TRAINING GUIDE
FOR THE
MONTGOMERY COUNTY TRAINING CENTER

1430 DeKalb Street, 2nd Floor
Room 2019
Norristown, PA 19404

Updated April 2019
Dear Instructor,

One of the core values of The Pennsylvania Child Welfare Resource Center is to ensure high quality training services to child welfare professionals. Providing appropriate and organized training locations is part of this value. To assist you in implementing this service, the Resource Center would like to provide you with information regarding each of the training locations that is used to deliver training. The purpose of the guide is to give you detailed information about the facility and the area where it is located. The guide consists of the following sections:

- Area and Facility Information
- Training Room Information
- Closing the Training Day

The Resource Center appreciates your involvement and support in the achievement of providing an organized and productive learning environment. It is our hope that this guide is a useful informational tool for you to use and refer to during the training event. Your input is welcomed for additional helpful information that should be added as part of the guide.

Sincerely,

The PA Child Welfare Resource Center
Table of Contents

RESOURCE CENTER CONTACT ................................................................. 4
FACILITY AND AREA INFORMATION ............................................................ 4
  Directions to the Facility: ........................................................................ 4
  Local Hotel Information: ........................................................................ 5
  Accessing the Building: .......................................................................... 5
  Accessing Training Room Outside of Scheduled Training Hours: ............. 6
  Parking: .................................................................................................. 6
  Special Accommodations: ....................................................................... 6
EMERGENCY ............................................................................................... 7
  Emergency Information: ......................................................................... 7
  Emergency Evacuation Plan: ................................................................. 7
TRAINING ROOM INFORMATION ................................................................. 7
  Training Room Location: ...................................................................... 7
  Restroom Location: ............................................................................... 7
  Accommodations for Nursing Mothers: ............................................... 8
  Smoking Information: .......................................................................... 8
  Training Equipment Availability and Location: .................................. 8
  Training Supplies Availability and Location: ..................................... 8
CLOSING THE TRAINING ........................................................................... 8
  Checking the Room: ............................................................................ 8
  Returning the Materials: ...................................................................... 8
  Trash Disposal/Cleaning Services Available: .................................... 9
  Water Services Available: .................................................................. 9
  Extra Handouts: .................................................................................. 9
Your contact person for the Montgomery Human Services Building is Jessica Wittman, Southeast Region Resource Specialist. You can reach her at 1-877-CWP-PITT (297-7488). This is a toll free number that has been set up for use by the Instructors. Please contact her for any technical or facility issues, such as plumbing and heating.

**FACILITY AND AREA INFORMATION**

**Directions to the Facility:**

**From the north: Lansdale or Montgomeryville**
Take Route 202 South past Suburban General Hospital to Johnson Highway (where road becomes one-way). Turn left onto Johnson Highway and go to first traffic light (Arch St.). Turn right onto Arch St. and continue for approximately 1/2 mile, until you reach Fornance St. Turn right onto Fornance Street. The Montgomery County Human Services Center is immediately on your right.

**From the south: Main Line, I-76 or I-95**
Take Route 476 (Blue Route), heading North. Take the exit for Norristown 18B (formerly 7B). At the off ramp make a right turn and follow Chemical Road up to the next traffic intersection of Ridge Pike. Make a right turn onto Ridge Pike and follow west for about 1.5 miles until two lanes merge to one lane. Make the right turn (immediately after the gas station) onto Fairfield Street. Fairfield Street becomes Fornance Street, proceed (1.3 mi.) to the third light (Arch St.). The Montgomery County Human Services Center is immediately on your right.

**From the east: Pennsylvania Turnpike Exit 333 - Norristown**
Leave the Pennsylvania Turnpike at Exit 333 (formerly 25) Norristown, go straight after the toll plaza and make the left at the traffic signal onto Plymouth Road. Cross Germantown Pike at the next signal and continue on Plymouth Road until the second stop sign where Plymouth Road ends at Sandy Hill Road. Make the "slight" left onto Sandy Hill Road. Continue on Sandy Hill Road until the second traffic signal (Fornance St.). Turn right onto Fornance Street and go straight for 0.8 miles to the second traffic signal. The Montgomery County Human Services Center is immediately on your right.

**From the west: Pennsylvania Turnpike Exit 326 - Valley Forge**
Leave the Pennsylvania Turnpike at Exit 326 (formerly 24) Valley Forge, and take Route 202 North. The King of Prussia Shopping Mall will be on your left side of the road. Continue on Route 202 North and take the right lane "202 North DeKalb" exit to DeKalb
Street, Norristown. Continue on DeKalb Street approximately 2.2 miles to the eighth traffic signal (Fornance St.), make a right turn onto Fornance Street. The Montgomery County Human Services Center is immediately on your left.

**Public transportation: Southeast Pennsylvania Transportation Authority - SEPTA**
The Montgomery County Human Services Center is served by SEPTA's Route 98 Bus which connects to the Norristown Transportation Center located at Swede & Lafayette Streets. SEPTA Route 100 Suburban Rail Line, 69th Street Terminal to Norristown and SEPTA's Norristown R6 Regional Line, Center City to Norristown are trains accessible to the transit center. For further questions regarding these routes and schedules call SEPTA at (610) 734-1300.

**From Philadelphia International Airport:**
Route 95 South (approximately 6 miles) to Route 476 North, Plymouth Meeting. Proceed to the Norristown exit 7B (approximately 13 miles). At the off ramp make a right turn and follow Chemical Road up to the next traffic intersection of Ridge Pike. Make a right turn onto Ridge Pike and follow west for about 4 miles until you come to the traffic signal at DeKalb Street. Make the right turn onto DeKalb Street and proceed 10 blocks (0.8 mi.) to the third light (Fornance St.). Turn right onto Fornance Street. The Montgomery County Human Services Center is immediately on your left.

[Philadelphia International Airport](#)

**Local Hotel Information:**

- **Double Tree by Hilton**
  301 West DeKalb Pike, King of Prussia
  (610) 337-1200

- **Radisson Hotel Valley Forge**
  1160 First Avenue, King of Prussia
  (610) 337-2000

- **Homewood Suites Valley Forge**
  681 Shannondell Road, Norristown
  (610) 539-7300

- **Summerfield Suites**
  501 East Germantown Pike, Norristown
  (610) 313-9990

**Accessing the Building:**
The building opens at 8:00 am. The main entrance is off of Fornance Street. Please stop at the security guard station inside the front door to gain access to the room. You
will be expected to show proper ID. You will receive code in your training box that will unlock the training room door.

**Accessing Training Room Outside of Scheduled Training Hours:**
In preparation of upcoming trainings, we understand that some instructors may want to visit our contracted training rooms prior to the day of the scheduled workshop. Unfortunately, due to conflicting training room hours and previously scheduled workshops and events, this is not always possible.
We are asking that if you are scheduled for a training and would like to visit the training room the day before, please contact your Regional Resource Specialist in advance, and they can verify if the room is available, as well as assist with building hours.
If you experience a room maintenance emergency:
- During regular business hours, Monday through Friday, 8:00 am to 4:30 pm, please call CWRC front desk at 717-795-9048.
- If after hours, please call the emergency phone at 717-991-8654

Please Note: Please check training materials promptly after receiving your box to ensure accuracy of those materials, as missing handouts or items do not constitute an afterhours room emergency.

**Parking:**
The parking garage is off Fornance Street (parking is $5.00)

**Special Accommodations:**
In the case that you have a participant requesting an accommodation due to a disability that was not already brought to your Resource Specialist’s attention:

- Parking is available at the front of the building.
- The training room can be accessed via the automatic doors at the front entrance of the Montgomery County Human Services Center.
- The restrooms are handicapped accessible.

If you require additional assistance, you are asked to contact your Resource Specialist.
EMERGENCY

Emergency Information:

Hospitals:
  Montgomery Hospital Medical Center
  1301 Powell Street
  Norristown, PA 15106
  412-270-2000

Fire-Police Medical:
  911

Emergency Evacuation Plan

- Participants/Instructor exit the building,
  - During an emergency **DO NOT USE THE ELEVATOR**
  - **Emergency Meeting Location:** Sidewalk along E. Fornance Street
- Instructor
  - Ensure room is empty
  - Notify CWRC of an incident at 717.795.9048

Do not reenter the building until you receive communication from CWRC and/or Fire Department

TRAINING ROOM INFORMATION

Training Room Location:
The training room is located on the 2nd floor of the Human Services Building. Enter through main entrance; pass the security desk and through the double doors, up the escalator and take the hallway straight ahead. The training room door is on the right.

Restroom Location:
The restrooms are located across the hall.
Accommodations for Nursing Mothers:
Those needing a private room for pumping purposes can gain entry by asking the security guard. The room is located on the first floor. There is a “do not disturb” sign in the training room to hang on the door handle.

Smoking Information:
Smoking is not permitted in the building. The smoking area is located outside the front entrance in the designated smoking areas.

Training Equipment Availability and Location:
You will find a TV, VCR, DVD, LCD projector, laptop, CD player, and 2 easels with pads at the front of the room.

Training Supplies Availability and Location:
You will find any additional training supplies, such as: markers, tape, etc. in the cabinet in the conference room and Charting the Course supplies at the back of the training room. Please inform your Resource Specialist if any supplies are running low.

CLOSE THE TRAINING

Checking the Room:
Please ensure the following is completed before leaving the room:

- Tables are clear of paper and trash
- Equipment is put away in the proper place for use by the next Instructor
- Supplies are returned to the proper place
- Lights are off
- Take any posters or materials off the walls
- Leave equipment in room
- Do not lock doors

Returning the Materials:
There are no keys for this location. You will receive a self-addressed envelope with the training materials. The curriculum supplies and signed Instructor invoice should be
returned immediately after the training. If the materials are not received, you will receive an email stating what is missing. Payment for your workshop will be promptly processed when these materials have been received. Failure to return the missing materials could affect future training opportunities and/or result in the termination of your Professional Services Agreement with the University.

*Trash Disposal/Cleaning Services Available:*
The trash can be placed in the trash cans found in the training room. The building custodians will clean the room and empty the trash each evening. If you are holding a two day training, please leave a note on the door if you choose to not have the room cleaned prior to the second day.

*Water Services Available:*
Water is located at the back of the training room. If additional water is needed please contact your Resource Specialist and more can be ordered.

*Extra Handouts:*
Please **DO NOT** leave extra handouts on the tables or shelves of the training room. There is a recycling container located in the training room.