

**Dear Parent or Guardian,**

At Foothills Child Advocacy Center, the professionals working on your child's case come together to meet with you.

We know this is a very difficult time for your family. You will receive support and services to help you through the process.

A trained child forensic interviewer will interview your child. The interviewer will record the interview so that your child does not have to keep talking about the situation over and over with many professionals.

You are not alone during this process. We are here to help you.

Sincerely,  
Foothills Staff



**Please note: To get to the main entrance and parking, turn down the alley from 11th Street.**

**Driving**

From Rte. 250, turn onto E. High St. Turn left onto 11<sup>th</sup> St. Turn left into the first alley (you will see the sign for Foothills). Turn into the first parking lot on your left and park in a spot marked 1106.

**Bus**

Take Rte. 10 to the stop on E. High St. (stop #16512). Walk up the concrete steps to 1106 E. High St. Walk around to the back of the building to enter.

**APPOINTMENT INFORMATION**

DATE & TIME:

CHILD(REN) TO BRING:

**CONTACT INFORMATION**

CHILD PROTECTIVE SERVICES/PHONE:

DETECTIVE/PHONE:

VICTIM/WITNESS ADVOCATE/PHONE:

**Please call the Foothills Family Advocate if you have been told that your child may need a medical exam or if you have any questions:**

**Hannah Hoffman/434-971-7233, ext. 1**



**FOOTHILLS  
CHILD ADVOCACY CENTER**

**FULLY ACCREDITED BY**

NATIONAL  
CHILDREN'S  
ALLIANCE®



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**FOOTHILLS  
CHILD ADVOCACY CENTER**



**A GUIDE FOR PARENTS  
AND GUARDIANS**

**1106 E. High St. Suite 100  
Charlottesville, VA 22902  
(Parking off 11th Street)**

**Phone: 434-971-7233, Ext. 1  
Fax: 434-971-7236  
www.foothillscac.org**

## What is Foothills Child Advocacy Center?

- Foothills Child Advocacy Center is a friendly, safe space for children who may be victims to be interviewed and for their families to meet with the team members working on their case

## How much time will the appointment take?

- You should plan for at least two and a half hours for your appointment at Foothills to meet with team members.
- If a medical exam is needed, you should plan for an additional hour, but often the exam is scheduled on a different day.

## What will happen at the appointment?

- Your child will be interviewed in a child-friendly manner, and you will receive information and support.
- You will meet with team members such as a detective, interviewer, and family support person before and after your child's interview.
- In some cases, the team may recommend that your child have a medical exam by specially trained medical staff.

**Have you been told that your child may need a medical exam? Please call our Family Advocate as soon as possible at 434-971-7233, ext. 1.**

**Do you have questions about your appointment? Please call our Family Advocate at 434-971-7233, ext. 1.**

## What should I bring with me to Foothills?

- Please do not bring any electronic games or videos, or anything that will make your child lose focus.
- Foothills has snacks and bottled water available for children and their families.

## What should I tell my child about the appointment?

- Please tell your child that they will be meeting with a person whose job is to talk with children.
- You can let your child know that "it's okay to talk about anything, and it's important to tell the truth."
- You should not tell your child what to say.
- You can tell your child that they are safe and that they will not get in trouble for telling.
- If someone else has already told you what happened, please don't ask your child about it.
- If your child has already told you what happened, please don't ask your child about it again.
- If your child has not told you, please don't ask your child. You will find out more at the appointment.

## When should I tell my child about the appointment?

- Usually a day is enough time for a child to know about the appointment.

## Who can come to Foothills?

- If you need to bring other children with you, please try to bring someone to help watch them so that you can meet with the team.
- The person who is alleged to have hurt or abused the child should not bring the child to the appointment and cannot be in the building.
- If you don't have anyone to help watch your children, please let Foothills' staff know before your appointment.

## Can I stay with my child during the interview?

- It is important for the interviewer to talk with your child without you there.
- Children can feel more scared or ashamed if they know their parents are watching.
- The interview is observed and recorded so that team members do not have to keep talking to your child over and over again.

## Why would my child need a medical exam?

- Your child may need a medical exam, especially when sexual abuse may have taken place.
- The medical exam will ensure that your child receives appropriate medical care if needed.
- The exam will also reassure your child that they are okay physically.
- Highly trained medical staff will explain everything to you before the exam and will help you and your child to feel comfortable.