

**COVER SHEET**  
**Children's Centers**

Organization's Name \_\_\_\_\_

Street Address/P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Children's Center site: \_\_\_\_\_

Court or Courts to be served: \_\_\_\_\_

Address: \_\_\_\_\_

County: \_\_\_\_\_ City: \_\_\_\_\_

Contact person: \_\_\_\_\_

Title \_\_\_\_\_

Phone number: \_\_\_\_\_

Amount requested : \_\_\_\_\_

The applicant certifies that to the best of his/her knowledge and belief the information in this proposal is true and correct, and that he/she will comply with the terms and conditions set forth in this RFP.

\_\_\_\_\_  
Signature and Title of Chief Administrative Officer

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

Organization Name: \_\_\_\_\_

**TWELVE-MONTH BUDGET SUMMARY BY OBJECT OF EXPENSE**

OBJECT OF EXPENSE	LOCAL SHARE* BUDGETED	% OF TOTAL BUDGET	UCS FUNDS BUDGETED	TOTAL COST BUDGETED
A. Personnel Costs				
B. Non-Personnel Services				
1. Supplies				
2. Equipment				
3. Occupancy				
4. Miscellaneous				
5. Administrative				
Total NPS				
Total Operating Budget				

\*Include amounts for all funds other than UCS Funds, including in-kind contributions to be used in support of the proposed project. The source of all local match monies must be indicated on Budget Form C - Anticipated Revenue.

**BUDGET FORM A - - PERSONNEL SERVICES WORKSHEET**

POSITION TITLE	SALARY BUDGETED	% TIME ON PROJECT BUDGETED	LOCAL SHARE BUDGETED	UCS FUNDS BUDGETED	TOTAL COST BUDGETED
Personnel Total					
Fringe Benefits Total ____% Rate					
Total Personnel Services Costs					



**BUDGET FORM B.2 -- EQUIPMENT WORKSHEET**

ITEM	LOCAL SHARE BUDGETED	UCS FUNDS BUDGETED	TOTAL COST BUDGETED
Total Equipment Costs			

**BUDGET FORM B.3 -- OCCUPANCY COSTS WORKSHEET**

ITEM	LOCAL SHARE BUDGETED	UCS FUNDS BUDGETED	TOTAL COST BUDGETED
Real Estate Rentals			
Utilities			
General Liability Insurance			
Other			
Total Occupancy Costs			

**BUDGET FORM B.4 -- MISCELLANEOUS COSTS WORKSHEET**

ITEM	LOCAL SHARE BUDGETED	UCS FUNDS BUDGETED	TOTAL COST BUDGETED
Total Miscellaneous Costs			

**BUDGET FORM B.5 -- ADMINISTRATIVE COSTS WORKSHEET**

ITEM	LOCAL SHARE BUDGETED	UCS FUNDS BUDGETED	TOTAL COST BUDGETED
Printing			
Copying			
Postage and Shipping			
Telephone and Fax			
Professional Insurance			
Other			
Total Administrative Costs			

**BUDGET FORM C -- ANTICIPATED REVENUE**

ITEM	SOURCE	AMOUNT
Cash Donations		
In-Kind Donations		
Staff Positions		
Local Government Spending		
Grants		
Total Anticipated Revenue		

NEEDS ASSESSMENT

1. On an average day, how many young children are brought to the court or courts to be served? This should be determined by actual court observation. Describe the process you used to make this determination.

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2. Indicate the age breakdown of the children observed on an average day.

\_\_\_\_ <1, \_\_\_\_ 1-2, \_\_\_\_ 3-5, \_\_\_\_ >6

3. Does the average number of children vary by day? \_\_\_\_ Yes \_\_\_\_ No

a. If yes, on which day(s) were most children in the Court House?

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b. If yes, what accounts for the higher number?

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4. Does the number vary by the time of day? \_\_\_\_ Yes \_\_\_\_ No

If yes, what time of day are more children present in the Court House?

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5. On average, how long do children wait in court?

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6. Where do the children wait?

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7. Does the County have any special issues/problems that make the need for a children's center particularly acute? \_\_\_\_ Yes \_\_\_\_ No

If yes, please describe

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## **Attachment II**

### **Minimum Requirements**

The Children's Centers must provide quality drop-in childcare for children who must be in court in connection with matters involving them or their caregivers and provide families with information, referrals and connections to health, education, child care and other community based services. The Centers must be in separate, safe and enclosed environments in the court or courts to be served. All Children's Centers must comply with the minimum facility, program and staffing requirements set forth below. However, the program may be provided through a variety of different program models depending upon the needs of the locality, the size of the Center and the number of children to be served.

The minimum program requirements, which all programs must meet, are as follows:

#### ***Facility Requirements***

1. A minimum of 35 square feet of open activity space per child shall be provided in the Children's Center with a total minimum square footage of 150 square feet. Areas used for administrative and ancillary purposes, such as staff offices, storage spaces, bathrooms and hallways must not be used in calculating the 35 square foot per child requirement.
2. The provider shall ensure that the Children's Center, its toys, furnishings and equipment are safe and age-appropriate for children.
3. The provider shall ensure that the Children's Center is maintained in good repair and kept clean.
4. The Children's Center should be neatly arranged and well organized. Storage for toys, books and materials must be provided and must allow for appropriate access by children. Secure storage for children's personal belongings must be provided.
5. An area of the Children's Center shall be designated for infants and toddlers so that they may be separated from older children.
6. A desk, telephone and list of emergency phone numbers shall be provided for staff.
7. Toilet facilities for children should be provided in the Children's Center whenever practicable or must otherwise be accessible.

8. Changing tables must be separate from eating and play areas and should be installed in the Children's Center whenever practicable or must otherwise be accessible in a nearby bathroom.

### ***Program Requirements***

1. *Operations*

- a. The program shall provide, at a minimum, a separate, safe, supervised and enclosed environment for children who must be in court in connection with matters involving them or their caregivers.
- b. The Children's Center shall be open and staffed by paid employees and volunteers, as needed, when the court is open.
- c. If, for any reason, the children's Center must be closed when Court is open, the provider shall immediately notify UCS.
- d. The provider shall operate with regard to the established maximum capacity for the Children's Center as listed in Appendix X.
- e. Providers shall implement a program that meets current National Association for the Education of Young Children (NAEYC) standards for developmentally appropriate practice.
- f. The Children's Center must have a sufficient quantity and variety of furniture, toys, books and materials appropriate to the age of the children served. Toys, books and materials must be selected to promote positive images of different ethnic, racial, cultural and gender groups.
- g. Suitable arrangements shall be made for children to sleep and rest comfortably. Children shall not be allowed to rest or sleep on the floor.
- h. The provider shall set forth in writing the responsibilities of caregivers while their children are in the Children's Center. The rules, written at least in English and Spanish and other languages as appropriate, must be given to the caregiver and explained verbally when caregivers register their children. The rules must also be posted conspicuously in the Children's Center.
- i. The provider shall obtain from caregivers upon their entering the Children's Center a written signed statement on a form provided by UCS indicating: the caregivers' name, address, telephone number, relationship to the child, and location in court; an emergency contact with phone

number; and information on the child including the child's name, special needs, allergies and recent childhood illness.

- j. The provider shall establish written procedures and implement an outreach program to maximize center usage. Outreach strategies shall include, at a minimum, ongoing orientation of appropriate court personnel; quarterly provider-sponsored events; and staff outreach to caregivers in waiting rooms at least twice per day. Pamphlets, approved by the Commission, shall be used in conjunction with the outreach effort.
- k. The provider shall establish procedures for notifying caregivers who have been turned away from a Children's Center operating at maximum capacity when space becomes available in the Children's Center.
- l. The provider shall establish an Advisory Committee for the Children's Center that will be appointed every two years to provide recommendations on programmatic and fiscal operations and to maximize linkages with available community services and entitlement programs. The Advisory Committee shall
  - ~~be~~ be co-chaired by a representative of the provider agency and an individual elected by the Committee;
  - ~~be~~ be comprised of at least one parent from the community, a local lawyer or law guardian, and representatives from the county Departments of Social Services and Health, the court or courts served by the Children's Center, the local Head Start Program and the local Child Care Resource and Referral Agency;
  - ~~meet~~ meet quarterly and provide UCS with a summary of the meeting within ten (10) business days;
  - ~~assist~~ assist Center staff in determining how best to provide caregivers with information, referrals and connections to needed services; and
  - ~~assist~~ assist Center staff in implementing special UCS initiatives such as literacy initiatives at the Children's Center.
- m. The provider shall establish appropriate written confidentiality procedures.
- n. All Children's Center records must be kept confidential and in a secure cabinet.

## 2. Safety

- a. The provider shall establish written procedures to ensure that a child is released to the proper caregiver who must be the person who brought the child to the Children's Center unless the caregiver designates another person in writing or there is a written court order directing otherwise.

- b. The provider shall establish written security procedures with the court to ensure that the Center is immediately notified when there is a court ordered change in custody. A child shall only be released from a Children's Center to the custodian named in a written court order.
- c. Staff shall accompany children to and from toilets located outside the Children's Center.
- d. The provider shall take suitable precautions to eliminate conditions that create safety hazards.
- e. The provider shall develop an emergency evacuation plan. The emergency evacuation plan must be given to all caregivers and explained upon their entering the Children's Center. The plan must also be posted conspicuously in the Children's Center.
- f. The Children's Center shall have a minimum of one single-line telephone for general use and emergencies.
- g. The provider shall establish written security procedures for the Children's Center with court security personnel.
- h. The provider shall complete an Incident Report on a format provided by UCS for any injury or illness which occurs in the Children's Center that requires First Aid and/or medical attention or for an incident that requires the involvement of court officers or other security personnel. The Incident Report shall be sent immediately by fax and by mail within 24 hours to UCS.

3. Health

- a. The provider shall establish written procedures for obtaining emergency medical care and for promptly notifying caregivers of a medical emergency involving their child.
- b. Providers are not required to accept a child who is ill into the Children's Center. However, a child who is accepted into the Children's Center who has or develops symptoms of illness shall be provided with a separate place to rest until the child departs from the Children's Center.
- c. The Children's Center must have and maintain a fully-stocked first-aid kit which shall include at a minimum the following: FirstAid information; assorted bandages and band-aids; gauze squares; roll of 2-inch sterile gauze; adhesive tape; child's thermometer; ice pack; antiseptic solution; dosage spoon/measuring spoons; syrup of ipecac; sealable plastic bags; scissors; soap; tweezers; cotton balls and swabs; and disposable gloves.

- d. Providers shall establish written diapering procedures, including the use of plastic gloves, for diapering children.

#### 4. Nutrition

- a. Nutritious snacks shall be provided for children who remain in the Children's Center for more than three consecutive hours. Centers should follow CACFP guidelines regarding snacks.
- b. The provider shall establish written procedures to ensure that all snacks are prepared and stored in a safe and clean manner and that all eating plates, cups and utensils are disposable and safe for children.
- c. Providers shall obtain from caregiver written feeding instructions for infant feedings. All bottles must be labeled with the child's first and last name.

#### 5. Fire Protection

- a. The provider shall take suitable precautions to eliminate conditions which may create a fire hazard and must also provide smoke detectors and fire extinguishers.

#### 6. Cleanliness

- a. The provider shall establish written procedures to ensure that all rooms, equipment, supplies, toys and furnishings, including cribs and sleeping mats, are kept clean at all times. The provider shall keep the premises free from dampness, odors, vermin and the accumulation of trash.
- b. All trash must be disposed of in covered containers inaccessible to children.
- c. Staff must thoroughly cleanse their hands at the beginning of each day, when they are dirty, after toileting, before and after food handling, after contact with any bodily secretion or fluid and following the changing of any child's diaper.
- d. The provider shall be responsible for children's hygiene and toileting needs and shall ensure that children wash their hands when they are dirty, after toileting, before and after food handling, after contact with any bodily secretion or fluid and, for diapered children, after change of diaper.
- e. Providers shall keep infants clean and comfortable at all times. Diapers shall be disposed of in a prompt and clean manner and shall be inaccessible to children.

- f. The provider shall establish written procedures requiring that universal blood precautions be observed in the Children's Center.

### **Service Connections**

- i. Providers shall ensure that Centers provide an environment that is information-rich with a ready supply of visible posters, brochures and other information on services and entitlement programs for children and families. Such information must include but not be limited to: WIC, the Food Stamps program, emergency food banks, Head Start, the local Child Care Resource and Referral agency, local child care programs, child care subsidies, SSI, Early Intervention, Medicaid and Child Health Plus, etc. Providers shall ensure that Centers have updated contact information on the above services and entitlement programs.
- ii. Center staff shall identify specific needs of children by reviewing intake information while the caregiver is in court and through observation of children in the Center. Staff must be able to provide caregivers with information and referral information that is current and up-to-date and that directly relates to specific needs of children.
- iii. Providers shall identify three services or entitlement programs for which staff shall be required to make actual service connections. The service or entitlement programs selected should reflect those areas of greatest need among the children's center population. Staff may choose from but are not limited to: WIC, the Food Stamps program, emergency food banks, Head Start, the local Child Care Resource and Referral agency, local child care programs, child care subsidies, SSI, Early Intervention, Medicaid and Child Health Plus, etc.
- iv. In making actual service connections, staff will contact caregivers within 7-10 days of their visit to the Children's Center. They may assist caregivers with completing applications, setting up appointments, and completing followup documentation to obtain vital services.

### **Staffing Requirements**

1. The provider shall establish written personnel policies to ensure that all staff, which shall include both paid employees and volunteers, when hired and during association with the Children's Center, are responsible, in good physical and mental health, of good character and possess suitable personal qualifications for the care of children. Hiring procedures shall include requiring that:

- a. the applicant authorizes the provider to have access to any records regarding the applicant contained in the Statewide Central Register of Child Abuse and Maltreatment in accordance with any applicable provisions of law;
  - b. the applicant provide the names, addresses and day-time phone numbers of at least three references, other than relatives, who can attest to the applicant's character, habits and personal qualifications; and
  - c. the applicant provide a sworn statement indicating whether he or she has ever been convicted of a misdemeanor or felony in New York State or any other jurisdiction. The results of these inquiries must be considered in determining whether to hire an applicant or use an applicant as a volunteer. If the provider has not received a response from the Statewide Central Register of Child Abuse and Maltreatment to the provider's request for information regarding the applicant, the applicant may be hired or used as a volunteer on an interim basis pending the receipt of a response from the Statewide Central Register. However, no person may be a staff member or volunteer who has been convicted of a misdemeanor or felony against children.
2. A minimum of two staff persons shall be onsite at the Children's Center at all times when the Children's Center is open.
  3. Competent, sufficient and direct supervision of children in the Children's Center must be provided at all times.
  4. Supervision of children shall be provided by persons 18 years of age or older at all times.
  5. At least one full-time staff person at the Children's Center must have a minimum of two years of training and/or experience in early childhood development.
  6. Children's Center staff must be supervised on a regular and ongoing basis by the provider organization. This shall include at a minimum, monthly on-site visits and weekly telephone contacts. A schedule of staff training shall be submitted to the Commission annually.
  7. The provider shall establish and provide to UCS for approval a comprehensive staffing plan which shall include provisions regarding paid employees, volunteers, substitute care and ongoing supervision.
  8. The provider shall prohibit smoking and the consumption of alcohol or controlled substances in the Children's Center.
  9. The provider shall establish personnel policies to ensure that staff are adequately trained and supervised. Staff training shall include:

- a. Principles of early childhood development
  - b. The Children's Center policies and procedures
  - c. Child abuse and maltreatment identification and prevention
  - d. First Aid and CPR
  - e. The judicial process
  - f. Annual training provided by UCS
  - g. Training on community resources on services and entitlements for children and families.
10. The provider shall prohibit the use of corporal punishment and shall implement personnel policies which prevent the abuse or maltreatment of children.
  11. The provider shall establish written procedures to ensure that any suspected incidents of child abuse or maltreatment are reported to the Statewide Central Register of Child Abuse and Maltreatment.
  12. The provider shall establish a mechanism by which judges and court personnel can have ongoing communication with the provider regarding Children's Center operations.
  13. The provider shall establish a written policy for substitute care in the event of staff illness or emergency.

Permanent Judicial Commission on Justice for Children  
 Children Centers & Provider Agencies for Monroe & Otsego County  
 Family Courts

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<u>County</u>	<u>Center</u>	<u>Provider</u>
<b>MONROE</b>  Robert Norton Chief Clerk	Monroe County Hall of Justice Children's Center 99 Exchange Street Third Floor, Family Court Rochester, NY 14614 [716] 428-2295 Fax: 428-2597  Brenda Williams, Head Teacher Oscar Williams, Ass't Teacher Send all mail to Connie Cherry @ agency	Volunteers of America of Western New York, Inc. 214 Lake Avenue Rochester, NY 14608-1208 [716] 647-1344 Fax: 647-9175  Loretta Darling, President/CEO Pam Taylor, Dir., Children's Services
<b>OTSEGO</b>  Karen Aldred Chief Clerk	Otsego County Children's Center, 2 <sup>nd</sup> Floor County Center Cooperstown, NY 13326 [607] 547-6426  Donna Kenik, Teacher Nola Henry, Supervisor	Opportunities for Otsego, Inc. HeadStart 3 West Broadway Oneonta, NY 13820 [607] 433-8055 Fax: 433-8066  Margaret Dutcher, Director