



Family Tree's Parenting Time Program Supervised Visits Program Rules and Procedures

Supervised Visitation:

(only go over this section with parties utilizing supervised visits)

I, _____, have received, read, and understand the Parenting Time Program Handbook. The following information pertains to supervised visitation.

1. Before starting services with PTP's Supervised Visits, both parties must complete the application and orientation process and fees must be paid-in-full. If a compromised visitation 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. Supervised visits will take place on-site in one of our parenting rooms. PTP will attempt to offer a room that is age appropriate for your child(ren). Any unauthorized attempt to leave the visitation area with the child(ren) will be considered a violation of our program rules and law enforcement officials will be notified immediately.
3. During supervised visits, staff will complete an observation form that will recount adult/child interaction. These observation forms are kept in the file. For a fee, each party may have access or copies of their own individual information. Any court or attorney wishing to have access to such documentation will need to ask their client to sign a Family Tree Release of Information and pay appropriate fees.
4. For the safety of all PTP participants, the following guidelines must be followed (or grounds for suspension/termination):
 - The non-residential party will arrive first in the building and will be assigned a specialist and room. **During this time, the non-residential party must remain the room and is prohibited from looking out the windows/access to the parking lot**
 - 15 minutes later the residential parent will arrive with the child(ren). The specialist will meet them in the lobby and bring the child(ren) back to the assigned room
 - For the first and last 10 minutes, visits must remain in assigned room.



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- During the visit, the non-residential must try to keep child(ren) in the assigned room or one of the 3 common areas (lobby, kitchen, or backyard).
 - After the visit, the residential parent will arrive in the lobby at the assigned time to pick-up the child(ren).
 - The non-residential parent must stay in the assigned room for 15 minutes after the visit. The specialist may use this time to address any concerns/ questions from the visit, then they can leave.
5. Non-Residential parents can never be left unattended during supervised visits. The specialist will be present during toileting and diaper changes of all the children who are in need of assistance during toileting. If old enough, we strongly encourage children to use the bathroom by themselves.
6. The following items must be pre-authorized by the Parenting Time Coordinator, **72 hours prior to a visit:**
- All guests must be preapproved. The residential parent will be informed of any guests attending the visit. The guest may be turned away at time of visit if not pre-approved. PTP policies apply to all guests.
 - All pre-authorized gifts/cards must be presented to a staff member prior to the visit for inspection. Gifts must be unwrapped or in gift bags and cards must be unsealed. Once a gift is given, **the child** decides what to do with the gift. We encourage age-related toys to be given. No violence-based toys (guns, squirt guns, knives, swords, etc.) are allowed. **If gift was deemed appropriate by staff, the residential parent cannot refuse to allow child to bring gift home or encourage the child to return gift to non-residential parent. Remember—visits should be about the relationship. Therefore, gifts should not be given in excess.**
7. Parents may not speak negatively about the other parent or extended family members in front of the child(ren). *Hurtful words about the other party can hurt the child.*
8. Answering your cell phone/responding to text messages during your visit should be done on an emergent basis only. If you are calling so the child can speak to another family member during the visit, the call must be placed on speaker phone.



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9. All parties must clean up after themselves including but not limited to their assigned room and common area used. All used dishes/pots/pans must be cleaned and put away and used toys must be sanitized and put away. Failure to do so will result in a \$10 fee.
10. In the event, either party refuses to show up for their scheduled visit, a cancellation form will document which party did not comply. In the event the child does not get picked up within 15 minutes at the end of the session, emergency contacts will be contacted. If the residential parent cannot be reached, Child Protection Services or Law Enforcement may be called.
11. The supervised visit may be cancelled at any time if :
 - There is a suspicion of alcohol/drug use (this includes marijuana odor)
 - 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