

18th Judicial District Child Friendly Courts Program
Policies and Procedures
November 1, 2017

INTRODUCTION

The 18th Judicial District received a grant to refer parents to drop-in daycare centers to provide childcare when they are involved in court proceedings. The Family Friendly Court Surcharge grant will cover all costs associated with daycare needed by jurors, defendants and parties involved in child support, domestic or juvenile proceedings.

The following location can be used.

CLUB 4 KIDS DROP IN CHILDCARE CENTER:

- Centennial: Club 4 Kids Care Center, 15432 Orchard Rd., Centennial
 - Phone #: 303-627-4080
 - Accept children 12 months – 12 years
 - On E. Orchard close to Parker Rd.
 - Hours: 8am – 9pm

HOW DOES IT WORK

- A voucher will be given to the parent(s) when they drop off their child at the centers.
- The parent(s) will present the voucher to court staff upon their arrival at court.
- Staff should note the case number, the time they arrived, the departure time and should sign the voucher.
- The parent will then present the voucher to the drop-in childcare staff member upon checking out their child.

EMERGENCY CONTACT INFORMATION

- **Parents will provide the location of where they will be while their child is in the center (jury duty, child support, district attorney victim/witness or specific division).**
 - **Jurors**
 - **Douglas County – 720-437-6232.**
 - **Arapahoe County 303-649-6319**
 - **Court**
 - **303-907-4387**
- The childcare centers will use the information listed above and will call the following representatives. If the parents cannot be located AFTER the childcare center staff have attempted to locate the parent at the location provided or the emergency contact, they will call the Deputy District Administrator at 303-961-0541.

FAILURE TO PICK UP CHILD

- If a parent fails to pick up a child one hour after the designated time, the childcare center will contact the local police and Administration.

PROCEDURE WHEN PARENT IS ARRESTED

- If a parent is arrested, the parent must contact a relative or other person and provide the “code” to that person so that they can pick up the child.
- In addition, the division should contact Administration immediately who will contact the childcare center; if the parent is arrested while at probation or child support, the respective staff should immediately notify the childcare center.
- If the parent cannot locate anyone to pick up the child, the childcare center will follow the Failure to Pick up Child procedure.