

## Dear Parent:

Thank you for your interest in Family Tree's Parenting Time Program at Karlis Family Center for your Safe Exchange, Supervised Parenting Time and phone visitation needs.

Each party must complete a face-to-face orientation. If the child is over 5 years old we will also do an intake with the child if there are concerns that need to be addressed. **Please determine prior to**

**returning this who is the paying party.** To proceed with your orientation you will need to:

- A. **Provide a copy of your most recent court order and/or protection order if you have one.** We DO NOT require a court order to use the Program. If your court orders are too thick to conveniently fit into an envelope, please send a copy of only the pages **relevant** to the supervised parenting time portion of the order. Then bring the entire court order with you to your orientation.
- B. **Complete the Parent Information Form.** Please do not leave anything blank. Please be certain to fill in your income even if you are not responsible for payment. This is confidential information.
- C. **Provide proof of income** Examples: Pay stubs, W2, Disability, TANF, Food Benefits, Social Security, etc. The proof you provide helps us to determine your fee.

## Please mail or bring these forms to:

Family Tree Parenting Time Program  
Karlis Family Center  
1777 Kipling Street  
Lakewood CO 80215  
PH# 303-462-1060  
Fax# 303-462-1315

**Or you can e-mail it to:** [spt@thefamilytree.org](mailto:spt@thefamilytree.org)

After the Program Coordinator receives **BOTH** applications, the non-residential parent will be scheduled for a face-to-face orientation. Once that is complete, the residential parent is scheduled for his/her orientation. After **BOTH** orientations are complete and the **\$50 non-refundable fee per orientation is PAID**, you will be scheduled as promptly as possible for the first parenting time session or safe exchange with your child/children. This entire process can take 2-3 days or weeks, depending on how quick the applications and orientations are completed.

Thank you for your patience,  
Family Tree Parenting Time Program



# Family Tree Parenting Time Program

## Fee Schedule

1777 Kipling Street | | Lakewood, CO | | 80215  
 Office: 303-462-1060  
 Fax: 303-462-1315



<b>Supervised Parenting Time Orientation Fee</b>	\$50 per Adult (Non-refundable)
<b>Supervised and Monitored Parenting Time Fees</b>	Sliding Scale \$30- \$75 per hour <i>Based off of income</i>
<b>Exchange Orientation Fee</b>	\$50 Per Adult (Non-refundable)
<b>Exchange Fees</b>	Sliding Scale \$15- \$27 <i>Based off of income</i>
<b>Court Appearance Fees</b>	Deposit of \$300 must be received 48 hours <b>PRIOR</b> to court date, this includes the first hour. \$300 each hour after the first hour Phone testimony \$75 per hour All fees are <b>PER PERSON</b> being subpoenaed.
<b>Summary Copies</b>	<ul style="list-style-type: none"> <li>▪ \$55 for a request of all summaries with at least a 7 day notice.</li> <li>▪ \$75 for a request of all summaries with LESS THAN a 7 day notice.</li> <li>▪ Fees must be paid in advance using cash, check or credit card.</li> <li>▪ Copies may be picked up, mailed or faxed.</li> </ul>

# Family Tree Parenting Time Program

Supervised Parenting Time & Safe Exchanges

Parent Information



**FamilyTree**  
EMPOWERING CHANGE. TRANSFORMING LIVES.

[ ]		[ ]				
<b>Name</b>		<b>Date</b>				
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	
<b>Address</b>		<b>City</b>	<b>State</b>	<b>Zip Code</b>	<b>County</b>	<b>Date of Birth</b>
[ ]	[ ]	[ ]	[ ]	[ ]		
<b>Home Phone</b>	<b>Cell Phone</b>	<b>Work Phone</b>	<b>Email</b>			
[ ]	[ ]			[ ]		
<b>Relationship to Child</b>	<b>Ethnicity</b>	<b>Annual Income</b>				

**Please check one:**

Residential Parent (custodial parent)  **OR** Non-residential Parent (visiting parent)

**Please check one:** Safe Exchange  **OR** Supervised Parenting Time

**Name of Other Parent/Guardian:** \_\_\_\_\_

**Contact Info for Parent/Guardian:** \_\_\_\_\_

**Children who will be involved in visitation:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Ethnicity: \_\_\_\_\_

**How were you referred to us? Please check one:**

Self-Referral  Other Agencies/Professionals  Court Order

Law Enforcement  Friends/Family  Other: \_\_\_\_\_

**Is the court order related to any other legal matter?**

Divorce  Protection Order  Custody Determination  Other: \_\_\_\_\_

If a protection order is in place, has the protection order ever been broken by either party? Yes / No

If yes, please provide details: \_\_\_\_\_

---

---

Are there any important things/events you would like us to know about your current situation?

---

---

---

Please share with us a brief history of your relationship with the child(ren)'s other parent. What does that look like now? \_\_\_\_\_

---

---

Please tell us about your current (or recent) relationship with your child(ren)? \_\_\_\_\_

---

---

Would you like to share if the child(ren) have any illnesses, allergies or disabilities? How can we accommodate for the needs of your child(ren)?

---

---

---

If your child is over the age of 5, do you feel they would benefit from having a child orientation? Yes/No

**Main Location**

Family Tree Karlis Family Center  
1777 Kipling St.  
Lakewood, CO 80215  
Tuesday-Friday 1pm - 8pm  
Sat. & Sun. 8:30am – 6:30pm

**South Location**

Shepherd of the Hills Lutheran Church  
7691 South University Blvd.  
Centennial, CO 80122  
Open Weekends Only