

8th Region North Child Protection Court Parent's Guide

Parent's name: _____

Style of Case: _____

Cause No.: _____

Dear Parent,

You may be wondering why you have this notebook. This isn't school after all, and despite how it may seem, this isn't actually a homework assignment. But if you use it as we intend for you to, you are going to end up with a final project probably more important than any you ever did while you were in school.

This binder as you receive it right now is a one size fits all model. There may be information or places for information in here that don't apply to you. There may be places for you to keep information for services you haven't been asked to do, or places for information about your kids that doesn't apply because of their age. You can take those sections out.

How much this binder ends up being about you depends on how much you put into it. Think of it as being given a blank canvas and a box of paints and being asked to paint a portrait of yourself and your kids. You can choose to use one color paint and draw stick figures. Or you can choose to use all the different paints and try to create portraits that really show who you and your kids are. When you start, your paint strokes may be a bit shaky, but the more you paint, the better you become at painting. The same is true for your use of this binder. It's probably going to feel odd at first, but the more you get used to using it, the easier it becomes, and the more complete it becomes in telling a story of your journey to wellness and reunification.

This notebook isn't given to you as just another thing you HAVE to do. It's given to you as something you can do to help you through this process, to help you see how far you have come, and to remind you of all that you have learned.

In order for this notebook to be all that it should be, there are things that go in here that you have to depend on others to provide to you: drug tests, psychological evaluation results, documents about your children, etc.... While your worker knows they are supposed to give these things to you, it's also your responsibility to remind them you would like those things if they forgot to do so. Some of the things in this notebook only you can provide: things like your contact logs with your court team and service providers, your personal notes about your visits with your children, your family tree. There are some things in here that you may need help putting together, things like your budget or your relapse prevention plan. There is no shame in asking for help. It's actually a sign of strength to admit when you do and asking for that help from a healthy support system.

We believe so strongly in the importance of you using this notebook that we are going to offer you incentives for bringing your notebook to court each time and using it as you should. You will get points for all the different things you are doing with it, and you can use those points to trade for things for yourself or your children. We will also be asking you to fill out surveys at each court hearing to tell us ways that you feel we can improve the notebook or improve the way that we do court.

We believe in you and your ability to travel this path.

Sincerely,

Judge Vaughan and the rest of your court team

Court Team

Mom's Attorney:

Name:

Telephone Number:

Email Address:

Dad's Attorney:

Name:

Telephone Number:

Email Address:

Children's Attorney:

Name:

Telephone Number:

Email Address:

CPS Attorney:

Name:

CPS worker:

Name:

Telephone Number:

Email Address:

CPS supervisor:

Name:

Telephone Number:

Email Address:

CASA volunteer:

Name:

Telephone Number:

Email Address:

CASA supervisor:

Name:

Telephone Number:

Email Address:

Judge:

Name:

Court coordinator:

Name:

Telephone Number:

Tribal representative (ICWA cases only):

Name:

Telephone Number:

Email Address:

Treatment Providers and/or Services:

Psychological Evaluation:

Name:

Telephone Number:

Email Address:

Physical Address:

Drug Assessment:

Name:

Telephone Number:

Email Address:

Physical Address:

Parenting Classes:

Name:

Telephone Number:

Email Address:

Physical Address:

Drug Treatment:

Name:

Telephone Number:

Email Address:

Physical Address:

Individual Counseling:

Name:

Telephone Number:

Email Address:

Physical Address:

Anger Management:

Name:

Telephone Number:

Email Address:

Physical Address:

BIPP:

Name:

Telephone Number:

Email Address:

Physical Address:

Domestic Violence Classes:

Name:

Telephone Number:

Email Address:

Physical Address:

Child Support:

Name:

Telephone Number:

Email Address:

Physical Address:

NA/AA:

Name:

Telephone Number:

Email Address:

Physical Address:

Sponsor:

Name:

Telephone Number:

Email Address:

Probation officer

Psychiatrist

Primary Care Physician

Child's pediatrician:

Family Tree for:

Maternal Great-Great Grandmother:	Maternal Great-Great Grandmother:	Maternal Great-Great Grandmother:	Maternal Great-Great Grandmother:
Maternal Great-Grandmother:	Maternal Great-Grandmother:	Maternal Great-Grandfather:	Paternal Great-Grandfather:
Great Aunt/Uncle:	Great Aunt/Uncle:	Great Aunt/Uncle:	Great Aunt/Uncle:
Maternal Grandmother:	Maternal Grandmother:	Maternal Grandfather:	Paternal Grandfather:
Aunt/Uncle:	Aunt/Uncle:	Mother:	Father:
Aunt/Uncle:	Child: DOB: Birthplace:		
Cousin:	Sibling: DOB: Birthplace:		
Cousin:	Sibling: DOB: Birthplace:		
1 st Cousin once Removed:	Sibling: DOB: Birthplace:		
1 st Cousin once Removed:	Sibling: DOB: Birthplace:		

Important Legal Terms

Final Orders - These orders end the court involvement in the parent-child relationship by returning managing conservatorship to a parent, granting managing conservatorship to a relative, granting permanent managing conservatorship to CPS, or terminating the parental rights to the child.

Home Study/Home Assessment - This is an assessment of the home of any person requesting possession of a child for whom CPS is the managing conservator.

Kinship/Relative Placement - The home of a relative or family friend where a child is placed to live when parents are unable to provide for the child's safety.

Kinship Caregiver Specialist/Kinship Worker - This is a CPS caseworker who works with relatives who provide care for a child in CPS legal custody. They provide kinship caregivers with education, support, advocacy, and training.

Permanent Managing Conservatorship (PMC) - This means permanent legal responsibility for the child. Permanent managing conservatorship continues until a court grants legal custody to someone else; the child turns 18 and becomes an adult, or until a court removes his or her minority status (emancipation).

Permanency Conference-a meeting of all parties involved in the planning for the child to develop and/or review the permanent plan for the child.

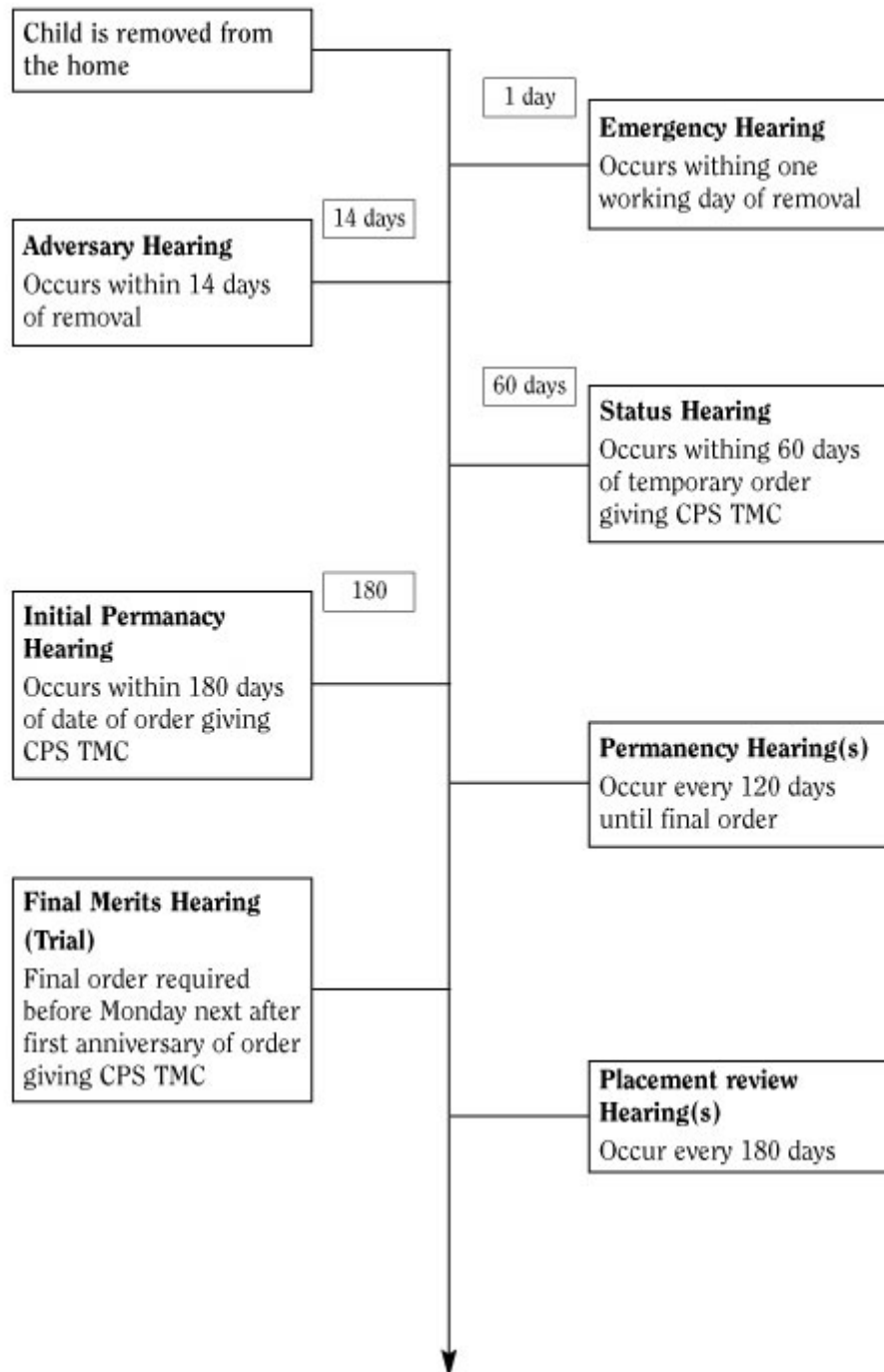
Service Plan - This is an agreement between CPS and the parents of children in substitute care (foster care, kinship care, etc.). It outlines expectations for change needed in order for the child to be returned home safely as well as the services CPS will provide to help the parent make those changes.

Temporary Managing Conservatorship (TMC) - This is an appointment by the court giving the right to physical possession of the child, the duty of care, control and protection, and the responsibility to provide for the child's physical and emotional needs.

Possessory Conservatorship (PC) – This is an appointment by the court giving the right to visitation with a child, the right to information concerning the child, and the duty and responsibility to provide the child's physical and emotional needs, including potentially child support.

Termination of Parental Rights (TPR) - Parent(s) loses all legal right to the child by court order and the child is legally free to be adopted.

Overview of 12-Month Court Process for Child Abuse and Neglect Cases



What should I expect at court?

You should always go to court when you get a legal notice or a phone call saying that there will be a hearing about your child. It is your right as a parent to be at the hearing and it will be very hard for the parties and the court to make determinations about what is in the best interest of the child unless they are able to assess your progress at court hearings.

What if I have transportation issues or I cannot take off work to come to court?

While it is always preferable for you to appear in court in person, so that you can speak to your attorney and the other parties, there are times that it is not possible for you to be there in person because of transportation issues or work obligations. If this is the case, it is much better that you appear virtually than not at all. To do this, contact your attorney as soon as you know that you cannot appear in person, and if you are unable to make contact with your attorney, or do not have an attorney, notify both your caseworker, and the court coordinator so that you can get the information for remote participation. If you participate remotely, make sure that you are in a location where you have a strong and stable internet connection and as few distractions as possible.

What should I wear?

Suits or dresses are not required for court. Please do not miss court because you are afraid your clothes are not nice enough, and do not feel that you have to buy clothes that you may not be able to afford. Simply choose the nicest clothes that you will feel comfortable in and ensure that they are clean and appropriate for the setting. Avoid shorts or t-shirts containing inappropriate logos.

When do I get to tell my side?

You will have the opportunity to testify if and when your attorney calls you as a witness or if the judge asks you questions. While it is important that you have your chance to be heard, you cannot just talk when you want to talk or when someone else is testifying, even if you don't agree with what they say. It is important that things happen in a certain way to make sure that there is a good record of what happens in court and to make sure that everyone gets a chance to be heard.

How can I get an attorney?

You can come to court without an attorney and still be heard. An attorney can explain things to you that are not clear and can make sure the judge understands how you feel and what you want. You can hire an attorney at your own expense, or the court must appoint an attorney for you if you cannot afford one. The court decides if you can afford to hire your own attorney. These appointments are made from a list of court approved and specially trained attorneys who work regularly within the child welfare system. You may also ask the judge for an interpreter if you are unable to speak or understand English or if you have trouble hearing or speaking.

Note: The court also appoints a special attorney for your child since children cannot make legal decisions for themselves. Known as an attorney ad litem, this lawyer represents your child's desires and/or best interest in court. The court may also appoint a guardian ad litem for your child. Guardian ad litem may or may not be attorneys and are appointed by the court in order to represent your child's best interests. Usually, CASA fulfills this role.

What court actions can affect me and my child?

- **Emergency hearings:** If your child is removed from your care without a court order, the court will schedule a hearing for the next working day. This hearing allows the judge to learn why your child was removed from his or her home and to decide if there is a good reason to keep your child in care until the adversary hearing (see below). If the judge decides your child may be in danger while in your care, your child may remain in foster care for the time being.
- **Non-emergency hearings/Show Cause hearings:** CPS often asks a judge for a court order before removing a child from a home when there's significant risk of abuse or neglect, but the current circumstances are not an emergency.
- **Adversary hearings:** The court holds an adversary hearing within 14 days of your child being removed from your care. At this hearing, the judge decides whether to return your child to you or if your child would still be at risk of continued abuse or neglect in your care. If the judge does not return your child to your care, he or she may decide to place your child with a relative or close family friend if they are appropriate, available, and willing to help. Otherwise, your child will stay in foster care. The adversary hearing is your chance to present your view of what happened and how your child can be protected now.
- **Status hearings:** The court holds a status hearing within 60 days of your child's placement in foster care. The purpose of this hearing is to make sure you have a family service plan (see "What should I expect from my caseworker?") and understand that following that plan is a way for your child to return home. This hearing also ensures each parent has been notified of the legal suit.
- **Permanency Court Reviews:** About five months after the first adversary hearing, the court will review your progress on meeting the requirements of court orders and the family service plan. Before the hearing, CPS must submit a permanency report. This report includes CPS' view of your

progress and a final recommendation on a plan for a permanent place for your child to live. The court may issue any additional orders it deems necessary. After that, permanency court reviews are held every four months until the case is resolved, and your child's legal status is permanent.

- **Court Resolution:** Within 12 months of giving CPS temporary legal responsibility (temporary managing conservatorship) for a child, the court will either return your child to you or give permanent custody to a relative, a close family friend, or to CPS. On rare occasions, the court may extend the 12-month deadline for up to six more months. The court may terminate your parental rights if it has legal grounds to do so and decides that is what is best for the child.
- **Placement Review Hearings:** If a court gives CPS permanent custody of a child (permanent managing conservatorship), the court reviews the child's living arrangements and plans every six months.

Remember, you can lose your parental rights if you do not carry out your parental responsibilities while your child is in CPS care. This may happen if you don't stay in touch with your child and CPS to plan for your child's future, fail to pay child support, or don't follow the service plan developed for your family. You can also lose parental rights if you have a mental or emotional illness or mental deficiency that makes you unable to meet the physical, emotional, and mental health needs of your child **and** if this illness or deficiency will continue to make you unable to meet your child's needs until their 18th birthday. Only judges or juries can take away your rights as a parent without your agreement. They can do this only during a court hearing. If the judge or jury ends your rights to your child, you are no longer the child's legal parent.

What is mediation?

Mediation is a meeting held with all the parties in a CPS case, including CPS, CASA, parents and their attorneys, and the attorney for the children. This meeting is facilitated by a mediator. Mediation allows you, your attorney, CPS, and its attorney, and all other parties to try to reach an agreement before going to court. Mediators are always independent, impartial individuals who have been specially trained to help people resolve differences. Mediation is a less formal situation than court. If an agreement is reached in mediation, that agreement is called a mediated settlement agreement and will be presented by the parties to the judge for approval. This agreement is binding and not revocable, meaning that once you make this agreement and sign it, you cannot later change your mind.

What is a Family Group Conference?

A Family Group Conference is a meeting where families join with relatives, friends, the community, and CPS to develop a plan to ensure children are cared for and protected from future harm.

Why Family Group Conferences?

- Families know best about children and their needs.
- It's less traumatic for children.
- Culture, dignity, and values are respected.
- Fathers and families are involved more often.
- It can find and use community supports as available.

If you want a Family Group Conference, CPS will set up a meeting. The family helps pick the time, place, and who attends. Families can invite anyone who is important in their children's lives. Tell your caseworker and your attorney if you want a Family Group Conference.

What are my protections and responsibilities?

You are entitled to a number of protections as a parent of children in CPS care, but you need to work with your caseworker to fully benefit from these protections. You also have responsibilities. If you make an honest effort to meet your responsibilities, you can benefit from services you get and the relationships you build. If not, the court may decide to take away your parental rights and the following protections would then no longer exist.

Your protections are to:

- Get a written copy of your Family Service Plan (and updates) so you have in writing what CPS expects and what you agree to do get your child back. If the court gives CPS permanent custody, there is no longer a Family Service Plan.
- Talk with your caseworker about your child's Service Plan and its review and to ask for a copy.
- Get the information you need to make informed decisions about your child.
- Visit with your child if appropriate. You and your caseworker together will decide how often, when, and where you should get together, unless a court order makes those decisions.
- Bring gifts, send mail, and make telephone calls to your child, as described in the Family Service Plan, unless doing so is not in your child's best interest.
- Be kept informed of your child's placement, health, development, behavior, and progress in school or day care.
- Receive information about trips your child may take.
- Know as soon as possible about surgery or serious medical care or treatment that your child either needs or has received.
- Have the chance to learn about the minimum standards for child-placing agencies and policies of CPS.
- Make a complaint about services or treatment by notifying your caseworker's supervisor.
- Appeal if a service that CPS offers is denied, reduced, or terminated. You may request a fair hearing after discussing the concern with your caseworker, the supervisor, and program director.

- Be notified of and attend any court action that affects your child unless the court acts in an emergency.
- Talk to an attorney at any time and to have an attorney represent you in court actions affecting your child or your parental rights, except when the court acts in an emergency.
- Be informed of the CPS discipline policy concerning children.
- Be informed of written reports you can expect to receive from CPS.
- Contact the Office of Internal Affairs if the caseworker, supervisor, or program director is not providing you the protections listed above.

Your responsibilities are to:

- If you have an attorney, remain in communication with them and keep them updated on any changes in telephone number or other contact information.
- Be honest with information.
- Follow through with services, appointments, visitation, meetings, and court appearances.
- Tell your caseworker about difficulties you may have with things like transportation, money, food, or other necessities so your caseworker can refer you to community resources or other available assistance.
- Tell your caseworker if you or your children are of American Indian or Alaskan Native descent because special laws may apply to your case.
- Share with your caseworker any medical, physical, or psychological information about your child. This includes but is not limited to medications, the child's pediatrician and/or specialist, eating habits, allergic reactions to food, medicine, or any other information CPS asks of you.
- Tell your caseworker of special religious requests or observances for your child.
- Cooperate with CPS by giving the names, addresses, and phone numbers of interested family members or significant people in your child's life who may be interested in taking your child into their home or helping your child in another way.
- Work with your caseworker to develop and review your Family Service Plan.
- Visit with your child as expected and arranged by your caseworker (within any court-ordered limits), and to notify your caseworker as soon as possible if you have to miss a visitation as it is no simple matter to arrange visits.
- Discuss your progress or difficulties with your caseworker.

- Inform your caseworker about major changes in your life or the lives of other members of your family such as changes in your address, telephone number, job, income, marriage, or other living arrangements.
- Keep appointments with your caseworker and let your caseworker know as soon as possible if you cannot do so.
- Answer all letters and requests from CPS. It is important that you provide any information your caseworker asks of you.
- Contribute to the cost of your child's care and tell your caseworker if your income changes.
- Meet all court-ordered requirements and agreements you make with CPS.
- Help your child feel better about being in CPS care and encourage your child to follow the rules of the foster home or other placement.
- Talk about your child's care and progress with your caseworker.

Roles of the Court Team

Attorneys for Parents:

The roles of the attorneys are to represent the interests of their individual clients. When the client is an adult, the attorney is bound to represent the wishes of their client, but it is also the role and responsibility of the attorney to counsel them as to what is in their legal interests. Attorneys are bound to maintain confidentiality as to things said to them by their clients, except for circumstances where someone's health or wellbeing may be at risk or where there is information concerning abuse to a child that has not previously been reported.

Children's Attorney:

The role of the attorney for the child is to meet with their clients if they are over the age of four, and with their caregivers if under the age of four. They are to represent the wishes and desires of their client, if the child is old enough to direct their representation. If the child is too young to do so, the attorney may substitute judgement. As with an attorney for parents, they are bound by confidentiality. As with an adult client, it is also the role and responsibility of the attorney to counsel them as to what is in their legal interests.

CPS Attorney:

The attorney for CPS represents the department in all court hearings, with the same obligations and duties as an attorney for any other party.

CPS:

The job of CPS is to work with families in providing services to parents to alleviate the concerns that brought the children into care, and to ensure that their needs are being met and that they are being well cared for. There are different persons employed by CPS that you may have contact with during your CPS case including the CPS investigator at the beginning of your case. After the adversary hearing, your case will be assigned to the CVS unit and you will receive a new caseworker, along with a new CPS supervisor.

CASA

Court Appointed Special Advocates (CASA) is a national association in the United States that supports and promotes court-appointed advocates for children involved in the child welfare system. CASA's are volunteers from the community who complete training that has been provided by the state or local CASA office. They are appointed by the judge, and their role is to gather information and make recommendations in the best interest of the child, keeping the

child's personal wishes in mind. They appear in court and often observe parent child visits and have frequent contact with both the children and the parents. The volunteer is under the guidance of a local CASA supervisor who will also attend court hearings and with whom you will have contact from time to time.

Judge:

The role of the judge is to hear the facts of the case, listen to the recommendations and requests of the parties, and take into consideration the wishes of the children, either through direct contact with the children or through the advocacy of the child's attorney ad litem, and make decisions based on the law and the best interest of the children.

Court coordinator:

The role of the court coordinator is to schedule hearings, coordinate meetings with the children and the judge, and all other administrative and support matters for the court.

Tribal representative (ICWA cases only):

In cases involving Indian children, the tribal representative may assist the parents with additional tribal resources, attend court hearings, and make recommendations concerning placement for and best interest of the child and assess whether active efforts have been made by CPS to work with the parents for the return of the child.

Service Providers:

Service providers may be contracted with CPS to provide services to families, or they may be community resources who assist with needs in areas such as drug treatment, mental health treatment, counseling, or other needs.

Court Team Contact Log

[illegible]

Court Team Contact Log

[illegible]

Court Team Contact Log

[illegible]

Court Team Contact Log

[illegible]

Court Team Contact Log

[illegible]

May 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10 Mother's Day
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 Memorial Day	27	28	29	30	31

June 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15 Father's Day	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 Independence Day	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Labor Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13 Columbus Day	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31 Halloween	

November 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 Daylight Savings Ends	3	4	5	6	7	8
9	10	11 Veterans Day	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27 Thanksgiving Day	28	29
30						

December 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Christmas Day	26	27
28	29	30	31			

January 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 New Year's Day	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 Martin Luther King Day	20	21	22	23	24
25	26	27	28	29	30	31

February 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14 Valentine's Day
15	16 President's Day	17	18	19	20	21
22	23	24	25	26	27	28

March 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8 Daylight Savings Starts	9	10	11	12	13	14
15	16	17 St Patrick's Day	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5 Easter	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 Memorial Day	26	27	28	29	30
31						

June 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21 Father's Day	22	23	24	25	26	27
28	29	30				

July 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4 Independence Day
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7 Labor Day	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12 Columbus Day	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31 Halloween

November 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Daylight Savings Ends	2	3	4	5	6	7
8	9	10	11 Veterans Day	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Thanksgiving	27	28
29	30					

December 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 Christmas	26
27	28	29	30	31		

January 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				New Year's Day	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Martin Luther King Day	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14 Valentine's Day	15 President's Day	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14 Daylight Savings Starts	15	16	17 St Patrick's Day	18	19	20
21	22	23	24	25	26	27
28 Easter	29	30	31			

April 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9 Mother's Day	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Memorial Day					

June 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20 Father's Day	21	22	23	24	25	26
27	28	29	30			

July 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4 Independence Day	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6 Labor Day	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11 Columbus Day	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31 Halloween						

November 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7 Daylight Savings Ends	8	9	10	11 Veterans Day	12	13
14	15	16	17	18	19	20
21	22	23	24	25 Thanksgiving	26	27
28	29	30				

December 2027

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25 Christmas
26	27	28	29	30	31	

Service Plans

CPS will formulate a service plan for each parent based on the individual needs of each parent. The purpose of the service plan is not to set you up to fail, but to set you up to succeed. At the same time, the goal is not for you to move through the services as fast as possible, checking off a list, but to gain the insight needed to make true and lasting change, and to overcome the difficulties that caused you to become involved in the child welfare system.

While there may be a number of services that are requested by CPS and subsequently ordered by the court, there is no expectation that you must complete all these services prior to your children coming home or prior to being able to exercise more meaningful visitation with them.

The overriding concern of the parties and the court at all times is that your children are safe. If the issues that brought your children into care are addressed to the extent that unsupervised contact or even return can happen while you are still completing your services, the completion of all services is not required prior to that return happening.

Because safety is the primary concern, the court and your worker will tell you what services are important for you to focus on first and may even tell you that you are not allowed to work on other services until you make satisfactory progress on the ones identified as most important to achieving safety.

Understand that when the court adopts the services that CPS has recommended, they become an order of the court, and failure to complete those services AND demonstrate meaningful change can be a ground to terminate your rights if there is also a finding that termination is in the best interest of your child.

Completing services in such a manner that all you are really doing is checking things off a list so that you can say you have done them, but not really getting the intended benefit from those services is a waste of your time and not the intention of the court when ordering the services. The ability to be able to meaningfully demonstrate to the court what has been learned is a requirement of your service plan. Failure to be able to do that can result in a finding that the requirements of your service plan have not been fulfilled.

There are three ways that you can go through this process, and only you can decide which one you are going to do:

1. Avoid and Deny
 - a. Skip court
 - b. Avoid contact with your worker
 - c. Don't take requested drug tests
 - d. Do no services
 - e. Fail to show up or regularly show up late to visits

2. Hostage mentality

- a. I'll do the things that they ask but only because I have to
- b. Checking things off a list
- c. Never accepting responsibility for why my kids came into care.
- d. Everything is someone else's fault

3. Learner mentality

- a. Focus on what can I do to get better
- b. Ask myself honestly where I messed up and/or where did I go wrong
- c. Be curious about your own past history of trauma and why it has caused you to have the struggles you have today
- d. Do the hard work to work through that trauma so your choices going forward or healthier both for you and your children
- e. Be honest about the trauma that has been caused to your child both by your actions and/or inactions and by their involvement with CPS and work with your child to heal that trauma, with both grace and forgiveness.

Only the third path is going to lead to success. Choosing the first or second initially can be natural, but until you truly latch on to path three, and begin to trust your team, and trust that the things we are asking you to do really are for the purpose of helping you and your children heal and to get them back home with you, you are likely to experience a great deal of frustration and you are not going to achieve the goals you want to achieve.

SERVICE PLAN

Service Provider Contact Log

[illegible]

Service Provider Contact Log

[illegible]

Service Provider Contact Log

[illegible]

Service Provider Contact Log

[illegible]

Service Provider Contact Log

[illegible]

SERVICE CERTIFICATES

MEDICATION LOG

[illegible]

MEDICATION LOG

[illegible]

MEDICATION LOG

[illegible]

MEDICATION LOG

[illegible]

MEDICATION LOG

[illegible]

PSYCHOLOGICAL EVALUATION

COUNSELING GOALS

BIPP

ANGER MANAGEMENT

DOMESTIC VIOLENCE COUNSELING

HIPAA RELEASE FORMS

DRUG ASSESSMENT

DRUG TEST RESULTS

RELAPSE PREVENTION PLAN

RELAPSE PREVENTION PLAN

this template is to help you outline your plan on how you will manage addiction recovery and prevent relapse from occurring

Identify Your **GOALS**

how would you like to self-improve? i.e. improve my diet, budget better, fix a broken relationship

What **MOTIVATES** *you?*

what outcomes of improvement motivate you? i.e. saving more money, losing weight, having free time

CHALLENGES *you may face...*

Triggers that may challenge you. i.e. seeing old friends, being at a bar or party, seeing alcohol

my **COPING** *skills*

skills and strategies to cope. i.e. going to the gym, calling my mentor/sponsor, attending meetings, meditating

RELAPSE PREVENTION *strategies*

behaviors you will observe to prevent relapse from occurring. i.e. Making new friends, volunteering, staying healthy

I will practice **SELF-CARE** *with*

how will you improve your daily lifestyle by taking care of your body and mind? i.e. meditate, exercise, eat better

people in my **SUPPORT SYSTEM**

name the people who are closest to you, who support you, who want you to succeed. i.e. siblings, parents, mentors

I will remain **ACCOUNTABLE** *by*

name your consequences ahead of time, if you slip up or don't hit a goal, you must keep yourself accountable

I am **GRATEFUL** *for*

name your consequences ahead of time, if you slip up or don't hit a goal, you must keep yourself accountable

NA/AA

SIGN-IN

SHEETS

AA/NA ATTENDANCE SHEET

Participant's Name _____

Worker's Name _____

The following record is an accurate account of the AA/NA meeting(s) I have attended. I understand that falsifying or altering this document may constitute as a criminal offense.

Group Name	Date	Time	Group Leader's Signature

Participant's Signature _____



AA/NA ATTENDANCE SHEET

Participant's Name _____

Worker's Name _____

The following record is an accurate account of the AA/NA meeting(s) I have attended. I understand that falsifying or altering this document may constitute as a criminal offense.

Group Name	Date	Time	Group Leader's Signature

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AA/NA ATTENDANCE SHEET

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AA/NA ATTENDANCE SHEET

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AA/NA ATTENDANCE SHEET

Participant's Name _____

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Caring for your child while your child is in care

Just because you are not providing the day-to-day care of your child right now doesn't make you any less their parent. It just means your role is going to be different for a while.

You cannot care for your child if you aren't caring first for yourself. If you have ever been in an airplane, you have been told that in the event there is a loss in cabin pressure, an oxygen mask will drop down and that if you are traveling with a small child, you should always put on your own oxygen mask first. For parents, the idea of placing your own health before those of your child may be counterintuitive. But the advice makes sense because if you pass out from lack of oxygen, you cannot help your child. The same advice is true right now for you. You have to put on your own oxygen mask first before you can do the same for your child. Your goal is to get healthy. And while you are doing that, you can't provide for those day to day needs of your child. You have to trust someone else to do that. Your main focus needs to be on the long game of getting healthy and healing so that your children can come home.

There will be times that are especially hard. Many parents find birthdays or holidays to be the most difficult, and it may be during these times that you struggle with your healing and recovery most. This is when it is most important for you to have a healthy support system surrounding you, and when it is most important for you to be honest with that support system about your struggles.

While this is happening, someone else is caring for your child and that's hard. They may not do things the way that you think they should be done. It's not uncommon to transfer your anger and frustration, at yourself for not being able to care for your kids, or at your cps worker or legal team for saying you aren't ready to care for your child safely, at the person who is providing the day-to-day care. If you are being continually frustrated by something like the clothes the kids wear or the food they are eating, ask yourself what the basis of that frustration is. You may find it really has nothing at all to do with the food or the clothes and more to do with the fact that you aren't the one making the decisions. If you are able and if they are willing, try to form a relationship with the caregivers for your children that revolves around how you can best support your child while they are not in your home. Especially if your children are placed with family or kinship caregivers, be respectful of their time and schedule and of the fact that they are making sacrifices to provide care for your child. Ask them ways that you can support them, whether it's in buying diapers or formula or other basic needs or letting them know information about your children that will help them to provide care to them. Working together with the caregivers for your children shows your children that they have a whole village of people who love them and want them to be safe and cared for.

Many parents think that when their kids come home, things are going to be smooth and all the stressors they had when their kids were being cared for by someone else will go away. While reunification is joyous, it is not without its difficulties. Your children have had their own set of struggles by not being at home, and the trauma that they have experienced because of that may cause some behaviors that you do not expect. Be patient with them as they grow used to being back home again. Also understand that they have gotten used to a different home and a

different way of doing many things, and adjustment to being back with you may not be as seamless as you expect it to be. In addition, there is a very good chance that you will parent your children differently now than you did before, because of all that you have learned during the time that they were in care. You may have more structure than you did before, and while there may be times that you think these are not the same kids that you had before the removal, they may also feel that you are not the same parent that you were before. It will take time and patience and open communication from all of you to find your new normal.

VISITATION GUIDELINES

How can I make the most out of my visit with my child?

- Visit your child regularly, if appropriate. It is important that you show your love for your child even though your child is not living with you. Your child looks forward to visits with you in most cases and is disappointed if you miss a visit.
- Call your caseworker if for some reason you can't visit. It is very hard on your child when they come for a visit and you don't show up.
- Be on time. If you are late, your visit may be cut short or canceled.
- Talk with your caseworker and the foster parents about your child's health, progress in school, and adjustment to the foster family.
- Make prior arrangements with your caseworker before bringing other people to your visit with your child.
- Don't take your child's clothes and toys that have been brought to the visit with you when you leave, saying, "you may have these when you come home." Clothes may no longer fit and not being able to take a toy or gift with him or her may upset your child.
- Don't mention a specific time or day if your child asks when he or she can go home unless you and your caseworker have already agreed upon a day and time. Your child will be very upset if that day comes, and he or she was not allowed to go home.
- Don't talk to your caseworker about problems in front of your child. It could be a simple misunderstanding to you, but it might be very confusing to your child.
- Bring special foods that your child enjoys and reminds them of home but try to limit sweets or unhealthy foods and instead bring foods that they will enjoy but will not make them so energetic that it is hard for them to focus and enjoy their visit with you.
- Bring a special game you can play with your child or a book that you and your child can read together and start a tradition that your child will enjoy during your visits.
- Other than using your phone to take photos with your child at the end of the visit, keep your phone put away and fully focus on your child during your time together.

VISITATION NOTES

Date:

Who was there:

What went well:

What went not well:

Favorite toys:

Favorite food:

Favorite memory of the visit:

What made me sad:

What to bring for next time:

Date:

Who was there:

What went well:

What went not well:

Favorite toys:

Favorite food:

Favorite memory of the visit:

What made me sad:

What to bring for next time:

Date:

Who was there:

What went well:

What went not well:

Favorite toys:

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What made me sad:

What to bring for next time:

Date:

Who was there:

What went well:

What went not well:

Favorite toys:

Favorite food:

Favorite memory of the visit:

What made me sad:

What to bring for next time:

PARENTING CLASS GOALS

REPORT CARDS

MILESTONES

DOCTOR SUMMARIES

PHOTOGRAPHS

FINANCES

PAYCHECK STUBS

BILLS

[illegible]

[illegible]

[illegible]

[illegible]

MEAL PLANNING

Tips for meal planning on a tight budget and busy schedule

Start with some pantry staples:

Flour

Sugar

Salt

Baking powder and baking soda

Inexpensive spices like chili powder, garlic powder, Italian seasoning, cinnamon, etc.

Make a plan for everything, not just dinner

Simple breakfast options are cold cereal, oatmeal,

Lunch options can include leftover dinners, pb&j, quesadillas using some cheese and leftover meat from dinner

Snack options: apples, bananas, granola bars, peanut butter and crackers, carrots and hummus

Saving money on the basics

Choose just two kinds of meat for the week. It is often cheaper to buy in bulk and items like chicken and ground beef or turkey can be used in a variety of ways

Meat doesn't have to be your main ingredient as it can be expensive. Consider soups or tacos where you can use beans which are more cost effective but also a good source of protein.

Buying meat when it's on sale and freezing it for later can save money. Buying chicken or ground beef or turkey in bulk and cooking then packaging in individual packs can save both time and money. Letting chicken cook all night or all day long on low in a crock pot makes for very easy shredding. Bags of shredded chicken are easily frozen in individual freezer Ziploc bags and can be pulled out for quick casseroles, enchiladas, or soups. Hamburger meat or ground turkey can be cooked as well and frozen then pulled out for soups, casseroles, tacos or sloppy joes. Step like this can make weeknight dinners much faster and simpler.

Healthy but less expensive food choices

Frozen vegetables are typically less expensive than fresh vegetables and will last longer.

Buying fresh fruits and vegetables in season can save a lot of money and will typically taste much better.

Apples and bananas are typically cheaper than berries or more exotic fruits.

Carrots, whole head lettuce, bags of potatoes, onions are all cost-effective vegetables that most people, even picky kids, tend to like.

Try to avoid convenience foods. Prepackaged foods and snacks can be faster and more convenient, but also significantly more expensive. Making your own pancake mix, buying whole head lettuce instead of salad mix, bulk oatmeal instead of the premeasured packages can save you quite a bit of money in the long run.

Dry beans can be a quick and very inexpensive meal. Add some rice and you have a whole protein.

Pasta and pasta sauce are inexpensive and make a quick meal that kids love

Don't forget your leftovers. Either use them for lunches during the week or plan a leftover night each week.

HOUSEKEEPING SCHEDULE AND TIPS

DECLUTTERING

Sometimes our house gets so dirty and/or so cluttered, that it's hard to even know where to start and so we get overwhelmed and do nothing.

The easiest way to a clean house is first to declutter, then to follow a set schedule of cleaning.

Doing things in small and manageable ways can be more effective than trying to do everything all at once.

Don't burn yourself out. Only do a small amount at a time. The house didn't get dirty overnight, and it will not get clean overnight. Set a timer and only do two sessions at a time. The goal may seem unattainable right now, but you can do it if you concentrate on it in little pieces. Before long, the whole house will be decluttered.

Choose one room to work on at a time and stick with that room until you are finished.

Gather your decluttering equipment. You will need garbage bags, boxes, magic markers, and a dust rag. Label your boxes "Give Away" "Throw Away" and "Put Away". Line the "Throw Away" box with a plastic garbage bag. Set your timer for one hour, (or 30, 15, or 10 minutes – however long you think you can handle at one time). Just do the job as fast as you can, and do not pull out more stuff than you can put away in that length of time. This means just one drawer, one closet or even one shelf in one closet, one magazine rack, or just digging under the furniture in your chosen area. Don't do them all at once or you'll end up with a bigger mess than when you started.

Start at the entrance of the room and work your way around the room clockwise. Don't skip a spot. Whatever happens to be next, just do it. Start off by cleaning out and getting rid of the things that don't belong in the room you're in, like empty glasses or dishes, toys, clothes, etc. Put garbage in the "Throw Away" box, donations in the "Give Away" box, and stuff that belongs elsewhere in the house in the "Put Away" box. Don't worry if you don't have a place for everything right now. You will.

What to declutter? Ask yourself the following questions as you get rid of your clutter:

- Do I love this item?
- Have I used it in the past year?
- Is it really garbage?
- Do I have another one that is better?
- Should I really keep two?
- Does it have sentimental value that causes me to love it?
- Or does it give me guilt and make me sad when I see the item?

Cleanse this room of everything that does not make you smile. If you don't love something, or you don't have a real need for it, get rid of it.

When the "Throw Away" box gets full, pull the garbage bag out, close it, and put it in the garbage can. Put a new bag in the "Throw Away" box and keep working until your timer goes off.

When the “Give Away” box gets full, seal it up, and put it in your car to take to the local thrift shop the next time you are out. Don’t save your clutter for a yard or garage sale. You are trying to get rid of clutter, not relocate it somewhere else in your home. Grab another box, label it “Give Away” and get back to work.

When the “Put Away” box gets full, take the box, and go around the house putting the items in the room where they belong. If they have a place, put them there. If they don’t, put them in the room where they logically belong. By the time you have finished decluttering your entire house, you should have a place for everything, with everything in its place.

When your timer goes off, empty your boxes and put them away for your next decluttering time.

Continue in the same room until it is completely decluttered then move on to another room and work on it until it is completely decluttered before moving on to the next room.

DAILY CLEANING

You don't have to spend a ton of money on expensive cleaning supplies. Dollar stores have an abundant supply of affordable cleaning solutions and cleaning supplies like microfiber cloths, brooms, and mops.

Bathrooms:

1. wipe down countertops, and toilet seat.
2. Clean toilets with toilet cleaner.
3. Wipe down shower walls or bathtub with wash cloth before getting out of the shower.

Kitchen:

1. run dishwasher and wash oversized dishes,
2. wipe down countertops
3. wipe out sink.

Bedroom:

1. make bed upon getting up
2. put dirty clothes in the hamper
3. put away any clutter that has accumulated during the day

Living room:

1. pick up and put away things like dishes, clothes, shoes, toys, etc.
2. vacuum if needed

Dining room/entrance:

1. sort mail
2. put away any other accumulated clutter

Laundry:

1. do a load of laundry each day or so as it accumulates so there is less to do all at one time
2. put away laundry

WEEKLY CLEANING

Wash and change sheets

Empty all the trash

Vacuum all carpeted rooms

Sweep and mop all hard surface floors

Clean mirrors and doors

Dust furniture

Water plants

Clean out refrigerator, wiping up any spills

Wash area rugs and bathroom rugs

Sweep porches or other outdoor decks

Put away any clutter that has not been put away during the week

Clean the microwave inside and out

Clean the stove/oven

Clean pet dishes

wipe down the top of the washer and dryer

Thoroughly clean the bathtub, shower, toilet, and sinks and bathroom sinks and countertops

MONTHLY CLEANING

Entrance

1. Clean cobwebs
2. Dust windowsills and front door
3. Clean switch plate and walls of handprints
4. Rinse dust off plants in the shower
5. Dust baseboards

Dining Room

1. Clean the cobwebs
2. Dust the windowsills
3. Clean the windows
4. Clean glass doors of any cabinets
5. Clean and straighten any drawer
6. Clean and polish the top of the dining table
7. Rinse any plants in the shower
8. Dust the bottoms of the chairs
9. Dust the baseboards
10. Move furniture and vacuum or sweep and mop underneath

Front Porch

1. Sweep down cobweb and spider webs
2. Sweep off and wipe down porch furniture
3. Throw away any dead plants
4. Throw away any accumulated trash

Kitchen

1. Empty refrigerator and clean all the shelves
2. Wash canisters
3. Straighten drawers/cupboards
4. wipe fingerprints off walls
5. wash inside windows
6. clean fans/vent a hood filter and hood
7. scrub down cabinet fronts
8. clean under the sink/throw away old rags

Bathrooms

1. Straighten up makeup
2. Straighten drawers and cabinets
3. Thoroughly scrub the bath/shower and shower doors or shower curtains

Children's Bedroom

1. Straighten drawers
2. Clean out the closet
3. Clean cobwebs
4. Wash mattress pad
5. Wash curtains
6. Clean windows
7. clean under the bed
8. Sort outgrown clothes
9. Dust baseboards
10. clean fingerprints off doors/walls
11. rearrange videos/games/books

Laundry Room

1. clean the gunk from under the washer lid
2. throw out empty bottles and boxes
3. check supplies of laundry detergent, softener, spot remover
4. remove the cobwebs
5. look behind appliances for odd socks

Master Bedroom

1. clean cobwebs
2. wash mattress pad
3. wash windows
4. cull books or other clutter
5. straighten drawers
6. clean under the bed
7. clean the closet:
 - a. straighten the top shelves
 - b. arrange the shoes
 - c. put away any out of season clothes

Living Room Family Room

1. clean cobwebs
2. wash windows
3. straighten bookcases
4. wash decorative glass or Knick knacks
5. clean out end table
6. wipe fingerprints from walls
7. clean under cushions
8. clean out fireplace
9. move furniture and vacuum or sweep and mop
10. shampoo any carpet