

SAFE Supervised Visitation Program - Agreement to Participate



SAFE
Supervised Visitation

Family Program of
Victim Assistance Centre, Inc.

The mission of the SAFE Supervised Visitation Program (SVP) is to provide a safe, stress-free environment for children to visit with their non-custodial parent.

The purpose of supervised visits is to allow the child the opportunity to maintain an ongoing relationship with the other parent while in a safe setting.

We look forward to supervising your child's/children's visits. Please complete the intake information then read the policy and guidelines carefully, initial beside each policy.

Program Policies and Guidelines

1. _____ **Agreement to Participate:** By initialing below, I agree to abide each provision in this agreement.
2. _____ **The Registration Process:** NO VISITS are scheduled until the completion of registration by both parties. If one party fails to complete the registration process within 60 days of the court order, SVP may request updated intake and additional fees may apply. Parties are responsible for providing SVP current contact information such as, address, phone numbers, and email.
3. _____ **Required Paperwork:** Provide SVP a copy of your court orders.
4. _____ **Registration Fees:** A non-refundable registration fee of \$100.00 will be assessed to each party at the time of initial registration and annually thereafter.
5. _____ **Probation:** If a visiting party is currently on probation, a copy of probation conditions must be provided to SVP before visits will be scheduled.
6. _____ **No Contact Provision:** Harris County bail bonds prohibit contact with victims or witnesses in a criminal visits will be denied unless special provisions are recommended by the District Attorney's Office, or the Judge presiding over the case.
7. _____ **Schedules and Locations:** Visitation schedules and locations will be established within the boundaries and limitations of SVP, with an attempt to meet the needs of the participants. SVP visitation schedules may vary from the court order.
8. _____ **Guests Policy:** Guest of the visiting parent are allowed. Guest requests must be submitted to SVP for approval of the program director. There is a \$10.00 fee for each guest over the age of five.

Visitation Policies and Guidelines

1. _____ **Monthly Fees:** Site location visits are expected to occur regularly. Both parties should make every attempt necessary to attend the scheduled visit. The visiting party is responsible for a monthly program fee of \$70.00, due at the first visit of the month. A \$10.00 late fee will be assessed for EACH visit after the first visit until the fee is paid. Failure to pay fees may result in service suspension or termination.
2. _____ **Arrival/Departure Times:** Staggered arrival and departure times are established for the protection of all parties. There is to be NO CONTACT between the parties. The custodial party will arrive with the child no earlier than the scheduled visit time. The custodial party will arrive ten minutes prior to the scheduled end time. If a child is not picked up

within 15 minutes of the end of a visit, the custodial party will be charged \$10.00. An additional \$10.00 will be charged for each 15-minute period thereafter. The visiting party is required to arrive 15-30 minutes prior to the scheduled visit time and will be allowed to leave approximately 10 minutes after all the children have left the premises. Notes, gifts, etc. for the other party must be given to a visitation supervisor to deliver after reviewing.

3. _____ **Visit Expectation - Cancellations:** Every effort should be made to attend all scheduled visits. Cancellations are not recommended. SVP staff will not give permission for a visit to be missed. Each cancelled visit will be documented and reported when necessary. If you must cancel a visit, SVP recommends providing proof for the cancellation need such as, a doctor's note. **A cancellation fee of \$35.00 will be charged for each cancellation regardless of the reason. The party that cancels the visit will be responsible for the fee.** Fees are due at or before the next scheduled visit. Failure to pay fees may result in service suspension or termination.

4. _____ **Visit Expectation – No Shows:** A “no-show” is defined as a late arrival, no arrival, or improper cancellation notice for a visit. If parties mutually agree to cancel a visit, both must notify SVP to avoid no-show fees. A no-show fee of \$60.00 will be assessed to each party responsible for improper notification. Fees are due at or before the next scheduled visit. Failure to pay fees may result in service suspension or termination.

5. _____ **Containers:** All items brought in such as boxes, purses, and bags may be subject to search.

6. _____ **Supplies:** The visiting parent is responsible for bringing all supplies (entertainment activities, toys, games, change of clothes, diapers, etc.) needed for a successful visit. Visiting parents are encouraged to bring drinks, snacks, and microwavable meals to the visits. The visiting parent may bring gifts. The child may take these gifts home or if agreed upon, brought back and forth to future visits.

7. _____ **Animals:** No live animals will be allowed without supervisor approval.

8. _____ **Cell Phones:** All visits are cell phone free. Visiting parties, children, and guests are NOT allowed to have cell phones during the visit. All phones should be left in your vehicle or turned over to a supervisor for the allotted visit time. Failure to comply with the cell phone policy may result in service suspension or termination.

9. _____ **Records:** Visit activity is observed and documented. Throughout the visit, supervisors document interactions such as conversations, play, and attending to basic needs. Visitation records are released upon service of a subpoena. A \$100.00 records request fee is assessed to the requesting party. SVP employees may testify upon service of a subpoena and will be paid at a rate of \$100.00/hour and \$50 travel cost. Fee payment is required prior to records supplied/testimony given.

10. _____ **Electronics:** Videotaping is not allowed during visits, however, photographs may be taken during a visit. All photographs must be taken with a portable or instamatic camera and with supervisor approval. Visiting parties are not allowed to photograph any other program participants such as workers, children, or adults. Other electronic Devices such as laptops, TVs, and gaming systems may be used only for games or movies.

11. _____ **Visibility:** The visiting party must remain in the designated area at all times and in a position that allows their actions to be clearly seen. No parent may accompany a child to the restroom without a supervisor. No Parent can leave the premises or return to their vehicle without supervisor approval.

12. _____ **Participant Behavior:** No party will be allowed visitation if his/her behavior compromises a safe and stress-free environment. Clothing must be tasteful and appropriate for a supervised visit with your child. Weapons are prohibited at the visit sites. Threatening, aggressive, or argumentative behavior with children, staff, or other participants will result in immediate termination of the visit, possible termination of future visits, and if necessary filling a court and/or police report.

13. _____ **Child Abuse:** If a child discloses abuse or if physical signs of abuse are observed, a report will be made to the Texas Department of Family & Protective Services.

14. _____ **Conversations:** When visits are held in a group setting, it is impossible to hear all conversation. However, interrogation of the child, derogatory comments about the other party, promises made that may not be able to be kept, discussions regarding the litigation and/or court, unsupervised visits, living arrangements, or any other statements interpreted as negative or inappropriate will not be tolerated. Conversations should be natural and directed by the child's interest. Notify a supervisor if the child has a question regarding the family situation. The supervisor will assist in addressing any questions the child may have. The staff will not discuss a party's case, concerns, or complaints during the visits. Contact a SVP director during business hours to address any issues.

15. _____ **Visit Responsibilities:** Visiting parties are expected to take care of and be responsible for their children during visits. Parties are expected to set limits and discipline appropriately when needed without the use of physical discipline. Children should not be allowed to interfere with the other participant's visits, harm other people or property, or engage in other inappropriate behaviors. The custodial party is responsible for preparing a child for the supervised visit.

16. _____ **Suspected Drug or Alcohol Use:** SVP will immediately terminate a visit and future visits if any party suspected of consuming drugs or alcohol prior to a visit. A copy of a blood or hair test will be required to resume visits. In situations where drug or alcohol use is suspected, SVP will take actions to keep all parties safe, such as reporting to/calling police and calling an alternate pick up.

Other Rules

1. _____ All conditions of this Agreement are subject to modification with or without notice to the parties.

2. _____ All rules are subject to change at the discretion of the SAFE program or to accommodate special circumstances or court orders.

3. _____ Fees may be adjusted based on program funding changes.

4. _____ The information gathered during supervised visits may be released to attorneys, therapists, the court, or other pertinent agencies involved.

5. _____ Staff has the right to determine appropriate and inappropriate behaviors.

6. _____ Notify the office if no longer utilizing the services of the SAFE Program.

7. _____ With the consent of both parties, PRIVATE VISITS can be scheduled. To be eligible for private visits, parties must be enrolled at a site location and pay all fees associated with site visits. All private visits must be scheduled through a SVP director. Private visit rates are \$60.00 for the first hour and \$25.00 each additional hour. Unless otherwise determined, the visiting party is responsible for all private visit fees including supervisor meals and admission fees.

I HAVE READ AND UNDERSTAND ALL THE ABOVE POLICIES. I ALSO AGREE TO COMPLY WITH ALL THE ABOVE POLICIES.

Print: _____ (CP / VP)

Sign: _____ (CP / VP)

CAUSE NUMBER: _____

Date: _____