Intake Data Sheet
Custodial Party

Harris County Domestic Relations
Supervised Visitation Program
1310 Prairie Street Suite 1030
Houston, TX 77002
Ph. (713)274-7285

1. Case Information Please Print		
Cause Number:	County:	Court Number:
Attorney Name:	Attorney Phone number:	
When was your last court appearance?		
When is your next court appearance?		

2. Personal Information				
Last: Alias/Nickname:			First:	Middle:
Social Security Number:			Date of Birth:	Place of Birth:
Driver's License #: State:			State ID #: State:	Other Form of ID: State/Country:
Tattoos/Scars	Height:	Weight:	Eye Color:	Hair Color:
Race/Ethnicity: American Indian/Alaska Native: ☐ Asian: ☐ Black/African American: ☐ Hispanic: ☐ Native Hawaiian/Other Pacific Islander: ☐ White: ☐ Other: ☐ Multiple Races: ☐				
What languages do you speak?				
What is your primary language?				

3. Contact and Employment Information			
Home Address: Apt. #:	Mailing Address: (If Different than Home Address)	City:	State/Zip:
Home Phone #:	Cell Phone #:	Alternative #:	Email Address:
Current Employer:	Occupation:	Length of Employment:	
Employer Address:	City:	State/Zip:	Phone #:
Supervisor's Name:	Phone #:	What Days do you work?	What Hours do you work?

4: References		
Significant Other:	If yes, what is the relationship? (Circle) Spouse, Fiance', Boyfriend/Girlfriend	Phone #:
Father/Stepfather:	Address:	Phone #:
Mother/Stepmother:	Address:	Phone #:
Brother/Sister:	Address:	Phone #:
Brother/Sister:	Address:	Phone #:
Other: Relationship: (Circle) Relative, Friend, Coworker	If "Relative" what is the relationship?	Phone #:

5. Vehicle		
Make:	Model:	Color:
Year:	(Circle) Own, Buying, Leasing Monthly Payment:	License Plate #:

6. Military Information			
Have you served in the military? (Circle) Yes or No	If yes, which branch?	Length of Service:	Date and type of discharge:

7: Custodial Statement and Signatures		
Custodial Statement: I have completed this intake sheet as part of my DRO Visitation with my child(ren) with the Harris County Domestic Relations Visitation Program. I attest that the information contained herein is true and correct:		
Date:	Custodial Signature:	Intake Officer's Signature:

Copy of ID:

Child Intake Information
(Separate Sheet for Each Child)

Child: _____ Male: _____ Female: _____

Date of Birth:____/____/____

Age:_____ Hair Color: _____ Eye Color: _____

Distinguishing Traits: _____

_____

Race/National Origin: White: _____ Black: _____ Hispanic: _____ Native American: _____

Asain/Pacific Islander: _____ Other: _____ Language Speaks: English: _____ Spanish: _____

School Attending: _____

How long has it been since the child has seen the visiting party? _____

Possible Reactions to seeing other party? _____

_____

Do you have any special concerns that we should be aware of? _____

_____

Attach Photo of Child:

Child Medical History and Insurance

Medical History

Please provide information on prescription medications, physical disabilities, psychiatric, psychological, or other behavioral health treatment, evaluation or counseling (use additional pages as needed)

Dates of Treatment:	Diagnosis:	Treatment provider's name, address, and phone number.

Special Needs during visits: (Allergies, Medication, etc.): _____

_____

Medical Insurance Coverage

Please Provide Information on your child(ren)'s medical insurance coverage. You will also need to provide the office with a copy of your child(ren)'s medical coverage card.

Insurance Company	Group Number	ID Number

Copy of Medical Insurance Card

Child Intake Information
(Separate Sheet for Each Child)

Child: _____ Male: _____ Female: _____

Date of Birth:____/____/____

Age:_____ Hair Color: _____ Eye Color: _____

Distinguishing Traits: _____

_____

Race/National Origin: White: _____ Black: _____ Hispanic: _____ Native American: _____

Asain/Pacific Islander: _____ Other: _____ Language Speaks: English: _____ Spanish: _____

School Attending: _____

How long has it been since the child has seen the visiting party? _____

Possible Reactions to seeing other party? _____

_____

Do you have any special concerns that we should be aware of? _____

_____

Attach Photo of Child:

Child Medical History and Insurance

Medical History

Please provide information on prescription medications, physical disabilities, psychiatric, psychological, or other behavioral health treatment, evaluation or counseling (use additional pages as needed)

Dates of Treatment:	Diagnosis:	Treatment provider's name, address, and phone number.

Special Needs during visits: (Allergies, Medication, etc.): _____

_____

Medical Insurance Coverage

Please Provide Information on your child(ren)'s medical insurance coverage. You will also need to provide the office with a copy of your child(ren)'s medical coverage card.

Insurance Company	Group Number	ID Number

Copy of Medical Insurance Card

Alternate Pick-Up Emergency Contact Information

_____Number of Children (Please List all children separately)

Name of Child: _____
Name of Child: _____
Name of Child: _____
Name of Child: _____

Alternate Pick-Up

Name:	Relationship:	Contact Number:
Vehicle Make:	Model:	Color:
Driver's License Number:	Expiration:	License Plate:

Name:	Relationship:	Contact Number:
Vehicle Make:	Model:	Color:
Driver's License Number:	Expiration:	License Plate:

Children will not be released to anyone that is not listed, or suspected to be under the influence of alcohol or drugs.

Custodial Signature: _____ Date: _____

Reasons for Referral to DRO Visitation

Please cite information presented in court that resulted in the requirement of supervised visits. Also, please provide any other information that may be helpful for us to serve your family.

Has there ever been…

1. ____ Domestic Violence
2. ____ Child Abuse by visiting party
3. ____ Abuse of Child by a family member, if so, relationship:
4. ____ Mental Health Issues
5. ____ Living Conditions
6. ____ Flight Risk, if so, has there been prior abduction?
7. ____ Neglect of Child(ren)
8. ____ Sexual Abuse of Child(ren)
9. ____ Sexual abuse of another child by visiting party
10. ____ Reunification, if so, how long since visiting party saw Child(ren)?
11. ____ Physical abuse of Child(ren)
12. ____ Drug use, including illegal use of prescription drugs
13. ____ Alcohol abuse
14. ____ Child Protective Services (CPS) Involved: Ongoing:_____ Closed:_____
15. ____ Incarceration of visiting party: if so, how long _____ Reason? _____
16. ____ Inconsistent Visits
17. ____ Other, Describe below:

_____

_____

_____

What are your goals for the supervised visits? _____

_____

On a scale from 1 to 7, what level of cooperation exists between you and the other party? (Please circle one)

1 2 3 4 5 6 7

None Very Good

Agreement to Participate in Supervised Visitation at the Domestic Relations Office

The Domestic Relations Office Supervised Visitation Program (DRO) seeks to provide a safe and comfortable environment for children to visit with their parent and develop healthy relationships. By initialing below, I agree to abide by each provision in this agreement. **Please initial beside each policy, and sign your name on the last page.**

1. _____**Registration**: Visits are not scheduled until both parties complete registration.
2. _____**Registration Fee**: A non-refundable, annual registration fee of $75.00 is assessed to each party at initial registration and each year thereafter.
3. _____**Fee for Service**: The fee for a Saturday visit is $35.00 plus $5.00 for each additional child. Choosing to visit for less than four hours does not result in the reduction of this fee. The visitation fee needs to be paid by the Thursday prior to the 1st, 3rd, and 5th Saturday of the month. The fee may be paid by credit card through our website (www.dro.hctx.net). You may also pay by cash, Credit card, or Money Order in person at the location above. You have the option of sending money orders through the mail as well. **Personal checks are not accepted**. Failure to pay fees may result in termination of services or temporary suspension of services until fees are current. Fees are subject to change without notice.
4. _____ **VP Visitation Notification:** It is the responsibility of the Visiting Party to notify DRO Visitation Center if party is not attending visit. The DRO Visitation center does not make reminder calls to visiting parents if no payment or contact has been made. If no payment is made by the Thursday prior to a visit, the DRO visitation center will contact the Custodial Party and advise them that the visit is cancelled.
5. _____ **CP Visitation Notification:** It is the responsibility of the Custodial Party to notify DRO Visitation Center if party is not attending visit. The DRO Visitation Center will not make reminder calls to Custodial Party if Visiting Party has made payment for visit. If Visiting Party has **not** made payment by the Thursday of the week of a visit, the DRO Visitation Center will contact Custodial Party the Friday before the visit to advise that visit is cancelled.
6. _____**Probation**: If the visiting parent is on probation, conditions of probation must be provided to the Domestic Relations Office before visits will be scheduled.
7. _____**Violation of Policy**: The Domestic Relations Office has the right to deny supervised visitation services to a visiting parent for violation of policies or if participation poses a danger to the child, the visiting parent or others. Determination of the facts leading to a denial of services are at the discretion of the Domestic Relations Office, including the visitation site supervisor.
8. _____**Visitation site:** The Domestic Relations Office selects the visitation site taking into consideration the location of the child, custodial parent, and visiting parent. If the visiting parent uses public transportation, consideration of site location may be given.
9. _____**Guests:** Supervised visits are scheduled for visiting parent. Guest of the visiting parent may attend a scheduled visit after the visiting parent has completed four (4) visits.

All Guests must be relatives and approved by the Domestic Relations Office. Criminal History is completed on all parties and each requested guest. Information regarding a guest may be shared with the custodial party. The Domestic Relations Office has the final authority on approving the attendance of a guest. Guests are required to comply with the same rules established for the visiting parent. There is a $10.00 Visit fee for each guest over 5 years of age. Guests are not allowed if the visit fee is not paid.

10._____**No Contact Provision:** Harris County bail bonds prohibit contact with victims or witnesses in a criminal case. There will be no visits in these cases unless special provisions are secured from the District Attorney's Office.

11._____**Cancellations:** Timely cancellation of a visit must be made during office hours by calling the main office at 713-274-7285. Cancellations of the following Saturday visit must be made by noon on Friday before scheduled visit. Contact after noon on Friday will be considered "late cancellation" and will result in a $35.00 no-show fee. In case of an emergency the day of a visit, call should be made to site supervisor (phone number on visit schedule) at least 1 hour prior to visit start time to avoid no-show fee. Do not call the cell number except on visit date. If parties mutually agree that a visit is cancelled both must notify the Domestic Relations Office to avoid no-show fees. If a parent has four **(4)** consecutive no-shows, visits can be suspended and notification will be provided to attorneys.

Visit Policies and Guidelines

1. _____ **Date and Time**: Group visitations take place on the Saturday following the 1st, 3rd, and 5th Friday of each month from 9:00 a.m. to 1:00 p.m. (four hours)
2. _____ **Bags/Purses:** Each bag, purse or other item brought in the visitation center will be searched. Items brought should be kept to a minimum.
3. _____ **Arrival/Departures**: For the safety of all parties, the Domestic Relations Office prohibits contact between the custodial party and the visiting parent during arrivals and departures. Any violations or attempts by a party to see or have contact with the other party during visitation may result in the suspension of visits or termination of services. The custodial party or their designee is not allowed on the visitation site premises prior to the start time or ending time of the visit. The Visiting party is required to arrive at 8:30 AM the day of the scheduled visit and to leave at 1:30 PM. Visiting parties are required to assist in cleaning the visitation facility. If the visiting parent is late, and has not called to advise of their lateness, the visit will be cancelled. The Custodial Parent will not have the option to wait. If a visiting parent is unable to exercise the entire four-hour visit, they must notify the office by noon on Friday preceding scheduled visits so that custodial party can be notified.
4. _____ **Child Pick-up**: If a child is not picked up within 15 minutes of the end of the visit, the custodial party or their designee will be charged $10.00 for each additional 15 minutes.
5. _____ **Gifts**: The visiting parent may bring gifts for the child. If the child is given a bicycle, scooter, skateboard, ridden gifts, etc., these gifts cannot be used at the site and must be taken home by the child. However, the visiting parent and child may

agree that a small toy or game may be brought back and forth to visits by the visiting parent.

6. _____ **Drinks and Snacks**: Visiting parties are encouraged to bring food and drinks to the visit. Food and drink must be store bought items in original sealed containers. Food from fast food restaurants is permitted, however bag will be inspected upon arrival at visitation center. Visiting parents will have the option of ordering food from delivery services before 9:00 AM.
7. _____ **Animals**: No animals are allowed at a visitation site unless they are trained service animals.
8. _____ **Cell Phones, Smart Watches, Tablets, and Laptop Computers**: No cell phones or smart watches , tablets, or laptop computers are allowed during a visit by the visiting parent, guest, or child. The electronics should be left in your vehicle or turned in to a site supervisor at the beginning of a visit. If a call needs to be made during a visit your phone will be given back for use outside location. Children cannot use a phone without permission from the site supervisor. The supervisor must be able to hear child's conversation. Phones are available in case of emergency.
9. _____ **Visit Supervisor:** Supervisors monitor, observe, document conversations, activities, and behaviors of all participants during the visitation.
10. _____ **Records:** Visitation records are only released upon service of a subpoena. A fee of $0.10 a page is assessed to the party/attorney requesting copies. Testimony offered by Domestic Relations Office employees is available at $50.00 per hour with a minimum of four hours. A subpoena requesting testimony requires a deposit of $200.00.
11. _____ **Child Abuse**: If a child discloses abuse or physical signs of abuse are observed, a report will be made to the Texas Department of Family and Protective Services in accordance with Texas Family Code. Supervisors will follow the directions given by TDFPS.
12. _____ **Child Items**: Playpens, blankets, diapers, change of clothes, baby food, are the responsibility of the visiting party. The custodial party should provide information regarding the child's special needs, diet and clothes or diaper sizes.
13. _____ **Contact Information:** Parties are responsible for providing the Domestic Relations Office with updated contact information, including home address, phone numbers, and email address.
14. _____ **Photographs:** Photos are generally allowed during visits. Any photos must be taken with portable cameras. Visiting parents must not take photos of any other program participants (worker, child, or adult).
15. _____ **Alternative Competent Adult:** Each custodial party must designate an alternate competent adult to pick-up the children should they be unavailable. This adult must have a valid Texas driver's license provided upon request. Criminal History is collected on the selected adult. The Domestic Relations Office will notify

the custodial parent if the alternate adult is not approved. The designated adult must comply with all of the DRO's rules.

16. _____ **Electronic Devices:** Electronic devices may only be used for handheld games or movies. Televisions, console gaming systems, or large electronics are not permitted. Devices are not permitted to be used for internet access. No motorized cars or drones are permitted at visits. If an electronic device is used for taking photos or taking videos, the parent will not be allowed to bring device back to visit.

Participant Behavior

1. _____ No parent will be allowed visitation if his/her behavior compromises a safe and comfortable environment. Threatening, aggressive, or argumentative behavior with staff, child, or another visiting parent will result in immediate termination of visit. Future visits may be terminated and a police report may be filed.
2. _____ Weapons are prohibited at visitation sites. Violation of this policy will result in termination of visitation and expulsion from the Domestic Relations Office.
3. _____ Visiting parents must watch, interact, and be responsible for their children's behavior. Parents must set limits and redirect inappropriate behavior without use of physical force. Children may not interfere with another family's visit, harm other people, destroy property, or engage in inappropriate behaviors.
4. _____ Visits are held in a group setting, making it impossible to hear all conversations. Visiting parents and their guests cannot: 1) interrogate the child(ren), 2) make negative comments about the custodial parent or their family; 3) make promises they cannot keep (such as seeing child unsupervised, etc.) or 4) make other statements deemed inappropriate by the visitation supervisors. Allegations of inappropriate conversations will be investigated thoroughly. Violation of this policy may result in: 1) suspension of one or more visits; 2) a court report with copies to the attorneys and custodial party; or 3) termination of visits pending court review.
5. _____Visit Supervisors will not discuss a parties' case, concerns, or complaints during a visit. Only questions relating to the well-being of the child during a visit will be allowed. Any other questions or information must be directed to the office during Domestic Relations Office business hours.
6. _____ If a visiting party is suspected of intoxication due to active drug or alcohol use, the visit will be immediately terminated. Domestic Relations Office will require the visiting parent to provide a copy of hair or blood test at visiting party's expense to resume visits. Future visits will be suspended pending the results of such a test. The visiting parent will be required to call someone to pick them up. For any parent

suspected of active drug or alcohol use that leaves the site, law enforcement will be contacted and provided with vehicle information and the parent's driver's license.

7. _____ Parties must remain in the designated room and in a position that allows their action to be seen at all times. No parent may accompany a child to the restroom without a visitation supervisor.
8. _____ Restroom break time is to be limited to usage, time to wash hands, and to return to the visitation room.
9. _____ No party can leave the premises or return to their vehicle without approval by a visitation supervisor.
10. _____ Notes, gifts, etc. for the other party will not be allowed to be passed through the child. All communication directed to the other party must be given to a visitation supervisor for delivery after reviewing.
11. _____ No clothing with inappropriate language, symbols, and/or pictures will be allowed in at the visitation site. Clothing must be appropriate for a visit with your child. Clothing should not be tight, revealing, too short, or inappropriate.
12. _____ Visiting parent cannot clip the child's nails, cut hair, apply lotions, clean out ears, or put makeup onto Children. Perfumes, nail polishes, Visiting Party's medication, etc. are not permitted at visits.

Other Rules

1. _____ The custodial party bears the primary responsibility for preparing a child for the supervised visit. If a child refuses to enter the supervised site, a report will be prepared for the court.
2. _____ I understand that information gathered during visit supervision may be released pursuant to a subpoena to attorneys, therapist, courts, or other pertinent agency involved in my case.
3. _____ I understand the Domestic Relations Office's visitation schedules may vary from the court order. If the Domestic Relations Office is unable to provide services under precise terms of the court order and the parties do not agree with any changes, it is the responsibility of the parties to go back for court review.

I have read and understand these policies and agree to comply with all provisions.

Child(ren)'s Last Name: _____ Site: _____

Print: _____ (CP/VP) Date: _____

Sign: _____ (CP/VP)

Child(ren) Last Name: _____

Legal Advocate Disclosure Statement

I, _____ , understand that the staff at the Visitation Program, including staff of the Supervised Visitation Program, are not attorneys and that they cannot and will not represent me in any legal matter.

I further understand that any information regarding legal procedures is not legal advice and does not substitute for the advice of an attorney.

My Signature below indicates that I understand the above statement. I further acknowledge that I received a copy of this disclosure statement.

Signed: Date:

_____ _____

Client Signature

_____

Witness Signature

Participant Drug Policy Acknowledgement

I understand that the Visitation Program has a zero tolerance drug policy and the participants in the Visitation Program are made aware of this policy as it is set out in the agreement to participate.

The Visitation Program drug and alcohol policy provides that if a drug or alcohol use prior to a visit is suspected then the visit will be terminated immediately. Visitation Program has the right and will require any party suspected of consuming drugs or alcohol prior to a visit to submit a drug screening test at the party's expense.

This Policy applies if for any reason the staff or supervisors of the Visitation Program suspect that a party visiting a child in any setting, whether the party is visiting a child in a group setting, supervised visit, a custodial party picking up a child from the Visitation Program or a party participating in the exchange of Children for visitation, has consumed or used drugs prior to arriving at the Visitation Program location.

Under no circumstances will a child be released to a custodial party if the use of drugs or alcohol is suspected. The party will be required to arrange for a third person to come to the Visitation Program location to pick up the child and the party. The party will be responsible for having someone pick up the vehicle or returning later to get the vehicle. If the party refuses to follow these requirements, law enforcement will be called and the attorneys involved in the case will be notified.

I understand that my refusal to submit to a drug or alcohol screening test or a positive test will lead to my immediate termination from Visitation Program and that the court will be notified of both the termination and the reason for termination.

Signed: Date:

_____ _____

(CP/VP)

Harris County Visitation Center

2020 Visitation Calendar

(Saturday following the 1st, 3rd, and 5th Fridays)

2020

January

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sign:_____ **Date:**_____

HCDRO Visitation Program
1310 Prairie St. Suite 1030
Houston, Texas 77002

Welcome to the HCDRO Visitation Program
Visiting Party

You may be entering the Visitation Program with mixed feelings and we want to assure you that program policies have been developed to meet the needs of you and your children.

We will be happy to answer any questions you may have regarding our position and response in inappropriate behaviors or conversations.

We ask for your understanding and cooperation so that we may respond to the needs of your child. Please refer to your signed "Agreement to Participate" if you have procedural questions the following is a summary of most frequent policy issues.

Notification of Cancellation is to be given in the office by Friday noon. If either party has an emergency the day of the visit please notify your site supervisor. The phone number for your visit supervisor is provided on the schedule and you can always leave a message on either number.

Visitation does not give "permission" to cancel a visit, but makes documentation of reason for the cancellation by either party.

Guest must abide by all regulations set forth in the "Agreement". Visitation staff determines guest approval and no guest is allowed to attend visits <u>until after 4 completed visits</u>. Guest fees ($10.00 for each guest over the age of 5) must be paid by the day of the visit. No guests will be allowed in if Fees and/or Registration is not current.

No Cell Phones are allowed during visitation. Phones should be left in your vehicle or turned in to your site supervisor. If your supervisor gives you 3 warnings regarding your phone, your visits will be suspended.

Visiting Parties are Responsible for bringing change of clothing, diapers, baby food, etc. for infants, and toys, games, activities and snacks for older children.

Other Policies May Apply, and Defined in the "Agreement"

Visiting Party Program Review

Whatever your reason for referral into the Visitation Program, we encourage you to focus on spending an active, fun-filled period with your child. You have a unique opportunity to make this a memorable time for you and your child. How many parents do you know who spend consistent, uninterrupted time interacting time with their child(ren)? If you give this a chance, it can be a positive bonding experience for you and your child.

Program policies and procedures are designed to enable to you to have a stress-free visit with your child.

There is a **No Contact** policy between you and the custodial party. Staggered drop-off and pick-up times are in place to prevent this contact. When you arrive for a visit you can pull up near the visit building and take things you have brought to place with or snacks inside the building. You will then need to move your car to the designated parking area. You must be inside the building by 8:30 AM. If you have not arrived by that time and have not called to advise your supervisor you are running late, there will be no visit. The custodial party does not have the option to wait with the child.

When parents separate, children often feel caught in the middle of the unpleasant situation. We ask for your cooperation in ensuring that your child has a stress-free, happy time during your visit. One of our strictest policies is in regards to conversations. There can be no conversations or questions about the court case. You should not talk in a derogative way about the other party nor should you ask the child any questions about the other party. If the child has moved, you should not ask about where they live or where the child goes to school. Reports of inappropriate conversation are thoroughly investigated. One or more visits may be suspended if confirmed. If children are in counseling, we work with the child's therapist to address any issues that may come up during visitation.

You can refer to the agreement you signed regarding program fees. We look forward to meeting you and your child.

Activity Suggestions for Group Visitation

The Visitation Program recognizes that "Supervised Visitation" is not the ideal visitation setting for a family. There are many different and unique reasons a family is referred into our program and we do our best to make the atmosphere as positive and enjoyable as possible. Visits occur in a group setting with other children and parents present. We encourage parents to bring activities to each visit that will allow you and your child to engage and play together and interact with each other. Sharing with other children is appreciated; however, you are responsible for all the items that you bring.

If you have an infant please note that you, as the visiting parent are expected to provide all their needs, i.e. diapers, wipes, formula, baby food, bottles/sip cups, change of clothes, etc.

If you have a child who requires any special needs such as a particular diet as the visiting parent, you are expected to provide for their needs, unless the custodial parent prefers to bring items.

Here are a few ideas of activities that families engage in during the visits. We are providing you a list of appropriate suggestions:

Blankets, crawling pads
Reading Books
Board Games, Playing Cards
Puppets, Face Painting
Scrapbooks, Photo Album
Puzzles, Coloring Books, Play-do, Paint
Portable DVD Player, Movies (Non-Violent)
Video Games (Non-Violent)
Lego Blocks
Can do Homework together
Arts & Crafts Projects, Markers, Crayons
Action Figures
Barbie Dolls

Parents are encouraged to plan and celebrate birthdays and holidays with your children if you wish.

You can bring birthday cake, cupcakes, ice cream, party favors, and/or decoration. For Easter you can dye eggs, make Easter baskets and have an Easter egg hunt in or outdoors (depending on the location you attend).

You are also encouraged to bring food, drinks, and/or snacks for your child(ren). You may bring a small cooler with your foods and drinks. You may also order a pizza to have delivered to the site.

You may bring items such as jump ropes, hula hoops, bubbles, balls, bat and glove, kites. In the summertime you may bring water guns and water balloons. We also encourage you to bring sun block, towels, bug spray and a change of clothes for your child(ren).

This is your time with your child! We hope you take the time to plan for visits and bring activities and special things you can share with your child(ren), this will let them know how much you value this time with them.

Please note: Another Location will be open soon and will have an outdoor facility. The supervisor at that site will inform you when they plan to go outdoors.

No Pets, Guns, or Other Weapons are Permitted

Helpful Hints for Parents

Being a parent can be hard, tiring, and draining, but more wonderfully, it can also be memorable, enjoyable, and the best experience of your life! It is important to note that child(ren)s needs differ according to their age and developmental state. Below is some information that may help you.

Infants (Birth-2 Years) need to be held, rocked, and snuggled by their parents. Eye contact is important as well as brightly colored toys and lullabies in order to calm a distressed infant.

Toddlers (2-4 Years) need to be talked to and understood when they are hungry, wet, or soiled and when they need attention. They want to test their independence and frequently say "No"! They are beginning to exercise their developing motor and mental skills. (Example: patty cake or itsy bitsy spider). Simple and meaningful activities such as counting the toddler's eyes, fingers or toes promotes bonding. Parents need to notice and respond to their toddler's cues or fatigue and need to understand and manage their tantrums and refusals. Recognizing and responding to the toddler's need for closeness and distance can be particularly challenging for some parents. Clutching a child who wants distance can often precipitate a tantrum.

Preschoolers (4-6 Years) Need to have their questions about their family and living situations answered in a respectful and understandable manner. They are experimenting with social relationships and may be confused about the relationship between those for whom they care most, their parents. They may show a range of feelings that will be acted out. Structured activities such as coloring and drawing can help a parent create a relaxed environment. Using positive reinforcement, not ignoring unwanted behaviors and disciplining with "time out" are very important.

Latency (7-11) children respond well to structure and need to be recognized for their unique strengths and abilities. They are experimenting with different ways of doing things and need to make mistakes so they can learn from them. It is especially important during this age for parents to respond honestly to children's questions regarding their history and other family concerns.

Adolescents (12-18 Years) need to be acknowledged for their individuality. They are exploring their sexuality, developing their personal philosophy, trying to find their place in life. Adolescents need encouragement and support for their everyday challenges even if they do not appear to respond when it is given. They need to learn to negotiate their differences with others and often have questions about circumstances in their family life. A parent can model the importance of making amends for past behaviors by taking steps to apologize to those they have hurt, especially children.

Rights of Children Respected during Supervised Visitation Access

- The right to show affection to both parents.
- The right not to have unhappy situations discussed.
- The right to be protected from discussions of court process.
- The right to report any conversation to a supervisor that made them feel uncomfortable.
- The right to withhold certain information from a visiting parent if divulging the information could place child or custodial party at risk (where child lives, where they go to school, if the other party is dating anyone, etc.).
- The right not to pass messages between parents.
- The right to privacy when talking to a parent on the phone.
- The right to express their own feelings.
- The right to love both parents without feeling disloyal to one of the parents.
- The right to be a child, and not be involved in issues that are and should be between the parents.
- The right to have consistent visits in a stress-free environment.
- **The right to be a child who is loved by both parents, and who is free to love both always!**

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