

*University of Pittsburgh,  
School of Social Work*

*The Pennsylvania Child Welfare  
Resource Center*



*403 E. Winding Hill Road,  
Mechanicsburg, PA 17055*

*Phone: 717-795-9048  
Fax: 717-795-8013*

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# TRAINING GUIDE FOR BERKS COUNTY CHILDREN AND YOUTH SERVICES

633 Court Street, 9<sup>th</sup> Floor  
Reading, PA 19601  
610-478-6700

Updated May 2022

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 and Emergency Information

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 Pennsylvania Child Welfare Resource Center

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## ► FACILITY AND AREA INFORMATION ◀

### **Directions to the Facility:**

#### **From Allentown:**

Take 222 South. When in Reading 222 South turns into 5<sup>th</sup> Street. Go several blocks and make a left onto Court Street. Go two blocks and you will see BCSC, a large modern building with a lot of windows on your left. The parking garage is directly across the street on your right.

#### **From Harrisburg:**

From the Turnpike take the Morgantown Exit. Take Route 176 to Route 422. Take the Reading exit. Go across Penn Street Bridge. Make a left onto North 6<sup>th</sup> Street. Make a right onto Court Street. BCSC is a large modern building with a lot of windows. The parking garage is located directly across the street from the building.

#### **From Kutztown:**

Take US 222 South which changes to 5<sup>th</sup> Street. Pass the Post Office. Go several blocks and make a left onto Court Street. Go two blocks and you will see BCSC, a large modern building with a lot of windows on your left. The parking garage is directly across the street on your right.

#### **From Lancaster:**

Take US-222 North to Reading. Take the Penn Street Exit. Turn right onto Court Street. The parking garage is located directly across the street from the building.

#### **From Philadelphia:**

Take 176 to Morgantown to the Turnpike. Take 422 East to the Penn Street exit in Reading. Cross the bridge, make a left at the 2<sup>nd</sup> light to 4<sup>th</sup> Street. ½ Block – Court Street. BCSC is a large modern building with a lot of windows. The parking garage is located directly across the street from the building.

#### **From Pottstown:**

Take 422 to Reading. Take the Penn Street exit. Make a left onto 6<sup>th</sup> Street. Make a right onto Court Street. BCSC is a large modern building with a lot of windows. The parking garage is located directly across the street from the building.

#### **From Pottsville:**

Take Route 61 South. When in Reading, 61 South will junction to 5<sup>th</sup> Street (Burger King). Make a right onto North 5<sup>th</sup> Street. Go several blocks and make a left onto Court Street. Go two blocks and you will see BCSC, a large modern building with a lot of windows on your left. The parking garage is directly across the street on your right.

#### **From Williamsport:**

Take the I-80 East exit towards Bloomsburg. Merge onto I-80 East. Take the I-81 South exit towards Harrisburg (Exit 260A). Merge onto I-81 South. Take the PA 61 South exit towards St. Clair (Exit 124A). Continue on PA 61 South to Reading. When in Reading, 61 South will junction to 5<sup>th</sup> Street (Burger King). Make a right onto North 5<sup>th</sup> Street. Go several blocks and make a left onto Court Street. Go two blocks and you will see BCSC, a large modern building with a lot of windows on your left. The parking garage is directly across the street from you.

**From Route 183:**

Pass the airport straight into Reading. Cross over the bridge onto Schuylkill Avenue. Make a left at the parking garage onto Washington Street. Make a left onto 5<sup>th</sup> Street. At the traffic light make a left onto Court Street. BCSC is a large modern building with a lot of windows. The parking garage is located directly across the street from the building.

**Local Hotel Information:**

**Wyndham Inn**

100 N. 5<sup>th</sup> Street

Reading PA

610-372-3700

Corner of 5<sup>th</sup> and Washington Streets – within walking distance

**Ramada Inn**

2545 North 5<sup>th</sup> Street

Reading, PA 19601

610-929-4741

15 Minute Drive to training site

**Days Inn**

2299 Lancaster Pike (Rte 222)

Shillington, PA

610-777-7888

20 minute drive to training site

**Hampton Inn (Free Breakfast Bar)**

1800 Paper Mill Road

Wyomissing, PA

610-374-8100

10 minute drive to training site

**Holiday Inn Express at Reading Regional Airport**

2389 Bernville Road

Reading, PA

610-372-0700

15 minutes drive to training site

## **Accessing the Building:**

The building is the glass front building behind the courthouse and the building is open from 8:00 am – 5:00 pm. If Instructors need to arrive before 8:00 am they can contact Bev Ganter or Joshua Foose prior to training day to make those arrangements.

Upon entering the building, you will go through a security area. All training materials will be placed through the metal detector. Also, please note that camera cell phones will not be allowed in the building. Security will hold on to the camera cell phone until you pick it up at the end of the day.

Once through the security area, take the elevator to the 9<sup>th</sup> floor, if you wish to take stairs must take elevator to 2<sup>nd</sup> floor and then take stairs the rest of the way.

## **Contact Person:**

For late openings and building closures please go to the website at [www.co.berks.pa.us](http://www.co.berks.pa.us)

Human Resources at 610-478-6118

## **Parking:**

You can park in the parking garage across the street from Berks County Services Center, however it costs \$12.00 for the day. An additional parking garage is located on the other side of the building at Poplar and Walnut Streets.

## **Special Accommodations:**

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

- Parking is available but special arrangements are required with Berks County due to the availability of parking. If a special accommodation is required please contact your training specialist as soon as possible.
- The restrooms are handicapped accessible.
- Elevators are located on every floor.

If you require additional assistance, you are asked to contact your Regional Resource Specialist, Jessica Wittman, by calling 717.795.9048.

## ► EMERGENCY ◀

### Emergency Information:

#### Hospitals:

Reading Hospital and Medical Center  
Sixth Avenue & Spruce  
West Reading, PA 19611  
610-988-8000

St. Joseph Medical Center  
12<sup>th</sup> & Walnut Streets  
Reading, PA 19601  
610-378-2000

#### Fire-Police Medical:

**911**

Pennsylvania State Police  
Kenhorst & Pershing  
Reading, PA 19601

**610-378-4011**

Reading Police  
815 Washington Street  
Reading, PA 19601

**Emergency – 610-655-6111**

**Non-Emergency – 610-655-6116**

### Emergency Evacuation Plan:

- Participants/Instructor exit the building, by using the closest stairwell. Upon exiting the 9<sup>th</sup> floor, Exit the training room and turn right. Enter the stairwell on the right side and exit the building.
  - During an emergency **DO NOT USE THE ELEVATOR**
  - **Emergency Meeting Location:** Santander Arena 700 Penn St.
- 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**

## ► RESOURCE CENTER CONTACT ◀

Your contact person for Berks County Services Center is Jessica Wittman, Regional Resource Specialist. You can reach her at 717-795-9048. A call should be placed to the Resource Center prior to 9:00 a.m. on the day of the training to verify the status of the training room and materials on the first day of training.

## ► TRAINING ROOM INFORMATION ◀

### Training Room Location:

If you parked in the parking garage, walk across the street (Court Street). Then walk down Reed Street under the arch to the glass front building on your right. You will go through a metal detector and be in the lobby. The training room is located within the Berks County Children & Youth Office – 9<sup>th</sup> floor. Then go to the blue sign that reads “Public Conference Room” and through the double doors.

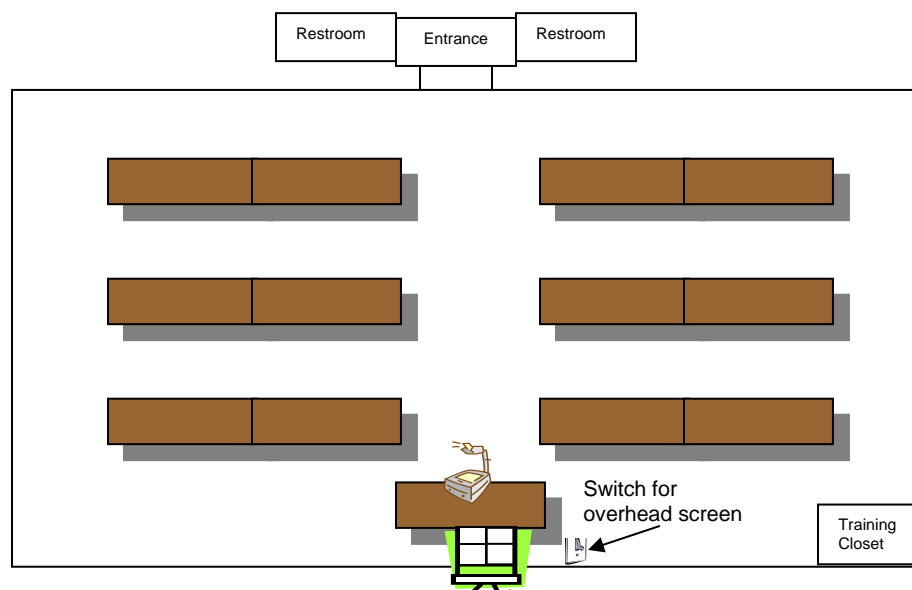
### Restroom Location:

Restrooms are right across the training room doors on either side.

### Training Room Layout:

The tables are set up “classroom style”. Tables can be moved around if Instructor wants room set up differently. This can be taken care of the morning of the training.

Light switches located at various places on the walls. The overhead screen is located in the ceiling above the windows. The switch is located on the wall to the left of the windows. Flip the switch and the screen comes down





**Smoking Information:**

Smoking is not permitted in the building. The smoking area is located outside at the Entrance of the building.

**Training Equipment Availability and Location:**

The TV, VCR and overhead projector is already set up in the room. Flip chart easels and pads are also located in the room. Any extra supplies can be found in the supply closet. The room also contains a bulletin board with thumbtacks, a large dry erase board, and a podium.

\*\*PowerPoint is only available if the Instructor brings their own laptop computer, and only if discs are used. The Instructor is responsible for setting up PowerPoint themselves.

**Training Supplies Availability and Location:**

Training Supplies are located in the supply closet. You will be provided a key with your training materials three weeks prior to the training date.

**Office Equipment Availability and Location:**

There is no telephone located in the room. If you need to send a fax you must see Bev. The fax number is 610-478-6823. If you need to use a computer or make extra copies of handouts, you must see Bev Ganter.

**User Friendly How-To Directions:**

Please see the instructional CD.

**Troubleshooting Instructions:**

Please see the instructional CD.

**Contact Person for Set-up or Technical Problems:**

If you are having problems fixing the situation, please contact the following: Bev Ganter. See can be reached at 610-478-6701. If Bev is not available, please contact your Regional Resource Specialist, Jessica Wittman, immediately.

## ► CLOSING 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 use by the next Instructor.
- Supplies are returned to the proper place.
- Lights are turned off.
- Training equipment is taken off the walls.
- Leave equipment in room.
- Do not have to lock doors.

### **Trash Disposal:**

Trash is placed in receptacles provided.

### **Cleaning Services Available:**

The building custodians will clean the room 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.

### **Extra Handouts:**

Extra handouts may be saved for another training you may be scheduled to train, or you may throw them away in the trash receptacles provided in the training room.

### **Reporting Concerns or Broken Equipment:**

Instructors are responsible for calling Jessica Wittman, Regional Resource Specialist, at 717-795-9048 on the last day of the training to communicate the status of the training, i.e. issues with equipment, trainees, location problems, and how the overall training went.