

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

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



Supervised Parenting Time Orientation Fee	<p style="text-align: center;">\$50 per Adult (Non-refundable)</p>
Supervised and Monitored Parenting Time Fees	<p style="text-align: center;">Sliding Scale \$33- \$90 per hour Based on income <i>*a 20% discount may be added to visits Tuesday-Friday 1pm-4pm</i> Off-Site Visits: Hourly fee+\$20/hour, parents must pay for 1 staff member's admission if there is an entrance fee.</p>
Exchange Orientation Fee	<p style="text-align: center;">\$50 Per Adult (Non-refundable)</p>
Exchange Fees	<p style="text-align: center;">\$20/exchange</p>
Court Appearance Fees	<p style="text-align: center;">Deposit of \$300 must be received 48 hours PRIOR to court date, this pays for the first hour.</p> <p style="text-align: center;">\$300 each hour after the first hour</p> <p style="text-align: center;">Phone testimony \$75 per hour</p> <p style="text-align: center;">All fees are PER PERSON being subpoenaed.</p>
Summary Copies	<ul style="list-style-type: none"> ▪ \$55 for a request of all summaries with at least a 7 day notice. ▪ \$75 for a request of all summaries with LESS THAN a 7 day notice. ▪ Fees must be paid in advance using cash, check or credit card. ▪ Copies may be picked up, mailed, scanned, or faxed.

Family Tree Parenting Time Program

Supervised Parenting Time & Safe Exchanges

Parent Information



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

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: _____

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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