

Grace on the Lake

Supervised Visits Intake Form

Court Ordered: Yes No		Today's Date:			
Name:		DOB:		M F	
SS#:		Language:		Tel#	
Address:		City:		State:	Zip
Referring Agency: CPS Family Law Juvenile Court Individual Other					
Name of Agency:					
Address:		City:		State:	Zip
Name of Contact Person:					
Tel#			Fax#		
Email address:					

Type of Visit		
Phone monitoring	Pick up/drop off exchange	Supervised Visit on location
Supervised visit mobile	Therapeutic Supervision	

Who is responsible for payment?					
CPS	Family Law	Juvenile Court	Individual	Other	Grant
Payment Method: Invoice/PO		Check	PayPal	Debit/Credit	Grant
Person/Agency Responsible for Payment:				DOB:	
SS#/Contract Agency TAX ID:					
Address:		City:		State:	Zip:
Name of Contact Person:					
Tel#		Fax#		Email Address:	

Custodial Parent/Primary Caretaker Information			
Custodial Parent/Caretaker Name:			DOB:
Address:	City:	State:	Zip
Tel#	SS#	ID#	
Marital Status:		Primary Language:	
ID Copy on File: Yes No			

Non-Custodial Parent/Secondary Caretaker Information			
Non-Custodial Parent/Secondary Caretaker Name:			DOB:
Address:	City:	State:	Zip
Tel#	SS#	ID#	
Marital Status:		Primary Language:	
ID Copy on File: Yes No			

Child/Children Information		
Name:	DOB:	Gender:
Name:	DOB:	Gender:
Name:	DOB:	Gender:
Name:	DOB:	Gender:

Please describe any conditions or health needs related to Child/Children

Approved Visitation Participants			
Name of Participant	DOB	Gender	Relationship to Child/Children
1.		M F	
2.		M F	
3.		M F	
4.		M F	
5.		M F	

Persons NOT Allowed to Visit with Children			
Name	DOB	Gender	Relationship to Child/Children
1.		M F	
2.		M F	
3.		M F	

Emergency Contact		
Name:	DOB:	Relationship:
1.		
2.		
3.		

Copies of Protective Orders, Current Orders, Or Judicial Council form related to supervised visitation order required.

Reasons for Requiring a Supervised Visitation

Neglect Emotional Abuse Sexual Abuse Physical Abuse Domestic Violence Divorce Separated

Other _____

Explain:

Automobile Information

List all possible vehicles that may be onsite			
Drivers	Make and Model	Plate Number	Color

Signature: _____ Date: _____

Witness: _____ Date: _____

Release Form for Recording and Photography

I, the undersigned, do hereby consent and agree that Grace on the Lake and/or Grace Counseling Associates or its employees, have the right to take photographs, videotape, or digital recordings of me beginning on _____ and to use these in any and all media, now or hereafter known, and exclusively for the purpose of supervised visitations. I further consent that my name and identity may be revealed therein or by descriptive text or commentary.

I understand that there will be no financial or other remuneration for recording me, either for initial or subsequent transmission or playback.

I also understand that Grace on the Lake and/or Grace Counseling Associates is not responsible for any expense or liability incurred as a result of my participation in this recording, including medical expenses due to any sickness or injury incurred as a result.

I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement.

Name: _____ Date: _____

Address: _____

Phone: _____

Witness for the undersigned: _____

Signature: _____

Information Release

I, _____, give Grace on the Lake and/or Grace Counseling Associates permission to give the following individuals any and all information pertaining to my intake and involvement with supervised visitation including attendance, participation, and compliance with the rules and policies.

Name/Agency	Address	Tel#	Fax#	Email
Court				
Agency				
Attorney				
Guardian ad Litem				
Social Worker				
Therapist				
Child Support Office				
Other:				
Other:				

I understand that if I wish to withdraw this release at any time, I shall do so by written request.

Signature: _____ Date: _____

Witness: _____ Date: _____

Ground Rules

These rules must be signed by both the custodial parent/guardian and the non-custodial parent/visiting adult in order to utilize Grace on the Lake's services. These rules both apply to the custodial parent/guardian and the noncustodial parent/visiting adult. All parties should be prepared to discuss the enforcement of these rules at any given time with Grace on the Lake personnel.

Arrival, Parking and Departure

1. Visiting parent must arrive 15 minutes before the visitation begins and immediately enter the visitation center from the back of the building.
2. No one may accompany you to the Center for a visit without prior approval from the Center Coordinator. No one can remain in the parking area or wait in front of the building or in the general vicinity during the visit.
3. If you are going to be late for a visit or need to cancel a visit for any reason, you must telephone the Center and notify Center staff or leave a message on the answering machine. If the custodial parent is more than 15 minutes late your visit will be canceled. Cancellations made with less than 72-hour notice or "no-shows" will result in payment for the scheduled visit time.
4. Cancellations will not be rescheduled.
5. If you cancel or fail to show for any three visits, it may result in termination of services. Staff will review future use of Grace on the Lake.
6. All necessary forms and releases must be signed before visitation can take place.
7. During the visit, staff will prepare observation notes about occurrences during the visit. Observation notes are factual and do not contain opinions or recommendations about parent/child contact.
8. Any fees required must be paid prior to the visit. Also, the Center must have a signed payment agreement before you can use the facility.
9. Visiting parents will PARK and ENTER through the back of the building and exit the same way. Visiting parents MUST arrive 15 minutes prior to the scheduled visit.
10. Custodial parents/guardians will bring the children into the front door of the office. It is imperative that you are prompt for arrival and departure.
11. The child(ren) will leave the Center first. Visiting parents will remain in the center until the Visitation Specialist indicates that it is appropriate to leave.
12. No loitering or confrontation of children or former partners will take place in the Center or the immediate vicinity. You are to leave the Center and the vicinity immediately following the visit. If you refuse to leave the premises, the proper authorities, such as police department, Courts and the Department of Social Services will be notified.

13. Visiting adults will be properly clothed at all times. This means no low cut or revealing clothing, tee-shirts with inappropriate pictures or wording, or any other article of clothing deemed inappropriate by Visitation Specialist. Improperly dressed clients will not be allowed to visit with their child(ren).

14. Any party who is known or suspected of being a “flight risk” while visiting the child must surrender their car keys, cell phone, or any other outside communication/transportation means they may have prior to the start of the visit. Failure to do so will forfeit your right to the visit.

Appropriate Behavior

15. There will be no consumption of alcohol or drugs on the premises or prior to the visit. If a staff member detects or suspects the use of alcohol or drugs, the scheduled visit will not take place. Notification will be sent to the Court and/or Department of Social Services.

16. Possession of any weapon, including mace and pepper gas, will terminate the visit. If the visit is terminated due to the possession of any weapon, including mace and/or pepper gas, no reinstatement will be allowed.

17. All coats, hats, gloves and other items brought to the Center must be left in your vehicle and waiting area. You will not be allowed to carry anything into the visitation room without the approval from your Visitation Specialist.

18. You may not bring anything with you to the visit unless approved by the Center Coordinator first. This includes, but is not limited to, clothing, games, toys, diaper bags, books, pictures/photographs, etc. Presents are allowed to bring gifts for special occasions but must be approved by the Center Coordinator prior to your visit. All gifts will leave the Center with the child.

19. The visiting parent may bring games, books and activities from home to use during visitation. Staff will determine the appropriateness. The child(ren) may not take these items home, but may take a finished project home.

20. Custodial parents may not determine if child(ren) receives and keep gifts and/or clothing. Children can receive gifts and clothing unless otherwise ordered by the Court. If you, as custodial parent, refuse to allow your child(ren) to receive and/or take the items home, this information will be included in any report which may be submitted to the Court, DCS and/or referring agency.

21. There will be no exchange of any material that has not been approved by the Center Coordinator. For example: no note or card passing, no candy or money is to be given out.

22. If any photographs are to be taken, they must be pre-approved by Center Coordinator.

23. Visiting parents may bring approved food to the visits with them. This includes but is not limited to beverages and/or snacks. Trash items must be cleaned prior to leaving.

24. A Visitation Specialist will be present at all times, and will accompany the child to the bathroom if needed.
25. Please cooperate and engage in any activity the Visitation Specialist initiates as it will be beneficial to you and your child(ren) and the success of the visit.
26. There will be no provoking, fighting with, swearing at, or physically disciplining the child(ren). If this behavior occurs, the visits will end and you will be asked to leave and escorted out of the Center immediately. All proper authorities will be notified.
27. No derogatory remarks about the custodial parent, foster parent, and/or guardian will be allowed. Questing or talking about the child(ren)'s custodial family members, school, residence, their friends, court cases, counseling etc. will result in immediate intervention by the Visitation Specialist unless it is part of instructions of visitation on the court order.
29. Derogatory comments made about non-custodial (visiting) parents will not be allowed.
30. Any harassment, threats, intimidation, assault, attempted assault, reckless endangerment, engagement in conduct which is offensive or disorderly towards an individual, adult or child in the Center or in the immediate vicinity of the Center will result in immediate termination of the visit. Notification of the proper authorities, police department, the courts and the Department of social services will follow immediately thereafter.
31. Any additional inappropriate behavior will be documented and reported to the proper authorities.
32. Court cases may not be discussed at the visit with the child(ren) and/or staff.
33. Promises and/or talk of future visits will not be allowed.
34. There will be no discussion by visiting parents about the past visitations, your family members, your counseling or friends during the visit unless it has been permitted by Court order.
35. The Visitation Specialist may pass medical information regarding the children in writing to the non-custodial (visiting) parent. Any other communication between parents must be done through the Department of Social Services, respective attorney, or the Court system.
36. No foreign language will be spoken at the Center. The only exception to this rule would be if staff is fluent in that particular language.
37. No whispering or low tone talking will be allowed.
38. Physical contact will only be initiated by the child and deemed appropriate by the Visitation Specialist.
39. The Center will not make any exceptions to the rules and regulations. Specific requests must be made through the Coordinator prior to visitation only.

40. Any form of child abuse will be reported to the Department of Social Services and a review will be held to determine if your case will be terminated from the Center. The Center is a mandated reporter.

Termination of a Visit

41. It is up to the Visitation Specialist to terminate visits if any of the rules are not followed. The Coordinator will determine if the services will be terminated indefinitely.

42. No further visits will be arranged once services have been terminated. If the visitation is arranged through the Department of Social Services, a meeting with your Social Worker and the Center will take place. A Court order and approval by the Center is necessary for reinstatement to occur.

43. Case will be terminated if three or more consecutive cancellations/late arrivals (regardless of canceling party), attendance becomes inconsistent with three no-shows (do not have to be consecutive).

44. There is no visitation cancellation policy except due to a child's illness. Any visitation canceled by a custodial or non-custodial parent will be at the expense of the party who cancels. Payment for the canceled visit must be made at the beginning of the next scheduled visit. If payment is not made the visit will be canceled and the case taken off the schedule until payment is made in full. The center cannot excuse visitations and will not be responsible for any possible contempt.

45. The Visitation Center reserves the right to suspend or terminate services at any time

Closure of the Center/Scheduling Changes

46. It is your responsibility to contact the Center to find out if it will be closed due to bad weather.

47. Schedule changes may arise. Staff may briefly assist communication between parents, but if the scheduling issue is not resolved it is the parent's responsibility to seek resolution through the Court or mediation.

Litigation Issues

49. To provide services in a neutral and non-confrontation environment, the Center will not be involved in Court litigation. If the Center or any of its staff members are subpoenaed to appear at any hearing of appointments, the client hereby agrees to secure a \$500 prepayment. The case will not be supported until litigation is resolved and the Center can provide services in a neutral manner.

Signed: _____ Date: _____

Witness: _____ Date: _____

Litigation Policy

Grace on the Lake and its staff will not provide evaluations or recommendations. Grace on the Lake, through its staff, will, however, upon request of the Court or Court ordered Guardian Ad Litem provide attendance and report any issues, concerns, infractions or violations of Grace on the Lake policies, rules and/or guidelines. Grace on the Lake treats its observation notes as confidential and, therefore, they are not available for review by clients, therapists, attorneys or other parties.

The above was explained to me and I hereby agree that I will not be involved in any legal action myself or through an attorney or other party to order or subpoena Grace on the Lake's records or its staff to appear or produce any documents in any legal action. I further understand and agree that if I am involved in any way in said action, that upon the initiation of any action:

1. I will no longer use the services of Grace on the Lake and its staff, and
2. I agree to immediately provide to Grace on the Lake a five hundred-dollar (\$500) money order as a partial payment for all costs and expenses incurred by Grace on the Lake's staff, including but not limited to staff's time is billable at the rate of Seventy-five dollars (\$75) per hour (billable in 10-minute increments). Grace on the Lake's legal representative, administrative costs, and any and all costs and expenses incurred in any action requesting or requiring Grace on the Lake's records or services of Grace on the Lake's staff, and
3. Any balance of Grace on the Lake's billing "to date" is due "in full" by money order prior to the delivery of said Grace on the Lake records and/or appearance of Grace on the Lake staff and/or legal counsel, and
4. Grace on the Lake's cost and expenses (as stated above) will continue to be billable until the matter is resolved, at which time any remaining balance of Grace on the Lake's billing will be due and payable by a money order within forty-eight (48) hours.

Signature: _____ Date: _____

Witness: _____ Date: _____

Liability Statement

The custodial and non-custodial parent accepts full responsibility for the care and safety of all parties participating in visitation sessions and/or monitored exchange at the Visitation Center.

The Center will not be held responsible in any way for any accidents, injuries or damages sustained by any visiting parent while on the premises.

By Signing below, I have indicated that I have read and agree to follow the Visitation Center Ground Rules and other rules and policies. I also agree to pay the designated fee.

Signature: _____ Date: _____

Witness: _____ Date: _____

Children's Rights Policy

The Center protects child(ren)'s physical as well as emotional safety. These guidelines are designed to protect the children from feeling uncomfortable, non-verbally threatened, or upset. It is in everyone's best interest to respect your child(ren)'s feelings about physical contact with you.

The Center has found it better to follow your child(ren)'s lead throughout the visits, especially with hugs, kisses, and other physical contact. You should greet your child(ren) upon arrival while letting your child(ren) initiate any such contact. During the visit, please avoid any extended physical contact with your children. Please respect your child(ren)'s feelings and rights to determine when to be touched. Be patient and focus on making the visit as conflict free as possible.

I have read and understand this policy and agree to abide by it. I will ask to have any part of this policy explained to me if I do not understand it. I further agree that if I do not follow this policy, I may be terminated from the Center.

Signature: _____ Date: _____

Witness: _____ Date: _____

Visitation Fees and Payment

Court Ordered: Yes No

Length of Session: Two hours Other: _____

Frequency: Weekly Biweekly One a month Other: _____

You are booking a time period for supervised visitation services to be provided, not for a successful visitation session. Your child(ren) may need some time to adjust to this new situation. Please be patient.

Payment may be made with a money order, e-check, credit card, PayPal, or cash.

I understand that I am/am not responsible for payment of services provided by Grace on the Lake. However, I understand that I may be responsible for the payment of a cancellation fee if I do not provide minimum notice for canceling a scheduled visit.

These rules will remain in effect while you use the Visitation Center's Services.

I have read, understand and will abide by all of the above ground rules. If I did not understand any part of the ground rules I have asked that the Center Staff further explain it to me.

I further understand and agree to sign (if required to sign) and abide by any further policies and/or procedures set forth by the Visitation Center.

Lastly, I understand and agree that all of the above are in effect to protect the emotional and physical well-being of my child(ren).

Signed: _____ Date: _____

Witness: _____ Date: _____