

18<sup>th</sup> Judicial District Child Friendly Courts Program  
Policies and Procedures  
January 1, 2021

INTRODUCTION

The 18<sup>th</sup> Judicial District received a grant to refer parents to drop-in daycare centers to provide child care 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 locations can be used.

**KIDS TOWN DROP-IN CHILD CARE CENTERS:**

- Highlands Ranch: Kids Town, 537 W Highlands Ranch Pkwy # 110, Highlands Ranch, CO 80129
  - Phone #: 720-344-2500
  - Accept children 12 months – 12 years
  - Hours: 8:30am – 9pm
- Parker: Kids Town, 10841 Crossroads Dr. # 16, Parker, CO 80134
  - Phone #: 303-841-0200
  - Accept children 12 months – 12 years
  - Hours: 8:00am – 9pm
- Smoky Hill: Kids Town, 6140 S. Gun Club Rd I-2, Aurora, CO 80016
  - Phone #: 303-699-8410
  - Accept children 12 months – 12 years
  - Hours: 8:00am – 9pm

<https://kidstowncenters.com/all-locations>

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**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 child care 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 - 303-645-6870**
  - **Court**
    - **303-961-0541**
- The child care centers will use the information listed above and will call the following representatives. If the parents cannot be located AFTER the child care center staff have attempted to locate the parent at the location provided or the emergency contact, they will call the Deputy Court Executive 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 child care 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 child care center; if the parent is arrested while at probation or child support, the respective staff should immediately notify the child care center.
- If the parent cannot locate anyone to pick up the child, the child care center will follow the Failure to Pick up Child procedure.