

Central Visitation Program

PROGRAM RULES

I. SUPERVISED VISITATION EXPECTATIONS:

1. Parenting times are a time to focus on the relationship between the non-residential parent (NRP) and the child(ren). Neither parent will speak negatively about the other parent in the presence of the child(ren) or try to obtain information about the other parent. Parents are expected to assist the child(ren) in having a positive experience at Central Visitation Program (CVP). Parenting time is about spending quality time together.

Initials

2. Neither parent may discuss information pertaining to a court case or other adult issues under any circumstances with the child(ren). Discussion with CVP staff is to be conducted in private and not during parenting time.

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a. Using the child(ren) as a messenger or spy, or putting them in the middle of adult issues is unacceptable and is a detriment to the child(ren)'s development.

3. Expectations of non-residential parents:

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a. Parents shall provide items such as a nutritious meal or light snack (candy or chips should not be considered a meal), and other necessary items such as diapers, wipes, clothes, shoes, and school supplies to meet the needs of their child(ren).

b. Parents are encouraged to bring age appropriate activities or projects that parents and child(ren) can work on together. Unused materials must be picked up and go home with the NRP.

c. Parents may not engage in future talk, i.e. talk about future events or make promises to the child, such as 'I am going to take you to Disneyland next year' or 'You will be having overnights at my house soon'.

d. Pets are not allowed on the premises at any time. Ask for our policy regarding service animals.

4. The following is unacceptable behavior:

Initials

a. Attorneys, the courts, and CFIs may be notified if either parent appears at any time to be hindering parenting or to be using the parenting time to manipulate the child(ren).

b. Having a parent served any court paperwork before, during, or after parenting time at CVP is unacceptable and will result in immediate termination from our program.

c. At no time may either parent have the other party arrested on CVP property.

5. Parents are allowed to take short videos and/or photographs during visits, but time spent on phones, iPads, Kindles, or other electronic devices should be limited. No phone calls/facetime/skype/texting are allowed to occur during visitation.

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6. Parenting times will be conducted between parties listed in the court order. Exceptions to this rule will be made by the CVP Executive Director on a case to case basis.

Initials

7. Neither parent may read the supervisor's observation notes during parenting time. No intake or financial information will be released.

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8. The room must be left neat at the end of each parenting time. It is the responsibility of the NRP to have the child(ren) help pick up the room before leaving

Initials

9. CVP may cancel/stop a visit if: 1- A child is acutely distressed about the visit, and cannot be calmed; 2- a parent refuses to follow the CVP rules.

Initials

a. If a child continually refuses to visit with a parent, supervision will be suspended until professional or court services provide guidance about how/if visitation should be resumed.

II. SAFE EXCHANGE EXPECTATIONS:

1. Parents should return child(ren)'s personal belongings including, but not limited to, clothing, toys, etc. as requested by the other parent. CVP will determine if these expectations become excessive or seem to be being used to manipulate the child(ren) or the other parent.

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2. Parties will agree to pick up and drop off the child(ren) at the agreed upon times per the court order and/or parenting time plan.

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3. CVP facilitates communication between the parties regarding issues pertaining to the safe exchange of the child(ren) and any health or medical concerns.

Initials

4. CVP will not act as a messenger service nor will either parent use CVP staff to get in the middle of parental disagreements.

Initials

III. INFORMATION AND PAPERWORK REQUIREMENTS:

1. Both parents are required to provide CVP with current information regarding address, telephone numbers, and emergency contacts. Parents are also required to provide updates if this information changes. CVP must be able to contact parents in the event of an emergency.

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2. Proof of Income is required in the form of bank statement, payment stub, or tax return information unless otherwise determined between the parent and staff. Proof of income must be turned in before the start of the first visit or the full \$60 will be charged until the parent submits their proof of income.

Initials

3. Parents are required to provide CVP with copies of all relevant court documents, specifically any orders pertaining to parental responsibility and parenting time. Parents are required to notify and provide copies of modified court orders to CVP. Most recent court documents must be supplied to CVP before the first visit can be scheduled.

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4. A parent who is represented by an attorney is required to provide CVP with the name and contact information of the attorney. It is each parent's responsibility to give their attorney a copy of these rules.

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5. Attorneys, Child Family Investigators, and Guardian ad Litem can request copies of observation notes at any time. In cases without the involvement of these professionals, parents must have proof of a court date and the notes will be released to them 2 days before court, but either parent may schedule an appointment with a staff member to read the observation notes at any time.

Initials

6. Parents are required to provide CVP with the name and contact information of the child's legal representative including a Child Family Investigator, Guardian ad Litem, Special Advocate, or any other person(s) appointed on behalf of the child(ren).

Initials

7. Neither parents or their legal representatives or any other party shall subpoena supervisors. Parents understand that only the CVP Executive Director can be subpoenaed for court.

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IV. CHILD(REN) SAFETY:

1. Pickup and drop off procedures for supervised visitation and safe exchanges:

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a. Each parent will be given his or her specific time for parenting time/safe exchange. The times are exact and are spaced 15 minutes apart to allow the safe arrival and departure for child(ren) and parents. All parents are expected to be on time. Parents must be 5 blocks away immediately after leaving the building.

b. The residential parent will drop off the child(ren) at the scheduled time. The residential parent will exit the building and go at least 5 blocks away. The residential parent must remain at least 5 blocks from the property for the duration of the parenting time. The residential parent will return at the assigned time for pick up.

c. The non-residential parent will remain 5 blocks away until the time of their parenting time/safe exchange. The non-residential parent will exit the building after their parenting time/safe exchange and go at least 5 blocks away.

d. Parents and children will not be allowed in the building before their scheduled appointment time.

e. The visiting parent is not allowed under any circumstances to have their ride waiting outside of the building during the visit. They must arrive at the scheduled beginning and ending time.

2. There will be absolutely no drug or alcohol use allowed prior to or during a parenting time. Any indication of drug or alcohol use will result in immediate termination of that parenting time. CVP will request a clean random drug test at the visiting parent's expense before parenting times can resume. If a residential parent or a parent facilitating a safe exchange arrives to pick up their child(ren) showing signs of drug or alcohol use, the police will be contacted immediately.

Initials

3. There are no weapons of any kind permitted on CVP premises. This includes, but is not limited to knives, firearms, sharp instruments, and explosives. Violent behavior of any kind will not be tolerated from parents or child(ren). No parent or child will threaten, abuse, or harass any representative of CVP.

Initials

4. The supervisor of parenting times must be able to hear all conversations. Conversations must be in English unless there is a neutral third party interpreter. Voices must be kept at a reasonable level and whispering is not allowed. The child(ren) must be in the supervisor's sight at all times. The non-residential parent will not be left alone with the child(ren) under any circumstance.

Initials

5. The parenting times will take place only in the designated area. The parents and child(ren) are not permitted to wander around the facility.

Initials

6. The supervisors have the right to terminate a parenting time at their discretion. If a supervisor terminates a parenting time for any reason, the non-residential parent will cooperate and leave CVP immediately.

Initials

7. CVP is a mandated reporter and must report claims of child abuse to the Department of Human Services.

Initials

V. SCHEDULES:

1. If either party cannot make a scheduled parenting time/safe exchange, he or she must notify CVP as soon as possible prior to the scheduled parenting time/safe exchange. Unless the reason is not legitimate or proof isn't provided, there is a cancellation fee for cancelling a parenting time/safe exchange. The person who cancels the parenting time pays this fee.

Initials

2. If the visiting parent is 15 minutes late the visit will be cancelled if you have not called ahead of time to inform CVP. If the visiting parent is continually late to the visits, CVP will suspend the visits for 2 weeks.

Initials

<p>3. CVP may cancel a parenting time/safe exchange due to severe weather. In the event of severe weather, both parents should call CVP at least one hour before the scheduled parenting time/safe exchange to determine if the parenting time/safe exchange will occur. A recorded message will advise if CVP is closed. Parents will not be charged for cancellation due to severe weather or an emergency.</p>	<p>_____ Initials</p>
<p>4. CVP will be closed on holidays. CVP will attempt to reschedule any parenting times/safe exchanges that fall on holidays. Parents will not be charged for a parenting time/safe exchange that falls on a holiday. Additionally, CVP is closed the full week between Christmas and New Year's.</p>	<p>_____ Initials</p>
<p>5. Every parent seeking supervised visitation starts with 1 hour/once a week, regardless of the court order.</p>	<p>_____ Initials</p>
<p>6. The non-residential parent may request additional parenting time on a case-by-case basis by the CVP Executive Director if they are showing a pattern of a healthy visit. This determination will take into account the court order, payment history, attendance history, and following expectations of visits.</p>	<p>_____ Initials</p>
<p>7. Within 7 days of a court date, clients must contact CVP to update us as to the status of the case. If unsupervised parenting time is granted and CVP is not notified, both parties will be charged for the visit.</p>	<p>_____ Initials</p>
<p>VI. PAYMENT EXPECTATIONS:</p>	
<p>1. Payments for services are expected at the beginning of each parenting time/safe exchange. Payments are to be made in the office. If a parent is unable to pay, special arrangements must be made with the CVP staff in advance. If a parent fails to pay for two consecutive parenting times, no further parenting times will be scheduled until the balance is paid in full.</p>	<p>_____ Initials</p>
<p>VII. SLIDING FEE INFORMATION</p>	
<p>1. The fee schedule is based upon income and apply to each hour of supervised or monitored parenting time. The fees may be modified based on changes to income. Parents are responsible for updating CVP on income changes.</p>	<p>_____ Initials</p>
<p>2. In the case of safe exchanges, one fee is due for a set of two exchanges in one day. If the parenting time continues past one day, there is a fee due for the pickup day and the drop off day.</p>	<p>_____ Initials</p>

I have read the Central Visitation Program PROGRAM RULES listed above and I understand each of these rules. I also understand that if I fail to follow any of these rules, CVP may terminate my participation in the program, at the sole discretion of the CVP Executive Director.

Parent's Signature

Date

Parent's Printed Name

Date