



The Family Visitation Center Guidelines and Scheduling Procedures **Supervised Exchanges:**

Because safety is paramount, the FVC has implemented the following procedure for supervised exchanges and visitation:

- **The non- custodial (or visiting) parent will arrive at the designated time, park in the FVC designated area by the rear door and enter through the rear door.**
- The visiting parent will wait in the visitation room while the FVC staff brings the child/ren to him/her.
- The visiting parent will wait **15 minutes** before leaving the FVC after a visit or exchange to allow the custodial parent sufficient time to leave.
- **The custodial parent will arrive at the designated time at the front door, park in the FVC designated area in the front circle drive and enter through the front door.**

We understand that "things happen" with families that sometimes cause parents to run late. **If you are running late, please call the FVC 834-5273.**

If the non-custodial parent is more than ten minutes late, the exchange will be canceled.

If the custodial parent is fifteen minutes late to pick up the children, the children will go home with the non-custodial parent.

If you arrive early please wait in your vehicle or outside until your designated scheduled time as other visits/exchanges may be occurring.

Supervised visits will take place at The Children's Foundation in a Family Visit room. Law enforcement will be notified if you attempt to leave the facility with your children.

Because we reserve time especially for you and your family, we ask that **you give the FVC 24-hour notice of needed cancellations.**

Children will not be forced to participate in the scheduled exchange. If one or more of the children express the desire not to participate, they have the right to choose as such. If a child is unable to verbalize their wishes (too young to speak) and becomes visibly upset by crying, fussing, etc., the child will be returned to the custodial parent. This will only be done if the visit monitor is unable to soothe the child as well.

Outside parties will not be permitted without permission of the court, the other parent and FVC staff.

Please leave **cell phones** , beepers, cameras, recorder of any type or any other electronic device in your car and do not bring them into the center.

Do not attempt to pass *any correspondence* (i.e. child support payment, personal mail) *to the other parent through the FVC*. It is our policy to not pass any information between parties unless it pertains specifically to the child and visitation. We have a specific form that if completed in a clear & concise manner can be used.

Gifts will be allowed for special occasions such as holidays and birthdays.

The gifts must be age appropriate and *approved by FVC staff prior to the visit*. Staff will not monitor or enforce what or how much is given. This may include an Easter Basket, a small gift & card for Valentines Day, and at the beginning of each school year; supplies or tennis shoes, a jacket or clothing for school.

If the following issues arise and are not corrected, the FVC may redirect, give instruction and eventually suspend visitation services and notify the court:

- Smoking is not permitted on The Children's Foundation grounds.
- Any behavior observed on arrival that may indicate you are under the influence of drugs or alcohol - staff will immediately terminate that visit.
- Repeated no-shows will result in suspension of your visits or exchanges.
- Staff will redirect derogatory comments about the other parent, family members, FVC staff or the program in front of the children.
- Do **not make promises** to your child that you cannot keep (i.e. regarding future living arrangements or unsupervised visits).
- Use of foul language, discriminatory languages or behaviors is not allowed.
- Shouting or yelling at anyone. If you are upset over something resolve the issue with the FVC coordinator the following day.
- Weapons of any kind, including pocketknives, are not permitted.
- Threats or an attempt of physical abuse or violence to anyone is never allowed.

Infants & Toddlers: The custodial parent is responsible for bringing formula/ milk to avoid any confusion in regards to brands/ types.

If the child/ren, are not yet potty-trained, the non-custodial parent is responsible for providing diapers/wipes.

The non-custodial parent shall have outfits at home for the child and not expect the custodial parent to provide clothing at exchanges.

Staff are mandated reporters. By law, we must report suspected child neglect or abuse to the Department of Children and Family Services.

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Please sign to verify Family Visitation Center staff has reviewed the FVC guidelines and scheduling procedures with you and you have been given a copy to take with you.

By signing this form you are giving consent for the FVC to release information to the court and all parties involved.

All fees are to be paid prior to each exchange.

If you are a "no show" for two exchanges within a thirty-day period, services will be suspended.

Both parents must adhere to the guidelines. Failure to do so may result in suspension of services through the FVC.

I agree to have an appropriate car seat/booster seat per IL State Law for my child or I forfeit the visit.

I agree to bring and return all of the children's needed items, such as medication, eye glasses, school supplies, homework, jackets, hats & gloves.

Parent Signature

Date

Family Visit Center Staff witness of signature

Date