

# GRANDMOTHERS for CHILDREN

PROGRAM MANUAL



 ONE HEART  
children's foundation

Version 1.1 | March 2025



## WE ARE CHANGING THE STORY FOR VULNERABLE & ABANDONED CHILDREN IN EASTERN EUROPE

### VISION

Our vision is to eradicate child abandonment and institutionalization across Eastern Europe, resulting in more children living healthier and more fulfilling lives in a supportive family environment.

### MISSION

Our mission is to change the story of vulnerable children in Eastern Europe by implementing programs that focus on “**AID**”:

- **Abandonment Prevention:** keep families together by providing maternal and perinatal support, education, and resources for at-risk girls, underprivileged women, and their children
- **Institutional Support:** provide comprehensive assistance encompassing both essential support services and programs for personal development and well-being in orphanages and children's centers
- **Deinstitutionalization/Reintegration:** reunite families or create new families through foster care

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# INTRODUCTION

The **Grandmothers for Children Program**, established by One Heart Children's Foundation in 2002, is designed to provide personalized care, love, and attention to children living in institutions throughout Bulgaria and Albania. This initiative employs grandmothers, known as "babas" in Bulgaria and "gjyshje" in Albania, to nurture and support abandoned and institutionalized children, enhancing their emotional, social, and personal development. The Grandmothers for Children Program ensures that participating children receive the necessary care and attention to thrive. At the same time, it offers grandmothers much-needed employment, allowing them to sustain themselves financially while finding a deep sense of purpose, connection, and fulfillment in their roles.

Ultimately, the Grandmothers for Children Program is invaluable for both children and grandmothers. For institutionalized children living in social care homes, it creates a sense of family where there is none, by offering consistent individual attention, love, and support crucial for their social, emotional, and personal growth. For grandmothers, it provides meaningful, rewarding work, enabling them to form deep, lasting relationships with the children in their care. This support significantly improves the overall well-being of the children and enhances their prospects for a successful and healthy future. As grandmothers fulfill their roles, they also gain increased purpose and find a renewed sense of connection to their community. Together, we create a loving, supportive environment that benefits everyone involved, strengthening communities and countries in the process.

# PROGRAM OBJECTIVES: FOR THE CHILDREN

## 01 INDIVIDUAL ATTENTION

Ensures that every child receives personalized care and affection, creating a deep sense of security and belonging. The one-on-one relationship with their assigned grandmother ensures that their unique needs are met.



## 02 EMOTIONAL AND PERSONAL DEVELOPMENT

Supports the social, emotional, and personal growth of each child by providing consistent love, care, and guidance. This helps children build resilience, self-esteem, and a sense of emotional stability, which are essential for navigating life's challenges.

## 03 SOCIAL DEVELOPMENT

Through their interaction with the babas and other children, the program promotes social skills such as empathy, communication, teamwork, and conflict resolution. These skills are vital for forming healthy and fulfilling relationships and contributing to society.

## 04 MORAL GUIDANCE

The grandmothers offer mentorship based on wisdom and experience, instilling strong moral and ethical values in the children. This guidance helps shape their character and provides them with the foundation to make thoughtful and responsible decisions in their lives.

# PROGRAM OBJECTIVES: FOR THE CHILDREN (CONTINUED)

## 05 INDEPENDENCE AND AUTONOMY

Through mentorship and everyday activities, grandmothers help children develop essential skills for practical abilities, independence, and self-sufficiency. These include basic cooking, personal hygiene, schedule management, problem-solving, time management, personal responsibility, conflict resolution, and teamwork. By fostering a supportive and encouraging environment, grandmothers, alongside other caregivers, empower children to build confidence, take initiative, act responsibly, and navigate life's challenges.



## 06 PHYSICAL ACTIVITY AND HEALTH

Recognizing the importance of physical well-being, the program encourages Directors to provide opportunities for children to engage in regular physical activities suited to their age and abilities. These may include structured exercises, outdoor play, sports, dancing to music, walks, or simple games that enhance coordination and motor skills. Whenever possible, athletically skilled volunteers or coaches can be invited to lead fitness activities with the children. Grandmothers are encouraged to motivate the children to participate and should even join the children in light activities, such as taking walks to parks. Promoting an active lifestyle not only supports physical health but also enhances mental well-being and fosters social interaction.

## 07 CREATIVITY AND INNOVATION

Creativity is a means of personal expression and cognitive development. The program should provide opportunities for children to explore arts, crafts, music, group games and other forms of creative expression. By encouraging innovation and artistic exploration, we help children build self-confidence and a sense of accomplishment. Creative activities also allow them to express their emotions in healthy ways and explore new ways of thinking.

# PROGRAM OBJECTIVES: FOR THE CHILDREN (CONTINUED)

08

## CREATING A FAMILY-LIKE ENVIRONMENT

One of the most vital goals of the program is to create an environment that mimics the love, support, and stability of a family. This setting offers children the opportunity to feel truly cared for, form lasting bonds, and develop trust and attachment with their grandmothers. By providing this nurturing atmosphere, we help to counterbalance the isolation and trauma that children in institutional care often experience.

09

## SPECIALIZED SUPPORT FOR CHILDREN WITH SPECIAL NEEDS

For children with special needs, the program provides loving grandmothers who offer emotional support and individualized attention. By creating meaningful connections, the grandmothers help these children feel loved, accepted, and understood, which cultivates a sense of belonging, builds their self-esteem, and strengthens their emotional resilience.



# PROGRAM OBJECTIVES: FOR THE GRANDMOTHERS

## 01 MEANINGFUL EMPLOYMENT

Providing job opportunities that offer purpose and fulfillment. Grandmothers are given the chance to actively participate in society and feel useful, while also earning additional income.

## 03 IMPROVEMENT OF MENTAL AND EMOTIONAL HEALTH

Through their interaction with the babas and other children, the program promotes social skills such as empathy, communication, teamwork, and conflict resolution. These skills are vital for forming healthy and fulfilling relationships and contributing to society.

## 05 PROVIDING STABILITY AND SUPPORT

Grandmothers offer stable and reliable care for children, helping to create a safe and loving environment.

## 02 SOCIAL ENGAGEMENT

The project offers grandmothers an opportunity to form new social connections and build a supportive network. This reduces the sense of isolation and loneliness often experienced by older individuals.

## 04 CONTINUITY AND CULTURAL TRANSMISSION

The grandmothers offer mentorship based on wisdom and experience, instilling strong moral and ethical values in the children. This guidance helps shape their character and provides them with the foundation to make thoughtful and responsible decisions in their lives.

## 06 PERSONAL GROWTH AND DEVELOPMENT

Through the training and various activities offered by the program, grandmothers have the opportunity to develop new skills and knowledge, contributing to their personal growth.



# PROGRAM OBJECTIVES: COLLABORATION WITH SOCIAL SERVICES TEAMS

01

## IMPROVING THE QUALITY OF CARE

The project enhances the care of institutionalized children by providing additional support from the grandmothers.

03

## ENCOURAGING PROFESSIONAL DEVELOPMENT

Training sessions and workshops within the project improve grandmothers' qualifications and knowledge, enhancing the overall quality of care in children's institutions. These opportunities also strengthen teamwork between all caregivers and social services, enabling everyone to effectively collaborate in meeting the children's needs.

02

## CREATING A SUPPORTIVE ENVIRONMENT

Cooperation between the grandmothers and social services helps both parties to meet their goals for the children as they work together as a team.

04

## IMPROVING COMMUNICATION

The project encourages effective communication and collaboration among grandmothers, facility directors and caregivers, biological families, foster parents, and social services teams, improving coordination and understanding of the children's needs and meeting community goals.



# PROGRAM IMPLEMENTATION: ROLES AND RESPONSIBILITIES OF GRANDMOTHERS

## 01 READING AND CUDDLING

Reading to children and providing emotional support through cuddling and individual attention.

## 02 OUTDOOR ACTIVITIES

Taking children on walks to explore and enjoy local parks and the outdoors, providing them with exercise and helping them gain a better understanding of the community in which they live.

## 03 INDOOR ACTIVITIES

Engaging in activities with the children such as playing games, participating in baking and cooking projects, and creating simple crafts and art projects.

## 04 SPECIAL NEEDS CARE

Providing one-on-one attention to children with severe mental or physical disabilities, often with grandmothers who have nursing or physical therapy backgrounds, depending on the severity of the child's needs.



# PROGRAM OPERATION

## 01 DAILY ROUTINE

- Follow a structured weekly routine that includes individual attention, activities, and emotional support.
- Schedule time for reading, homework assistance, and indoor and outdoor games/activities.
- When possible, plan simple monthly excursions such as going out for ice cream, pizza, visiting a museum, monastery, etc., and attending community events, such as a festival.
- Document each child's progress and well-being in weekly and monthly reports (refer to Section II)

## 02 SUPPORT AND SUPERVISION

- Conduct regular check-ins with the grandmothers and the program supervisor to discuss challenges and successes.
- Provide ongoing emotional support and guidance for the grandmothers.
- Encourage collaboration and sharing of best practices among grandmothers.

## 03 BUDGET MANAGEMENT

- Work with the directors of the children's facilities and municipalities to create a modest monthly budget of \$8-15/child, depending on the availability of funds and needs of the children.
- Use the budget for excursions, weekly activities, baking/cooking, crafts, cultural events, transportation, birthday celebrations, and annual Christmas or New Year's parties.
- Ensure funds are allocated to encourage bonding and a sense of belonging among children and their grandmothers.

## ADDITIONAL SUPPORT

The following approach promotes smoother adjustments and transitions along the child's journey within the system, ensuring their well-being is prioritized and increasing their chances of achieving a more successful, fulfilling, and well-adjusted life.

### 1. Biological Family Interaction:

- Allow babas to accompany children on home visits when permitted, fostering a sense of family continuity and a close, supportive network.
- Encourage relationships between children and grandmothers even after they age out of the system or enter foster care.

### 2. Foster Care – Continued Involvement:

- Facilitate transitions to foster care by helping foster parents understand the child's needs, limitations, abilities, and personality.
- When possible, maintain connections between children and grandmothers during the transition into foster care, ensuring continuity of care and emotional support.
- Provide guidance to foster parents on the child's background, preferences, and specific needs, aiding the transition process and promoting stability for the child.

# HIRING & TRAINING GRANDMOTHERS

## JOB QUALIFICATIONS

1. Review an electronic copy of the program manual (before applying) to understand the program and job expectations. When necessary, provide a paper copy for applicants who do not have access to a computer.
2. Be in good health, free from diseases or ailments that would impair their ability to engage in activities with the children and maintain sufficient energy levels.
3. Not exceed the age of 65 years, unless the applicant has sufficiently good health and stamina.
4. Have previous experience with children as a mother, grandmother, teacher, child caregiver/babysitter, or in a child care-related profession.
5. Possess qualities of emotional intelligence, patience, understanding, and a genuine loving, affectionate disposition towards children of all ethnicities and levels of ability/disability.
6. Be aware and understanding of the unique challenges and behaviors of institutionalized and abandoned children, who typically experience emotional and physical trauma, health challenges, as well as economic, emotional, and social challenges.

## APPLICATION & HIRING PROCESS

- Grandmothers must officially apply to the program to ensure their information is on record.
- When an applicant is hired, they must enter into a legal contractual employment agreement.
- The process for receiving salary payments and related administrative details must be explained upon hiring.



### **Standard starting compensation**

Salary: \$200/month net base salary

Hours: 20 hours/week

# HIRING & TRAINING GRANDMOTHERS

## TRAINING AND JOB ORIENTATION

To ensure success in their role, each newly-employed grandmother must complete job training and orientation before beginning work with the children. This process helps them get acquainted with directors and other essential caregivers, and equips them with the knowledge and skills necessary to provide meaningful support while maintaining the highest standards of care.

### **1. Establishing Strong Working Relationships**

- Each grandmother will be introduced to the facility director to review expectations, discuss the reporting system, and become familiar with the children she will care for.
- It is essential that grandmothers and directors work in a supportive and collaborative environment. The director will outline any specific rules for the orphanage, while also gaining an understanding of the grandmother's role within the program.
- Important Note: The grandmother's primary responsibility is to nurture and support the children. She must never be assigned unrelated duties, such as cleaning the facility. This has occurred in the past and is strictly prohibited.

### **2. Importance of Clear Expectations and Communication**

- Though this training and orientation process is simple, it is essential to establish clear expectations from the start. Both the grandmother and director must:
- Understand their respective roles to prevent misunderstandings.
- Understand and adhere to the reporting system to ensure clear communication, track the program's progress, identify challenges and successes, and maintain accurate documentation. This will enable One Heart Albania to provide necessary updates to sponsors and municipal authorities. This is essential.

### **3. Understanding Childhood Trauma**

- Grandmothers must develop a basic understanding of the trauma experienced by abandoned, abused, and institutionalized children. This will be facilitated through in-depth discussions with the facility's child psychologist, social worker, or therapist. Additionally, grandmothers are encouraged to conduct their own research on childhood trauma to deepen their understanding.

### **4. Training on Working with Children with Disabilities**

- Grandmothers will receive a basic orientation on supporting children with disabilities. This includes:
- Learning about the facility's established routines and health protocols.
- Understanding how to provide care while respecting the needs of children with physical, developmental, or emotional disabilities.
- Training to be led by the facility's nurses, physical therapists, and medical supervisors

# HIRING & TRAINING GRANDMOTHERS

## TRAINING AND JOB ORIENTATION CONTINUED...

### 5. Ongoing Training in Child Development

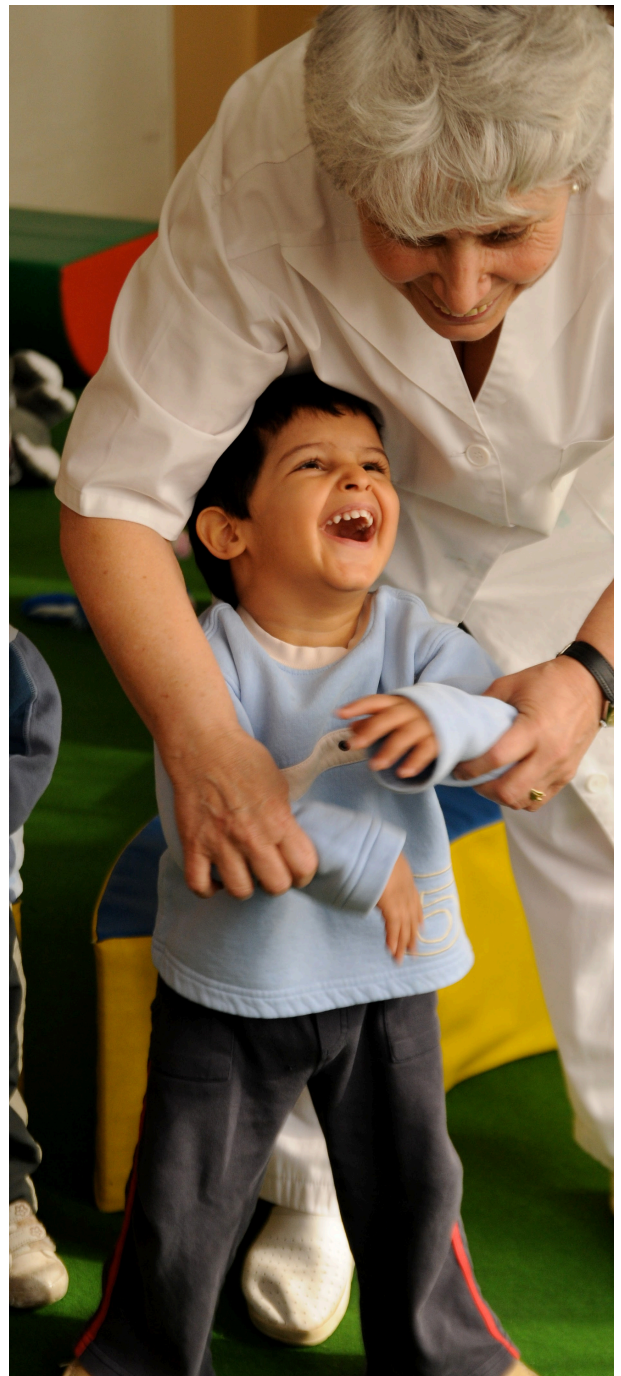
- To enhance their caregiving skills, grandmothers are required to attend annual or bi-annual training sessions on Child Development. These sessions will be provided by One Heart Albania or One Heart Bulgaria, or social workers in local municipalities. The foundation will cover travel expenses and accommodations for the duration of the conference. Meals will be provided only during conference sessions.

### 6. Matching Grandmothers to Children

- To ensure meaningful relationships and effective care, grandmothers will be matched with children based on individual needs and preferences. Considerations include:
- Grandmother/Child Ratios: Each grandmother will typically be responsible for 6-8 children, depending on factors such as the children's ages, behavioral challenges, disabilities, and maturity levels. Factors such as the grandmother's energy levels, level of experience, and disposition should also be taken into consideration.
- Ongoing Adjustments: Regular evaluations will be conducted to assess the effectiveness of pairings. Adjustments may be made to ensure optimal care, compatibility, and emotional well-being for both the children and grandmothers.

### 7. Introduction to the Children

- Finally the facility director (and/or the director of One Heart Albania) will introduce the grandmother to each child in their group. To help the grandmother and children build trust and familiarity, the director, grandmother, and children should engage in a simple introductory activity. This could be something as simple as playing a game that helps them get to know each other. The activity will help create a warm and welcoming environment for both the children and the new grandmother.



# COMMUNICATION AND REPORTS

The following reporting system between Directors over children's facilities, grandmother employees, and the One Heart Program Director is *essential*.

## **Purpose:**

Establishing effective communication and reporting structures between Directors of children's homes and grandmother employees ensures smooth operations and optimal care for children participating in the Grandmother Program. Similarly, communication between Directors of children's homes and One Heart Albania or One Heart Bulgaria Program Directors is *essential* for the successful implementation of the program and continued support and funding from sponsors.

## WEEKLY REPORTING SYSTEM TO THE DIRECTOR OF THE CHILDREN'S FACILITY

### 1. Purpose:

- To provide regular updates on the children's progress, activities, and any significant developments.
- To communicate about budget items.
- To request permission for upcoming excursions and activities outside of the facility.
- To address immediate concerns or issues that may arise during the week.

### 2. Process:

- Each grandmother employee submits a weekly report to the orphanage director.
- Reports should include:
  - Summary of activities conducted with the children.
  - Noteworthy observations on the children's emotional and physical well-being.
  - Any challenges encountered and actions taken.
- Provide receipts and detailed descriptions of expenditures related to activities and/or supplies used during the reporting period.

### 3. Feedback and Communication:

- Directors over children's homes review the reports and provide feedback or guidance as needed.
- Directors may schedule meetings or discussions with grandmother employees to discuss reports and address concerns promptly.

# COMMUNICATION AND REPORTS

## MONTHLY REPORTING SYSTEM TO THE IN-COUNTRY DIRECTOR OF ONE HEART BULGARIA

### 1. Purpose:

- To provide comprehensive updates and data on the overall program effectiveness and impact.
- To ensure alignment with the foundation's mission and goals.
- To highlight successes, challenges, and areas for improvement.
- To provide material for reports to sponsors and donors.

### 2. Process:

- Each orphanage compiles a monthly report based on inputs from grandmother employees.
- Reports should include:
  - Brief overview of activities conducted throughout the month.
  - Statistical data on children's participation and any progress that was made.
  - Success stories and testimonials from children and staff.
  - Challenges faced and solutions implemented.
  - Budget utilization and any financial considerations.
  - Recommendations for program enhancements or adjustments.

### 3. Submission and Review:

- Orphanage directors submit monthly reports to the in-country Director of the Foundation.
- The Foundation's in-country Director reviews reports, assesses program impact, and provides feedback or support.
- The Foundation's in-country Director submits a monthly report, along with assessments, and feedback to the Executive Director of the parent foundation: "One Heart Children's Foundation" in the USA.

### 4. Continuous Improvement:

- Regularly evaluate the effectiveness of the program, as well as the reporting system and make necessary adjustments.
- Foster an environment of open communication and collaboration between grandmothers, facility directors, and the foundation.

# REPORTING TOOLS AND FORMS

## The following reporting forms serve the program's goals by:

- Ensuring structured communication and consistent documentation of program activities
- Supporting clear reporting from all stakeholders, including:
  - Grandmothers
  - Facility directors
  - Local in-country Directors
  - Executive Director of One Heart Children's Foundation in the USA
- Providing data collection at regular intervals:
  - Monthly
  - Quarterly
- Enabling the program to:
  - Track progress and impact on the children
  - Track expenditures
  - Track effectiveness of activities
  - Track grandmother satisfaction and support needed and given
  - Ensure 100% transparency
  - Make informed adjustments for better outcomes for the children and grandmothers
- Demonstrating program impact and effectiveness
- Increasing the satisfaction and trust of local authorities in Child Protective Services and supporting their goals for the children
- Helping secure continued funding and long-term support for the program

# MONTHLY REPORT FOR GRANDMOTHERS

**Purpose:**

To provide monthly updates on children's progress, activities, and any significant developments while in their care.

**Instructions:**

Each grandmother will fill out this form weekly, ensuring all sections are completed. Submit it to the director of the children's facility by the end of the week.

**Monthly Report from [Grandmother's Name]:** \_\_\_\_\_

**Date of Report:** \_\_\_\_\_

**Reporting on month:** \_\_\_\_\_ **year:** \_\_\_\_\_

**Facility Name:** \_\_\_\_\_ **City:** \_\_\_\_\_

**1. Brief summary of Activities** (please list and describe your activities with the children this month):

**2. Children's Emotional and Physical Well-being** (share any significant observations about the emotional or physical well-being of the children, including any of their challenges that you noticed this month):

**Child 1 Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Disabilities?** \_\_\_\_\_

Notes:

Action Taken or Support Given:

**Child 2 Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Disabilities?** \_\_\_\_\_

Notes:

Action Taken or Support Given:

**Child 3 Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Disabilities?** \_\_\_\_\_

Notes:

Action Taken or Support Given:

# MONTHLY REPORT FOR GRANDMOTHERS (CONTINUED)

### 3. Success Stories/Testimonials (share positive feedback or stories about the children or the program):

Story 1:

Story 2:

### 4. Statistics:

Total number of children that received your individual attention and care this month: \_\_\_\_\_

Total number of children that participated in activities this month: \_\_\_\_\_

How many of them had disabilities (physical or mental)? \_\_\_\_\_

### 5. Expenditures (attach receipts and include descriptions of any items/supplies purchased for activities this month):

Item 1: \_\_\_\_\_ Date: \_\_\_\_\_ Description: \_\_\_\_\_

Item 2: \_\_\_\_\_ Date: \_\_\_\_\_ Description: \_\_\_\_\_

Item 3: \_\_\_\_\_ Date: \_\_\_\_\_ Description: \_\_\_\_\_

### 6. Requests for Permission (submit your request for a future excursion or activity outside the facility for approval. *All requests must be made the month prior to the activity*):

Request: \_\_\_\_\_

Estimated cost: \_\_\_\_\_

Date of the pending excursion/activity: \_\_\_\_\_

### 7. Director of Children's Home Feedback and Instructions (including approval or denial for activities and expenditures):

Director of Children's Home Signature: \_\_\_\_\_

# MONTHLY REPORT FOR DIRECTORS OF CHILDREN'S HOMES

**Purpose:** To provide comprehensive updates on the overall program effectiveness and impact, ensuring alignment with the foundation's goals and continued funding and to receive support when needed.

**Instructions:** Complete this form each month based on input from the grandmothers. Submit it to the in-country Director of One Heart Albania, along with the Grandmother's report, plus receipts or invoices.

**Monthly Report from [Director's Name]:** \_\_\_\_\_

Reporting on month: \_\_\_\_\_ of year: \_\_\_\_\_

**Facility Name:** \_\_\_\_\_ **City:** \_\_\_\_\_

## 1. Statistical Data on Children's Participation

Total number of children participating: \_\_\_\_\_

Total number of children participating with disabilities (physical or mental): \_\_\_\_\_

Total number of activities completed: \_\_\_\_\_

Total number of children that participated in the activities: \_\_\_\_\_

## 2. Interaction with Members of Biological Family or Foster Care Families

How many children in your care visited with their biological families in person this month? \_\_\_\_\_

How many of them did you or a grandmother accompany for their visit? \_\_\_\_\_

How many children in your care interacted with their biological families via other forms of contact such as phone calls, FaceTime, texts: \_\_\_\_\_

Total number of in-person visits with biological families for all children in your care: \_\_\_\_\_

How many children, previously under your care, were visited in person at their foster home this month: \_\_\_\_\_

How many children, previously under your care, did you have contact with in some other way, such as phone calls, FaceTime, Zoom, or texts? \_\_\_\_\_

### Share something about your visits with biological family or foster families:

For example: How have visits with foster families or biological families helped the child? What was the interaction like?

**What efforts can be made next month to ensure that more children can be visited by/visit their biological parents/families next month?**

# MONTHLY REPORT FOR DIRECTORS OF CHILDREN'S HOMES (CONTINUED)

## 5. Budget Utilization

Types of expenditures this month (put a check next to all that apply):

- Craft materials/supplies
- Toys or games
- Educational activities supplies (story books, educational toys, pencils, notebooks, etc.)
- Excursions (tickets, travel, meals)
- Activities (playing sports, book clubs, game competitions, etc.)
- Projects (baking, craft projects, service activities, etc.)
- Other materials/supplies

Purchases:

Item 1: \_\_\_\_\_ Date: \_\_\_\_\_ Description: \_\_\_\_\_

Item 2: \_\_\_\_\_ Date: \_\_\_\_\_ Description: \_\_\_\_\_

Item 3: \_\_\_\_\_ Date: \_\_\_\_\_ Description: \_\_\_\_\_

Total amount of expenditures this week: \_\_\_\_\_

Did you submit all receipts and descriptions of items to the Managing Director? \_\_\_\_\_

Date of submission: \_\_\_\_\_

**Lists requests for future activities** (note: all requests must be made 1 month in advance):

Request 1: \_\_\_\_\_

Estimated cost: \_\_\_\_\_

Date of the pending excursion/activity: \_\_\_\_\_

Request 2: \_\_\_\_\_

Estimated cost: \_\_\_\_\_

Date of the pending excursion/activity: \_\_\_\_\_

Other:

## 6. List any recommendations for Program Enhancement:

**Director's Signature:** \_\_\_\_\_

# MONTHLY REPORT FOR ONE HEART ALBANIA MANAGING DIRECTOR

**Purpose:** To evaluate the program’s effectiveness, ensure it aligns with the mission of One Heart Children’s Foundation, and provide transparent documentation of its operations for donors and sponsors.

**Instructions:** This form should be filled out by the in-country Managing Director of One Heart Albania for reporting to the Executive Director of One Heart Children’s Foundation in the USA.

**In-country Managing Director’s Name:** \_\_\_\_\_

**Month:** \_\_\_\_\_ **Year:** \_\_\_\_\_

## 1. Participating cities and number of participating children in the program:

City: \_\_\_\_\_ # of Children: \_\_\_\_\_ # of Disabled Children: \_\_\_\_\_

City: \_\_\_\_\_ # of Children: \_\_\_\_\_ # of Disabled Children: \_\_\_\_\_

City: \_\_\_\_\_ # of Children: \_\_\_\_\_ # of Disabled Children: \_\_\_\_\_

City: \_\_\_\_\_ # of Children: \_\_\_\_\_ # of Disabled Children: \_\_\_\_\_

City: \_\_\_\_\_ # of Children: \_\_\_\_\_ # of Disabled Children: \_\_\_\_\_

Total number of children’s facilities participating country-wide: \_\_\_\_\_

Total number of children participating country-wide: \_\_\_\_\_

Total number of children with disabilities participating country-wide: \_\_\_\_\_

Total number of grandmothers: \_\_\_\_\_

Total number of facility directors: \_\_\_\_\_

Total number of cities served: \_\_\_\_\_

Total number of activities completed: \_\_\_\_\_

Total number of children that participated in activities: \_\_\_\_\_

# MONTHLY REPORT FOR ONE HEART ALBANIA MANAGING DIRECTOR (CONTINUED)

## **2. Interaction with Members of Biological Family or Foster Care Families:**

How many children in the grandmother program visited with their biological families in person this month: \_\_\_\_\_

How many of those children were accompanied by their “grandma” during their visit? \_\_\_\_\_

How many children in the program interacted with their biological families via other forms of contact such as phone calls, FaceTime, texts this month: \_\_\_\_\_

Total number of in-person visits with biological families for all children in the program this month: \_\_\_\_\_

How many children, who previously under a grandmother’s care, were visited in person at their foster home this month? \_\_\_\_\_

How many children, who were previously under a grandmother’s care, were contacted in some other way, such as phone calls, FaceTime, Zoom, or texts? \_\_\_\_\_

How have visits with foster families or biological families helped the child? \_\_\_\_\_

## **3. What efforts can be made next month to ensure that more children can be visited by/visit their biological parents/families?**

**4. Program Overview** (provide a brief summary of noteworthy activities, goals met, and challenges of the program during the month):

**5. Impact/Success Assessment** (describe any noteworthy progress of the children and any noteworthy measurable impact or success the program has had this month):

# MONTHLY REPORT FOR ONE HEART ALBANIA MANAGING DIRECTOR (CONTINUED)

## 6. Financial Overview (provide a summary of the budget spent this month):

Types of expenditures this month (check all that apply)

- Craft materials/supplies
- Toys or games
- Educational activities supplies (story books, educational toys, pencils, notebooks, etc.)
- Excursions (tickets, travel, meals)
- Activities (playing sports, book clubs, game competitions, etc.)
- Projects (baking, service activities, etc.)
- Other materials/supplies

Total expenditures: \_\_\_\_\_

Did you submit all receipts and descriptions to the accounting department? \_\_\_\_\_

Date of submission: \_\_\_\_\_

## 7. Key Challenges and Adjustments (provide details on any issues, challenges, and adjustments that were made regarding the program, directors, or staff/grandmothers).

**Challenge(s):**

**Action Taken or recommended solutions:**

## 8. Feedback/Requests (list requests from the director of the children's home or grandmothers, or additional feedback for the Executive Director of One Heart Children's Foundation).

**Request(s):**

**Feedback:**

**In-country Program Director's Signature:** \_\_\_\_\_

# ANNUAL REPORT AND REVIEW

**Purpose:** To assess the year's accomplishments, evaluate progress toward program goals, and prepare for future funding cycles.

**Instructions:** The in-country Managing Director will use this form to prepare for an annual collaborative online review of the Grandmother Program with One Heart Children's Foundation's Executive Director. Results of the questions will be shared with board members and made available to donors and stakeholders who may request information about the effectiveness of the program.

**Annual Review Completed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**1. Overview of Program's Biggest Achievements** (summarize the successes of the program over the past year):

**2. Impact on Children** (how has the program affected the participating children? Include emotional, social, and academic progress):

How many children were positively impacted this year? \_\_\_\_\_

How many children with disabilities were positively impacted this year? \_\_\_\_\_

How many children's relationships with their biological families improved this year? \_\_\_\_\_

How many children were reunited with their biological families this year? \_\_\_\_\_

How many children transitioned into foster care this year? \_\_\_\_\_

How many children who aged out of the system this year left with improved life skills and social skills because of the program? \_\_\_\_\_

How many children who left the children's homes stayed in contact with their "grandmother" this year? \_\_\_\_\_

**3. How do you assess the overall effectiveness of the Grandmother Program over the past year? Please include insights on their work with the children, any challenges they have faced, areas where they have excelled, and any specific needs or support or training required to enhance their effectiveness moving forward:**

**4. Future Goals and Strategic Planning** (what are the goals for the program next year? What changes or improvements are needed for the program? What kind of support can we offer to the grandmothers?):

**5. Share your ideas for helping children to be reunited with their biological families:**

**6. Share your ideas for helping children to enter into foster care:**

**7. Share your concerns or any ideas you have for improving the program:**

**8. Share your ideas for improving Albania's system for caring for abandoned or at-risk children:**

# ONE HEART children's foundation



## CONTACT US

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