



STATE OF ILLINOIS
CIRCUIT COURT OF COOK COUNTY
CHILDREN'S ADVOCACY ROOMS AND CLINIC
COOK COUNTY ADMINISTRATION BUILDING
69 WEST WASHINGTON, SUITE 3300
CHICAGO, ILLINOIS 60602
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Timothy C. Evans
Chief Judge

Sylvia McCullum, MSW, ICDVP, CAMS-II
DIRECTOR

Rolling Meadows Courthouse

General Rules

1. The Office of the Chief Judge provides a children's room with full-time attendants to assure a safe, educational and nurturing environment where children can have fun, relax, learn and have snacks free of charge while parents or guardians conduct business in the court building. *The children's room is not available to children of court employees.*
2. The Children's Advocacy Room is open to children ages infant to 16 years. Only caregivers are responsible for changing diapers (not staff).
3. In keeping with providing a safe environment for all, children with a temperature, head lice, ringworm, measles or other childhood diseases will not be admitted into the children's room.
4. If a child must take medication, only the caregiver can administer or supervise the child's taking of such medication. The children's room staff will not provide or administer medicines.
5. The children's room is open Monday through Friday from 8:30 a.m. to 4:30 p.m.
6. Please allow time for the following registration requirements:
 - a. An adult caregiver must register all children. Children without a caregiver will not be admitted.
 - b. The child's caregiver must fill out and sign a Registration Form before the child or children can be admitted.
 - c. The caregiver will be required to leave a picture identification card (e.g., Driver's License, State ID, etc). This ID will be returned when the child is picked up. If such identification is not available, a digital picture of the **adult only** will be taken in the children's room. The digital picture will remain with the Registration Form until after the child is picked up.
7. Once a child is registered and in the care of staff at the Children's Advocacy Room, the child cannot leave the children's room to sit in the hallway, waiting room, go to cafeteria or any other place without the caregiver signing child out.
8. It is the responsibility of caregivers to notify the children's room staff at **(847) 818-3198** of any change in the location within the courthouse which is different from that indicated on the Registration Form.
9. Children will be released **only** to the caregiver that registered the child or the adult authorized to do so as indicated on the Registration Form. The authorized adult must provide a valid Driver's License or State ID, even if children identify this individual as a relative or a known person.
10. Upon completion of court business, caregivers must not leave the court building while their children are still in the Children's Advocacy Room.

PLEASE NOTE: In the event of an evacuation of the District 3 Rolling Meadows Courthouse, a Deputy Sheriff will evacuate the children and staff from the Children's Advocacy Room and escort them to the first floor and out the nearest (SW) emergency exit, South, past the end of the building. Then they will be escorted past the facility and the judge's parking lot and on to the grassy area east of the courthouse. In the event of a Bomb Threat situation, all occupants are to proceed to the above mentioned grassy area east of the courthouse in the same manner. Only those adults listed on the Registration Form will be able to claim their children.