



Family Tree's Parenting Time Program Safe Exchange Program Rules and Procedures

The Safe Exchange Program

(only go over this section with parties utilizing the safe exchange program)

- I, _____, have received, read, and understand the Parenting Time Program Handbook. The following information pertains to the safe exchange program.
1. Before starting services with PTP's Safe Exchanges, both parties must complete the application and orientation process and fees must be paid-in-full. If a compromised exchange schedule cannot be agreed upon by both parties, services will be delayed. PTP can only document the delay for court purposes but cannot force either party to comply with a court order.
 2. Prior to starting exchanges, both parties must be in agreement about who will be paying for the service or if it will be 50/50.
 3. Safe Exchanges will only be documented if something out of the usual happens. A running ledger will be kept indicating when the service occurred, if payment was received, and by whom.
 4. For the safety of all PTP participants, the following guidelines must be followed (or grounds for suspension/termination):
 - The parent with the child drops off the child at the center and leaves the premises (this includes nearby parking lots, adjacent streets, and nearby businesses)
 - 15 minutes later the other party arrives to the premises to pick-up the child
 - Both parties must agree to leave and come on time. This includes the parking lot and surrounding area. Failure to comply is grounds for suspension/termination. PTP cannot assist with safety of either party if they continuously show up early/late.
 5. Both parties may provide written authorization for another individual to drop-off or pick up the children with **advanced notice** to staff. We will ask the individual for identification when they pick-up the child. Third party transports **MUST** adhere to all program rules, including the "15-minute rule".
 6. Please cancel exchanges in the cases of contagious illnesses (i.e. flu, strep throat, vomiting, chicken pox, pink eye, lice, high fever, diarrhea, whooping cough, etc.)



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7. The parenting time program staff are not child care providers. Children should only be left with staff for the 15 minutes between parent departure/arrivals unless an emergency happens. If children are continuously left at the program for longer, the service may be suspended/terminate.
8. The PTP staff are not mediators. Messages or notes for the other parties should not be left with staff or children. **In addition**, clothing and other child belongings should not be fought over or taken from the child to avoid it going to the other parent's house. **If a child is left without proper clothing, especially weather appropriate items, child protection services may be called for neglect.**
9. We ask that parents do not show up on their cell phone or spend excessive time inside when picking-up/dropping-off child and processing payment. This often causes delay and could lead to a run-in with the other party.
10. Regardless of child's age, both parties must come in to sign the child in or out of the program.
11. A \$5.00 fee for the first five minutes and \$1/minute thereafter for late or early exchanges.
12. In the event, a party does not show up for their scheduled exchange and cannot be reached, the staff will attempt to reach out to the other parent for pick-up. If neither party can be reached, emergency contacts will be contacted. In the event, no one can be reached to pick-up the child, Child Protection Services or Law Enforcement may be contacted.
13. The exchange services will be suspended or terminated in the event of:
 - There is a suspicion of alcohol/drug use (this includes marijuana odor), child will not be released to someone suspected to be under the influence
 - The staff feels any party is unsafe
 - Rules continue to be violated after warnings have been issued

Program Participant Signature

Date

Staff Witness Signature

Date