



# FAMILY INDEPENDENCE ADMINISTRATION

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## POLICY DIRECTIVE #10-28-OPE

*(This Policy Directive Replaces PD #09-47-OPE)*

### GUIDELINES FOR CENTER OPERATION OF CHILDREN'S CORNERS

<b>Date:</b> July 6, 2010	<b>Subtopic(s):</b> Children's Corner
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**AUDIENCE** The instructions in this policy directive are for Model Job Center and Model Non Cash Assistance Food Stamp (NCA FS) Center staff operating Children's Corners, and are informational for all others.

#### REVISIONS TO THE PRIOR DIRECTIVE

This policy directive has been revised to indicate that the List of Children's Corners (**Attachment A**) has been amended as follows :

See [CD #10-06](#) for information on the closing of the Concourse Model Job Center (45).

See [CD #10-07](#) for further information on the opening of FS Center F-45.

- The functional title of the Children's Corner contact person at the Fort Greene Food Stamp (FS) Center (**F-20**) has been changed from "Director" to "Manager".
- The Concourse Job Center # 45 has been removed from the list. This Job Center was removed because it closed on April 16, 2010.
- The Concourse FS Center (**F-45**) has been added to the list. The Children's Corner at FS Center **F-45** (formerly located at the Concourse Job Center) opened under new management on April 26, 2010.
- The Children's Corner contact person at FS Center **F-45** has been updated to reflect the change in management.
- The Special Projects Center #80 has been added to the list.

HAVE QUESTIONS ABOUT THIS PROCEDURE?  
Call 718-557-1313 then press 3 at the prompt followed by 1 or  
send an e-mail to *FIA Call Center Fax* or fax to: (917) 639-0298

**POLICY**

When a parent/guardian enters a Model Job Center or a Model NCA FS Center to apply for Cash Assistance (CA) and/or FS, or to conduct business on an existing case, a service providing on-site, short-term supervision of children can be made available while the parent/guardian is in the Center.

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**BACKGROUND**

**Attachment A** has been revised.

Children's Corners are supervised areas located in Model Job Centers and/or Model NCA FS Centers throughout the city (see **Attachment A**). They were created to provide short-term supervision of children for parents/guardians conducting business in Model Job Centers and Model NCA FS Centers.

The Model Job Center Director, Model NCA FS Center Manager, or the Director's/Manager's Designee is responsible for ensuring that:

- the Children's Corner is adequately staffed;
  - required forms are correctly utilized;
  - evacuation protocols are understood;
  - the facility is free of hazards; and
  - the equipment and materials available in the Children's Corner are age-appropriate.
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**REQUIRED ACTION**

Parents/guardians visiting a Model Job Center and/or Model NCA FS Center with their children should be informed by the Front Door Receptionist and/or JOS/Workers that their children can be taken to the Children's Corner while they complete business in the Center.

**Children's Corner Passes**

Children's Corner passes can only be issued at the Front Door Reception (FDR) desk to applicants/participants with toilet-trained children two to nine years of age. Applicants/participants who will be conducting business at the Customer Service and Information Center (CSIC) or the Disbursement and Collection (D&C) sections of the Center should not be offered passes to the Children's Corner. FDR staff should offer passes to applicants/participants conducting business in all other areas of the Model Job Center or NCA FS Center.

### **Children's Corner Staff**

Staff in the Children's Corner must either be Senior Aides or other appropriately selected staff or volunteers. Preference should be given to individuals who have a degree, a certificate, or training in child care, child development, early childhood education, social work, or a related field.

The Children's Corner must have two staff members or approved volunteers in attendance at all times. If one staff member is unavailable due to personnel constraints, there must be an authorized back-up staff member on call to work in the Children's Corner.

The Office of the Assistant Deputy Commissioner for Operations is responsible for the staffing and training of Children's Corner personnel. Model Job Center Directors and/or Model NCA FS Center Managers should contact the Office of the Assistant Deputy Commissioner for Operations at **(212) 331-5609**, if they have any staffing needs or concerns.

### **Children's Corner Facility**

The space where the Children's Corner is housed must be kept clean and free of objects that could be harmful to children. Electrical outlets not in use must be covered, sharp objects must be kept out of reach, and equipment and furniture must be checked periodically for splinters and sharp edges.

Each Children's Corner must have a cordless telephone mounted five feet high on the wall. This telephone is to be utilized by Children's Corner staff for business-related purposes only, including any emergencies associated with a child's health and well-being during his/her stay at the Children's Corner. The electrical outlets associated with these telephones should be mounted six feet high on the wall so that they are completely out of the children's reach.

Equipment in the Children's Corner must include child-size chairs and tables and toy chests or shelves that can be easily accessed by the children.

Toys and games in the Children's Corner must be in good condition with no broken or dangling parts, and must be geared toward toddlers, preschool-age, or school-age children.

See [CD #10-04](#) for further instructions on ordering furniture and equipment.

When ordering furniture and equipment for Children's Corners, Center Directors/Regional Managers should complete the Human Resources Administration (HRA) Requisition form (**W-720**) and send it to General Support Services (GSS) as per current procedure.

For toys/supplies, Center Directors/Regional Managers should contact the Office of the Assistant Deputy Commissioner for Operations at **(212) 331-5609**.

### **Fire Drills and Emergency Evacuation of the Children's Corner**

Fire drills are conducted periodically in Model Job Centers and Model NCA FS Centers. These drills have been designed to prepare staff to safely evacuate the building in the event of a fire.

During a fire drill, Center staff members are to assemble in a specific gathering place for further instruction. The staff members are then provided with details about how to safely evacuate the building and where to meet outside of the building in the event of an actual fire. Once a fire drill begins, all children within the Children's Corner must be escorted to the designated gathering place. Parents must be told that if they decide to leave their child(ren) in the Children's Corner they can either pick them up prior to a fire drill, after a fire drill, or in the designated gathering place during a fire drill.

In the event of an actual fire/building evacuation, Children's Corner staff are to escort the children out of the building as a group and wait at the designated gathering place for further instruction from the Fire Department.

Children's Corner Fire Drill and Building Evacuation Gathering Sites (**FLY-273H**) flyer

**Note:** Flyer **FLY-273H** must be given to parents/guardians registering their children in the Children's Corner. Flyer **FLY-273H** identifies the locations for gathering during fires, fire drills, and building evacuations.

### **Children's Corner Capacity**

Depending on the individual size and staffing of a Children's Corner, staff members are instructed to maintain no more than 12 to 15 children in the room at any given time. This is due to the nature of the continuous and unscheduled flow of drop-offs and pick-ups of children throughout the day.

## Children's Corner Age Requirements

Parents/guardians must be informed that the Children's Corner will only accept children between two (toilet trained) and nine years of age.

## Registering at a Children's Corner

Children's Corner services are offered free of charge to all applicants/participants conducting business at Model Job Centers and/or Model NCA FS Centers. When a parent/guardian wishes to leave his/her child(ren) at the Children's Corner while he/she conducts business within the building, the staff in the Children's Corner must inform the parent/guardian that he/she will be required to sign documents, provide identification, and complete release forms in order to utilize the service.

## Children's Corner Forms

The staff in the Children's Corner must ensure that the parent/guardian fully understands, completes, and signs the following forms:

HRA/FIA Children's  
Corner Parent Letter  
(**W-274J**) form

- HRA/FIA Children's Corner Parent Letter (**W-274J**) form informs the parent/guardian of the purpose of the Children's Corner, what the parent's/guardian's responsibilities are, and the staff's responsibilities.
- Parents/guardians must provide the following information on the Children's Corner Registration Form (**W-274H**):

Children's Corner  
Registration  
(**W-274H**) form

- Case number;
- Ticket number;
- Parent/guardian name and child(ren)'s name(s);
- Each child's date of birth;
- Home address and telephone number;
- JOS/Worker's name, location, and telephone number in the Model Job/NCA FS Center (if known); and
- An emergency telephone number of the nearest relative.

Parents/guardians must also complete questions regarding the child(ren)'s health and allergies.

If the parent/guardian is visiting the Center to apply for CA and/or FS and does not have a case number as of yet, he/she may present a valid photo ID with a signature (example: driver's license or passport) for identification. All identification presented must be noted on Form **W-274H**.

Children’s Corner Attendance Sheet (W-273H) form

- Children’s Corner Attendance Sheet (W-273H) form instructs the parent/guardian to write his/her name, the child(ren)’s name(s), and the time the child(ren) entered the Children’s Corner. When the parent/guardian returns to pick-up the child(ren), staff must enter the time the child(ren) left the Children’s Corner and initial the form in the designated space.

**Note:** Identification must be provided and verified when dropping off and picking up children from the Children’s Corner.

Once all required forms are completed and signed by the parent/guardian, the Children’s Corner staff must inform the parent/guardian that if for any reason the parent/guardian leaves the building, the child(ren) cannot be left in the Children’s Corner.

Children who are ill or have behavioral problems

In order to ensure the health and safety of all children, any child who is seriously ill with an infectious disease (e.g., chicken pox or flu) and/or has a severe behavioral problem will not be permitted in the Children’s Corner. Children’s Corner staff are not permitted to administer medication to children under any circumstance.

Administering medication

**Batching Forms**

See the Paperless Office System (POS) Scanning and Indexing User Guide for assistance.

All forms and attendance sheets are to be batched at the end of each day and forwarded to the Center Director/Manager or Designee supervising the Children’s Corner. The Director/Manager or Designee must forward the batched forms to the Deputy Director of the Center, who must then scan and index the forms into a miscellaneous folder. Once scanned and indexed, the paper copies of the attendance sheets are to be forwarded to the Office of the Assistant Deputy Commissioner for Operations. All other forms are to be shredded once they have been scanned and indexed.

**PROGRAM IMPLICATIONS**

Paperless Office System (POS) Implications

There are no POS implications.

Food Stamp Implications

There are no Food Stamp implications.

Medicaid Implications                      There are no Medicaid implications.

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**LIMITED ENGLISH SPEAKING ABILITY (LESA) AND HEARING IMPAIRED IMPLICATIONS**                      For Limited English-Speaking Ability (LESA) and hearing-impaired participants, make sure to obtain appropriate interpreter services in accordance with [PD #10-12-OPE](#) and [PD #08-20-OPE](#).

**FAIR HEARING IMPLICATIONS**                      There are no Fair Hearing implications.

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**REFERENCE**                      18 NYCRR 442.5

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**RELATED ITEM**                      [HRA Procedure #07-11](#)  
[CD #10-04](#)

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**ATTACHMENTS**

 Please use Print on Demand to obtain copies of forms.

- Attachment A**      List of Children’s Corners
- FLY-273H**              Children’s Corner Fire Drill and Building Evacuation Gathering Sites (Rev. 12/30/09)
- FLY-273H (S)**              Children’s Corner Fire Drill and Building Evacuation Gathering Sites (Spanish) (Rev. 12/30/09)
- W-273H**                      Children’s Corner Attendance Sheet (Rev. 10/2/08)
- W-273H (S)**                      Children’s Corner Attendance Sheet (Spanish) (Rev. 10/2/08)
- W-274H**                      Children’s Corner Registration Form (Rev. 10/2/08)
- W-274H (S)**                      Children’s Corner Registration Form (Spanish) (Rev. 10/2/08)
- W-274J**                      HRA/FIA Children’s Corner Parent Letter (Rev. 10/2/08)
- W-274J (S)**                      HRA/FIA Children’s Corner Parent Letter (Spanish) (Rev. 10/2/08)

**LIST OF CHILDREN'S CORNERS**

CENTER	CONTACT PERSON
Waverly/CTR 13	Secretary to the Director Mable Carr (212) 620-9421
Housing Program/CTR 18	AA to the Deputy Director Shona Dupree (212) 666-7152
Fort Greene/F-20	Manager Andrew Monroe (212) 694-8196
East End/CTR 23	AA to the Deputy Director Joan Culpepper (212) 860-5152
Dyckman/CTR 35	AA to the Deputy Director Augustina Almonte (212) 569-9635
East River/CTR 37	AA to the Director Patricia Brisco (718) 752-7003
Fordham/CTR 44	AA to the Deputy Director Rosa Santana (718) 220-7053
Concourse/F-45	Manager Vera L. Whitted (718) 590-7235
Queens/CTR 53	Deputy Director Susan Rand (718) 392-8526
Jamaica/CTR 54	Deputy Director Ella Caynes (718) 883-8280
Bushwick/CTR 66	AA to the Director Angela Baptiste-Jobity (718) 963-5125/17
Linden/CTR 67	Deputy Director Joanne Bedford (718) 237-6918
Rockaway/CTR 79	AA to the Director Joanne Dash (718) 637-2149
Special Projects/CTR 80	Director Michael Ferrer (212) 331-4885
Richmond/CTR 99	Deputy Director Albert George (718) 390-8526



**Children’s Corner Fire Drill and Building Evacuation Gathering Sites**

Job Center	Fire Drill Gathering Site	Building Evacuation Gathering Site
<b>Waverly #13</b>	Indoor Drills: Exit Stairwell A  Outdoor Drills: Exit Stairwell A to 6th Ave. between 13th St. and 14th St.	Exit at University Place between 13th St. and 14th St.
<b>Housing Program CTR #18</b>	Indoor Drills: Exit Stairwell B.  Outdoor Drills: Lenox Ave. and 125th St., in front of Burger King.	Exit down Stairwell B and out of the front door. Gather in front of Burger King, on Lenox Ave. and 125th St.
<b>Fort Greene F-20</b>	Indoor Drills: Exit to 3rd Ave.  Outdoor Drills: Exit Dean St. and 3rd Ave.	Staff and children will exit via the 3rd Ave. fire exit and walk on 3rd Ave. to Dean St. and 3rd Ave.
<b>East End #23</b>	Public School #30 located at 144-176 East 128th St.	Public School #30 located at 144-176 East 128th St.
<b>Dyckman #35</b>	Indoor Drills: Exit 1st Floor entrance.  Outdoor Drills: 4055 between 9th and 10th Ave. to the 216th Street.	Staff and children will depart the building from the staff entrance located at 4055 between 9th and 10th Ave. Cross the street and go to the southeast corner of 216th St.
<b>East River #37</b>	Indoor Drills: Exit stairwell to 1st floor.  Outdoor Drills: Exit Honeywell Ave.	Exit stairwell to 1st floor. Proceed to exit the building through the Honeywell exit. Fire warden will provide directions as needed.
<b>Fordham #44</b>	Exit through the 1st floor participant entrance/exit and walk across the street next to the #34 bus stop on Bainbridge Ave.	Exit through the 1st floor participant entrance/exit and walk across the street next to the #34 bus stop on Bainbridge Ave.

**Children's Corner Fire Drill and Building Evacuation Gathering Sites (Continued)**

Job Center	Fire Drill Gathering Site	Building Evacuation Gathering Site
<b>Concourse #45</b>	Walk through exit C and either turn left to 170th St. and Jerome Ave., or turn right on Macombs Rd. and Jerome Ave. The fire warden will provide directions as needed.	Walk through exit C and either turn left to 170th St. and Jerome Ave., or turn right on Macombs Rd. and Jerome Ave. The fire warden will provide directions as needed.
<b>Queens #53</b>	Exit Stairwell E on the 4th floor.	West 35th St. and Northern Blvd. in front of A & S Moving & Deliveries.
<b>Jamaica #54</b>	Stairwells L and M on the 4th floor.	Exit down stairwells L and M to 165th St. and 88th Ave.
<b>Bushwick #66</b>	Exit 2B on the 2nd floor.	Exit down Stairwell B and go to the 1st floor lobby of Woodhull Hospital, located at Flushing Ave. and Broadway.
<b>Linden #67</b>	Exit Stairwell C.	Exit down Stairwell C, walk away from the building to Schermerhorn St. The Fire Warden will provide directions as needed.
<b>Rockaway #79</b>	Indoor Drills: Exit Stairwell C.  Outdoor Drills: Exit Stairwell C to 59th St. at Arvene Blvd.	Staff will evacuate through the main entrance on 59th street and continue for approximately two blocks east on Arvene Blvd.
<b>Richmond #99</b>	Indoor Drills: Exit to 1st floor stairwell.  Outdoor Drills: Exit Bay St. to Victory Blvd.	Exit via the main entrance at 201 Bay St. to northeast corner of Victory Blvd. and Bay St.

**Puntos de Encuentro para Simulacros de Incendio  
Del Rincón de los Niños y para Evacuación del Edificio**

Centro de Trabajo	Punto De Encuentro Para Simulacros De Incendio	Punto De Encuentro Para Evacuación Del Edificio
<b>Waverly #13</b>	Simulacros Adentro: Salida por la Escalera A  Simulacros Afuera: Salida por la Escalera A a 6th Ave. entre 13 y 14 Streets.	Salida por University Place entre 13 y 14 Streets.
<b>Housing Program Center #18</b>	Simulacros Adentro: Salida por la Escalera B.  Simulacros Afuera: Lenox Ave. y 125th St., en frente de Burger King.	Salida por la Escalera B y por la puerta principal. Remítase al frente de Burger King, en Lenox Ave. y 125th St.
<b>Fort Greene F-20</b>	Simulacros Adentro: Salida por 3rd Ave.  Simulacros Afuera: Salida por Dean St. y 3rd Ave.	El personal y los niños saldrán por la salida de incendios de 3rd Ave y proseguirán por la Third Ave. a Dean St. y 3rd Ave.
<b>East End #23</b>	Escuela Pública #30 en 144-176 East 128th St.	Escuela Pública #30 en 144-176 East 128th St.
<b>Dyckman #35</b>	Simulacros Adentro: Salida por la Entrada del 1er piso.  Simulacros Afuera: 4055 entre 9th y 10th Ave, a 216th Street.	El personal y los niños saldrán del edificio por la entrada para el personal en 4055 entre 9th y 10th Ave. Cruce la calle y remítase a la esquina sureste de 216th Street.
<b>East River #37</b>	Simulacros Adentro: Salida por la escalera del 1er piso.  Simulacros Afuera: Salida por Honeywell Ave.	Salida por la escalera del 1er piso. Proceda a la salida de Honeywell. El encargado de la evacuación dará instrucciones según convenga.
<b>Fordham #44</b>	Salga por la entrada/salida del 1er piso para los participantes y cruce la calle al lado de la parada del autobús #34 en Bainbridge Ave.	Salga por la entrada/salida del 1er piso para los participantes y cruce la calle al lado de la parada del autobús #34 en Bainbridge Ave.

### Puntos De Encuentro De Simulacros De Incendio Del Rincón De Los Niños

Centro de Trabajo	Punto De Encuentro Para Simulacros De Incendio	Punto De Encuentro Para Evacuación Del Edificio
<b>Concourse #45</b>	Tome la Salida C y doble a la izquierda a 170th St. y Jerome Ave., o a la derecha en Macombs Rd. y Jerome Ave. El encargado de la evacuación dará instrucciones según convenga.	Tome la salida C y doble a la izquierda a 170th St. y Jerome Ave., o a la derecha en Macombs Rd. y Jerome Ave. El encargado de la evacuación dará instrucciones según convenga.
<b>Queens #53</b>	Salga por la escalera E en el 4to piso.	West 35th St. y Northern Blvd. en frente de A & S Moving & Deliveries.
<b>Jamaica #54</b>	Escaleras L y M en el 4to piso.	Salida por las Escaleras L y M a 165th St. y 88th Ave.
<b>Bushwick #66</b>	Salida 2B en el segundo piso.	Salida por la Escalera B al vestíbulo del 1er piso de Woodhull Hospital, en Flushing Ave. y Broadway.
<b>Linden #67</b>	Salida por la Escalera C.	Salida por la Escalera C, aléjese del edificio hacia Schermerhorn St. El encargado de la evacuación dará instrucciones según convenga.
<b>Rockaway #79</b>	Simulacros Adentro: Salida por la Escalera C.  Simulacros Afuera: Salida por la Escalera C a 59th Street y Arvene Blvd.	El personal será evacuado por la entrada principal en 59th y seguirá por aproximadamente dos cuadras en dirección este en Arvene Blvd.
<b>Richmond #99</b>	Simulacros Adentro: Salida por la escalera del 1er piso.  Simulacros Afuera: Salida por Bay St. a Victory Blvd.	Salida por la entrada principal en 201 Bay St. a la esquina noreste de Victory Blvd. y Bay St.

## CHILDREN'S CORNER

Attendance Sheet for \_\_\_\_\_  
(Today's Date)

**Parents/guardians must provide identification when dropping off and picking up children.**

Child's Name	Parent/Guardian/Relative's Name	Time In	Time Out	Staff Initials
		___ AM ___ PM	___ AM ___ PM	
		___ AM ___ PM	___ AM ___ PM	
		___ AM ___ PM	___ AM ___ PM	
		___ AM ___ PM	___ AM ___ PM	
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		___ AM ___ PM	___ AM ___ PM	
		___ AM ___ PM	___ AM ___ PM	

SAMPLE

## ÁREA DE NIÑOS

Hoja de Asistencia para \_\_\_\_\_  
(Fecha de Hoy)

**Los padres/tutores deben mostrar identificación al dejar o recoger a los niños.**

Nombre del Niño	Nombre del Padre/Tutor/Pariente	Hora de Entrada	Hora de Salida	Iniciales del Personal
		___ AM ___ PM	___ AM ___ PM	
		___ AM ___ PM	___ AM ___ PM	
		___ AM ___ PM	___ AM ___ PM	
		___ AM ___ PM	___ AM ___ PM	
		___ AM ___ PM	___ AM ___ PM	
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		___ AM ___ PM	___ AM ___ PM	
		___ AM ___ PM	___ AM ___ PM	

SAMPLE

## Children's Corner Registration Form

Job/Food Stamp Center Name: \_\_\_\_\_

Note: In order to ensure the health and safety of all children, any child who is seriously ill with an infectious disease (e.g., chicken pox or flu), and/or with a severe behavioral problem, will not be permitted in the Children's Corner. Children's Corner staff are **not permitted** to administer medication to children under any circumstance.

**Please complete this form before leaving your child(ren) at the Children's Corner.**

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

Name of Parent/Guardian: \_\_\_\_\_  

First Name
M.I.
Last Name
Relationship to Child

Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

Ticket Number: \_\_\_\_\_

SAMPLE

\_\_\_\_\_

Type of Photo Identification Shown Identification #

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

\_\_\_\_\_

City State Zip Code

Cell Phone Number: \_\_\_\_\_

JOS/Worker Name: \_\_\_\_\_ Unit/Floor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Child(ren)'s Name	Date of Birth	Age	Sex
			<input type="checkbox"/> Male <input type="checkbox"/> Female
			<input type="checkbox"/> Male <input type="checkbox"/> Female
			<input type="checkbox"/> Male <input type="checkbox"/> Female
			<input type="checkbox"/> Male <input type="checkbox"/> Female
			<input type="checkbox"/> Male <input type="checkbox"/> Female

Name of Nearest Relative: \_\_\_\_\_  

First Name
M.I.
Last Name

Telephone Number: \_\_\_\_\_ Relationship to Child: \_\_\_\_\_

Do(es) your child(ren) have any health problems we should be aware of (Please include any allergies)?  Yes  No  
 If Yes, please list them below. If your child is required to take medications (asthma pump, etc.) on a regular basis,  
 please list the medication and the name of the child below.

Child(ren)'s Name	Health Problem(s)

SAMPLE

**PLEASE NOTE!** The Center staff will supervise your child(ren) while in the Children's Corner. In the event your child becomes ill or there is an accident, you will be notified immediately. **Therefore, you are required to indicate where you will be at all times while in the building, and you agree to pick up your child at the completion of your business at the Center.**

\_\_\_\_\_ Signature of Parent/Guardian

\_\_\_\_\_ Date

**DO NOT WRITE BELOW THIS LINE**

**Time In:** \_\_\_\_\_  AM  PM

\_\_\_\_\_ Name of Children's Corner Worker

Attending Worker's Initials: \_\_\_\_\_

**Time out:** \_\_\_\_\_  AM  PM

\_\_\_\_\_ Name of Children's Corner Worker

Attending Worker's Initials: \_\_\_\_\_



## Formulario de Inscripción para el Área de Niños

Nombre del Centro de Trabajo/Cupones para Alimentos: \_\_\_\_\_

Nota: Para garantizar la salud y seguridad de todos los niños, se prohibirá el acceso al Área de Niños (Children's Corner) a todo niño que padezca de una enfermedad contagiosa grave (p.ej., varicela o gripe) y/o con problemas severos de conducta. Al personal del Área de Niños **no se le permite** bajo ninguna circunstancia administrar medicamentos a los niños.

**Favor de llenar este formulario antes de dejar a su(s) hijo(s) en el Área de Niños.**

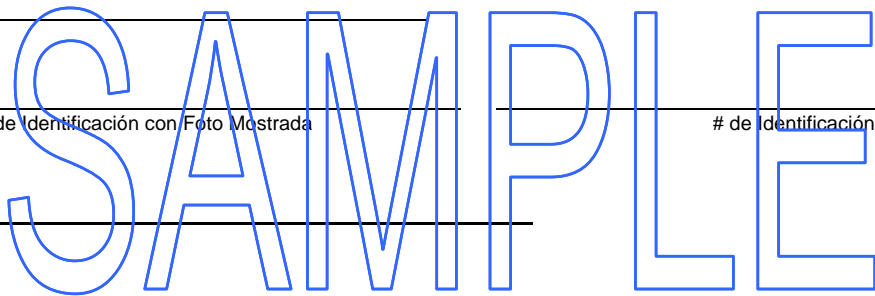
Fecha: \_\_\_\_\_

Nombre del Padre/Madre/Tutor: \_\_\_\_\_  
Nombre I. Apellido Relación con el Niño

Nombre del Caso: \_\_\_\_\_ Número del Caso: \_\_\_\_\_

Número del Boleto: \_\_\_\_\_  
Tipo de Identificación con Foto Mostrada # de Identificación

Dirección: \_\_\_\_\_  
Dirección  
 \_\_\_\_\_  
Ciudad Estado Código Postal



Número de Teléfono Celular: \_\_\_\_\_

Nombre del Trabajador/JOS: \_\_\_\_\_ Unidad/Piso: \_\_\_\_\_ Número de Teléfono: \_\_\_\_\_

Nombre del Niño(s)	Fecha de Nacimiento	Edad	Sexo	
			<input type="checkbox"/> Masculino	<input type="checkbox"/> Femenino
			<input type="checkbox"/> Masculino	<input type="checkbox"/> Femenino
			<input type="checkbox"/> Masculino	<input type="checkbox"/> Femenino
			<input type="checkbox"/> Masculino	<input type="checkbox"/> Femenino
			<input type="checkbox"/> Masculino	<input type="checkbox"/> Femenino

Nombre del Pariente más Cercano: \_\_\_\_\_  
Nombre I. Apellido

Número de Teléfono: \_\_\_\_\_ Relación con el Niño: \_\_\_\_\_

¿Tiene su niño algún problema de salud del cual debemos estar informados (Favor de incluir alergias)?  Sí  No  
 De ser así, favor de apuntarlos más abajo. Si su niño necesita tomar medicamentos (inhalador para el asma, etc.) con regularidad, favor de anotar a continuación el nombre del niño y del medicamento.

Nombre del Niño(s)	Problema(s) de Salud

**¡FAVOR DE NOTAR!** El personal del Centro supervisará a su(s) niño(s) mientras los niños estén en el Área de los Niños. En caso de que su niño se enferme o tenga un accidente, se le notificará a usted inmediatamente. **Por lo tanto se requiere que usted nos indique en que parte del edificio va estar en todo momento, y que acepte recoger a su niño cuando termine de hacer su diligencia en el Centro.**

SAMPLE

\_\_\_\_\_  
 Firma del Padre/Madre/Tutor

\_\_\_\_\_  
 Fecha

**NO ESCRIBA DEBAJO DE ESTA LÍNEA**

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**Time In:** \_\_\_\_\_  AM  PM

\_\_\_\_\_  
 Name of Children's Corner Worker

Attending Worker's Initials: \_\_\_\_\_

**Time out:** \_\_\_\_\_  AM  PM

\_\_\_\_\_  
 Name of Children's Corner Worker

Attending Worker's Initials: \_\_\_\_\_

## HRA/FIA Children's Corner Parent Letter

Dear Parent/Guardian:

Welcome to the Children's Corner!

The Children's Corner is a supervised area in the building where you can safely leave your child(ren) while you are conducting business at the Center.

You must present a photo ID when dropping off and picking up your child(ren).

Before you leave your child(ren) in the Children's Corner, you must agree to the following regulations.

**Please read them carefully before completing the attached forms:**

1. You must indicate which area in the building you will be in while conducting your business. If you move to another area of the building, you **must** alert the Children's Corner Supervisor so that he/she will know where you are at all times.
2. The Children's Corner staff will supervise your child(ren) while you are in the building. Therefore, you should not leave the building without picking up your child(ren).
3. If your child is disruptive in the Children's Corner, he/she will be returned to you.
4. You agree that the Human Resources Administration will not be held responsible for your child's illness or injury experienced at the Center. Children's Corner staff are not permitted to administer medication to children under any circumstance.

**Note:** Any child who is seriously ill with an infectious disease (e.g., chicken pox or flu) and/or has severe behavioral problems will not be permitted into the Children's Corner.

If you agree to the above, please print and sign your name.

\_\_\_\_\_  
Parent's/Guardian's Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date

Sincerely,

\_\_\_\_\_  
Children's Corner Staff Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## Carta de HRA/FIA a los Padres sobre el Área de los Niños (Children's Corner)

Estimado Padre, Madre o Tutor:

¡Bienvenido al Área de los Niños!

Mientras usted se encarga de sus diligencias en el Centro, puede dejar a sus niños en el mismo edificio en el Área de los Niños (Children's Corner), la cual es supervisada y segura.

Usted debe presentar una identificación con foto al dejar o recoger a su(s) niño(s).

Antes de dejar a su(s) niño(s) en el Área de los Niños, usted debe aceptar las siguientes reglas. **Favor de leerlas detenidamente antes de llenar los formularios adjuntos:**

1. Usted tiene que indicar en qué área del edificio va a llevar a cabo su diligencia, y si se traslada a otra área del edificio también **tiene que** avisarle al Supervisor del Área de Niños donde usted se va a encontrar en todo momento.
2. El personal del Área de los Niños supervisará a su(s) niño(s) mientras usted se encuentre en el edificio. Por lo tanto, usted no debe irse del edificio sin recoger a su(s) niño(s).
3. Si su niño se comporta de manera revoltosa en el Área de Niños, éste le será devuelto.
4. Usted reconoce que la Administración de Recursos Humanos no se hace responsable en el caso de que un niño suyo se enferme o sufra alguna lesión mientras se encuentre en el Centro. El personal del Área de Niños no está permitido bajo ninguna circunstancia a administrar medicamentos a los niños.

**Nota:** No se le permitirá en el Área de Niños a cualquier niño que se encuentre grave de una enfermedad contagiosa (p. ej., varicela o gripe) y/o tenga problemas graves de comportamiento.

Si está de acuerdo con lo mencionado más arriba, favor de escribir su nombre y apellido en letra de molde y de firmar.

\_\_\_\_\_  
Nombre del Padre/Madre/Tutor (en letra de molde)

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Firma del Padre/Madre/Tutor

\_\_\_\_\_  
Fecha

Atentamente,

\_\_\_\_\_  
Nombre y Apellido del Miembro del Personal del Área de Niños

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Título