



## MATTIE FAIR CHILDREN'S CENTER

We are delighted to offer the Mattie Fair Children's Center as a location for advocates to bring their children for visitation. CASA has worked to create a child-friendly environment for interactions between advocates and CASA children. This is meant to be a stress-free environment. We hope that the new facilities will allow easy and fun interactions to help build relationships with CASA children to provide enhanced advocacy. *Note: This is currently being offered as a pilot program and is subject to changes or cancellation.*

**CASA Contact:** Sonya Burris, Community Relations Assistant,  
sonya@casaforkidsofet.org, 903.597.7725

**Hours of operation:** Monday – Friday, 9 AM to 4:30 PM.

**Location:** 3616 West Way St., Tyler, Texas (across from the Administration building, look for Children's Center on the exterior wall by the door)

### Who can use the Children's Center?

- Active and assigned CASA advocates
- CASA staff

### Who can participate in Children's Center?

- Active CASA advocates with their assigned CASA child(ren)
- CASA staff
- CPS caseworker(s) and attorney ad litem(s) may be *invited* by the advocate to participate in the child visit at CASA but cannot facilitate, schedule, or utilize the facility without a CASA representative present or pre-approval from Executive Director.

### Advocate's responsibilities

- Schedule Children's Center with Sonya at 903.597.7725 or sonya@casaforkidsofet.org.
- Notify Sonya if CPS or AAL are attending the visit.
- Upon arrival, go to the Children's Center door and press the button on the keypad. A staff member will answer and then release the door for entry.
- Log items taken from The Children's Shop on the clipboard.
- Remain in the Children's Center section of the building and/or campus grounds.
- Each child may select one (with guidance) toy or book to keep.
- Hygiene items should be selected as needed.
- Tidy area before leaving. Use sanitizing wipes as needed.



## **MATTIE FAIR CHILDREN'S CENTER**

- Play items and books returned to shelving.
- Place all trash in waste containers.
- Notify Sonya (x114) of any facility issues that should be addressed.

### Community relations assistant responsibilities

- Schedule on “CASA Calendar” with the location selected from rooms as “Children’s Center.”
- When scheduling visitation, include the advocate’s name on the Outlook appointment. If CPS caseworker(s) and/or attorney ad litem(s) is invited, they should be listed on the appointment and mentioned to the case supervisor.
- Welcome visitors to the Children’s Center upon their first visit to show them around.
- Verify area is tidy, trash disposed of (particularly foods/drinks), and sanitized after visit completion.
- Occasionally monitor cameras for child safety.
- Return thermostat to scheduled setting.