

The Children's Center General Guidelines

1. The Center is open daily, free of charge: 9:00am-12:30pm; summer hours may vary.
2. The Center is open to children 6 weeks of age -12 years during the time caregivers are attending appointments at family court or on site activities involving their appearance or on site appointments at the Department of Social Services.
3. Caregivers must allow 10 minutes to sign children in & complete forms before leaving the Center.
4. Caregivers must give the location of their business & update Center staff with changes.
5. Children will be placed on a waiting list if the Center is at capacity.
6. **No visitors will be allowed in the Center** (no interviews, reunions, or visits may take place).
7. Children will only be released to the person who signs them in.
8. The Center cannot accommodate children with communicable diseases. Caregivers will be notified if a child becomes ill while at the Center.
9. Staff may not administer any medication, whether over-the-counter or prescribed.
10. In the event of Emergency Evacuation, children will be safely escorted to the smaller court building across the sidewalk, where they can be signed out by caretakers.