either from the state of residence or Wisconsin).
2. A criminal and licensure background check conducted within the past 12 months, or authorization for our staff to conduct one.
3. A signed confidentiality agreement and acknowledgment of retreat rules and conduct expectations.
4. Documentation confirming their assignment to the family (e.g., care plan, contract, agency letter, or other official confirmation).

Limitations and Expectations

- PCAs are present to provide care and do not participate in retreat programming unless invited for specific accommodations.

- PCAs must remain with the child(ren) during retreat activities and cannot provide care for other guests or children.
- PCAs must abide by all retreat guidelines, including those related to privacy, safety, and respectful conduct.
- If the PCA needs their own room during the retreat, the costs would be \$500 for a family's first visit or \$800 for a return visit.

Why This Policy Matters

We recognize the desire of extended family members to help, and we honor their role in a family's grief journey. However, the purpose of our retreats is to create a space of shared experience, emotional safety, and professional support. Allowing only certified PCAs helps us:

- Ensure children receive qualified care
- Preserve the intentional peer-focused environment of the retreat
- Avoid misunderstandings or inappropriate use of retreat space
- Maintain consistency, safety, and fairness for all families attending

Requests for Exceptions

We understand that every family is different. If you have unique needs, please contact our team at least 30 days prior to your retreat to discuss possible accommodations. While we cannot guarantee exceptions, we are always willing to listen and collaborate when possible.