



**Broward County Board of County Commissioners
Court Child Supervision Services: KidSpace**

**ADULT CONFIDENTIAL INFORMATION FORM
(Revised 10/8/2020) Virtual Services**

Date: _____

Are you a: Parent Guardian Primary Caregiver Other (please specify): _____

How many children are in your care? _____ Is this your first visit to KidSpace? Yes No

Participant's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone: _____ Work Telephone: _____ Cell Telephone: _____

Email Address: _____

Gender: Male Female Country of Origin: _____

Race: American Indian/Alaskan Asian Black or African American
 Pacific Islander White Other (Please Specify): _____

Ethnicity: Hispanic Haitian Other (Please Specify): _____

Language(s) Spoken in the Home: Spanish Haitian-Creole Other (Please Specify): _____

Are you Proficient in English? Yes No

What is the highest grade/degree you completed? _____

Court Room/Office#: _____ Ticket#: _____ Case#: _____

Judge's Name: _____

- Needs Assessment for virtual service:**
- How many devices (smart phone, laptop, or tablet do you own?
 - Do you need assistance to use virtual platforms (Zoom, Teams, etc.)
 - Do you know what to do with your child/ren to keep them safe and entertained when you log in to your virtual court hearing or preceding

GENERAL GUIDELINES

Welcome to KidSpace at the Broward County Main Courthouse. Thank you for selecting us in helping you with the childcare services you need while at the Courthouse. We are committed to providing your child with age-appropriate and supervised activities in a safe and welcoming environment delivered by our trained and nurturing staff. The following are some general guidelines we expect our families/guardians to adhere to:

1. The KidSpace program at the Broward County Main Courthouse located at 201 SE 6th Street in Ft. Lauderdale in Room #02129 will be open Monday through Friday from 9:00am-5:00pm with the exception of legal holidays when the Courthouse is closed.
2. KidSpace services are provided at no-cost to you and require a referral from the Broward County Clerk of Courts.
3. KidSpace can accommodate a maximum of 17 children at a time for an average of two (2) hours. If we are at full capacity, your name will be placed on a waiting list.
4. **COVID-19**-KidSpace is providing virtual services to families that need technical assistance and coaching to be able to participate in their virtual court-hearing. Additionally, KidSpace is providing virtual age appropriate activities to keep your children engaged and safe while you attend your virtual hearing at home.
5. Family/Guardian is required to pick-up the child(ren) from KidSpace immediately upon completion of your legal proceeding. In the event a child(ren) is(are) not picked-up, the staff will contact the emergency contact provided by the family/guardian on the Child Confidential Intake Form. If the emergency contact cannot be reached or cannot pick up the child, the staff will contact the Department of Children and Families (DCF) and notify the appropriate officials.
6. Family/Guardian must complete the required forms (e.g., Adult Confidential Information Form, Child Confidential Intake Form, Family Satisfaction Survey) and present a picture ID before dropping off child(ren). The child(ren) will only be released by the individual that dropped him/her off at KidSpace unless the family/guardian designates another person in writing or there are official instructions by the Court staff to release the child(ren) to another individual.
7. Family/Guardian must provide formula, bottles, and/or diaper/pull-ups.
8. A child(ren) accepted into KidSpace must be free of communicable diseases.
9. If a child(ren) becomes ill or has an accident while in KidSpace, the staff will immediately notify the family/guardian. In such cases, an incident report will be completed.
10. KidSpace staff are not permitted to administer any medication to a child(ren).
11. KidSpace staff will not yell, humiliate, isolate, nor use any form of corporal punishment on the children enrolled in the program. KidSpace staff will use techniques to assist and support children to self-regulate and solve problems such as redirecting a child to an alternative activity, reinforcing positive and socially appropriate behaviors, providing acceptable choices, and encouraging a child to label or talk about his/her feelings.
12. All KidSpace staff are mandated to report any suspected cases of abuse to the Florida Abuse Hotline.
13. In case of an emergency evacuation of the Broward County Main Courthouse, KidSpace will adhere to the required building procedures established by the County and its officials.

Client Rights:

1. The client has the right to be treated with respect, dignity and courtesy regardless of age, disability, cultural and linguistic background, gender, sexual orientation, socio-economic status, and religious or spiritual beliefs.
2. The client has the right to privacy and confidentiality and to receive services that comply with appropriate standards of professionalism.

Grievance Procedures:

1. The YWCA KidSpace Staff supports the right of our clients to express any questions, concerns or grievance on any subject related to the agency or people who work for the agency but do not encourage doing so in an anonymous way. The KidSpace Management would prefer to know who to address for clarification, facilitation and resolution.
2. The YWCA KidSpace is committed to reviewing and investigating any concerns and resolving them quickly and effectively.
3. Please feel free to contact any of the following staff to communicate your concerns and/or questions:
 - a) Patricia Boykin – KidSpace Supervisor email: zubkoff@ywcasouthflorida.org or 305-770-3132
 - b) Marta Laos – Division Director of Education email: mlaos@ywcasouthflorida.org or 305-377-9922

I have read and understood the general guidelines which includes client rights and responsibilities.

Parent/Guardian Name

Parent/Guardian Signature

FOR STAFF ONLY