

REDEFINING YOU THERAPY

3105 1st Avenue, Suite A
Sacramento, California 95817
(916) 956-6232

Dear Parent,

The purpose of this letter is to provide you with a brief description of the ***Redefining You Therapy*** Supervised Visitation/Safe Exchange Program and to let you know what information you need to bring with you for the Orientation Intake session. You must complete the Orientation Intake session before visits or exchanges can begin.

Each party completes the Orientation Intake session individually to determine the appropriateness, frequency, timing and scheduling of the visits or exchanges. The staff of ***Redefining You Therapy*** will do the scheduling of the visits and exchanges based on what time is available on the program's schedule and input from all parties. **FEES FOR SERVICES MUST BE PAID WHEN THE APPOINTMENT IS SCHEDULED. MISSED APPOINTMENTS OR APPOINTMENTS CANCELLED WITH LESS THAN 24-HOUR NOTICE ARE NON-REFUNDABLE.**

Redefining You Therapy is open for supervised visitation and safe exchanges Tuesday- Friday evening 5:30 PM – 7:30 PM, Saturday morning 9AM – 1PM and Sunday by appointment. Thank you for contacting Redefining You Therapy for your supervision/visitation and safe exchange needs, we look forward to working with you and your child to ensure safe and professional supervised visitation and/or exchange services.

Respectfully,

Ola Adams-Best, LCSW
California License No, 26535

Redefining You Therapy Client Intake Form

Client Information and History

Today's Date _____ Referred by: _____

Your Name: _____ Date of Birth: _____ Age: _____

Home Phone: _____ Cell Phone: _____

Address: _____

Name & Relationship of a close relative/friend in the event of an emergency: _____

Emergency contact Phone: _____

SUPERVISED VISITATION/EXCHANGE INFORMATIONAL PACKET

PLEASE COMPLETE THE FOLLOWING:

- Read the enclosed information about the supervised visitation program thoroughly and bring the information with you to the Orientation Intake session
- Complete the Orientation Intake Form completely and return it Redefining You Therapy within 5 days
- Call Redefining You Therapy at (916) 956-6232 to schedule and Orientation Intake Session, if you have not done so already
- Review the enclosed FEE SCHEDULE and sign the acknowledgement at the bottom of the page

PLEASE BRING THE FOLLOWING ITEMS WITH YOU TO THE ORIENTATION INTAKE SESSION:

1. Driver's License (or photo identification)
2. The Orientation Intake Informational Packet
3. Fees to hold first appointment
4. Car registration or vehicle you will be driving to the appointments
5. Recent picture of the child(ren)
6. Copy of Court Order stipulating supervised visit
7. Copy of Civil Protection Order if applicable

FEE SCHEDULE

FEES FOR ALL SERVICES MUST BE PAID PRIOR TO SCHEDULING
REDEFINING YOU THERAPY WILL ACCEPT CASH AND/OR CASHIER'S CHECKS TO HOLD YOUR
APPOINTMENT

Intake Orientation session.....	\$25.00
Supervised Visits (per hour)..... Includes monthly monitoring reports	\$80.00
Supervised exchange.....	\$30.00
Additional child (ren) per child.....	\$5.00
Court Testimony.....	\$250.00/hr.

Failure to provide 24-hour advanced notice of cancellation of a scheduled visitation appointment will result in a cancellation fee equal to the amount of the visit, payable by the party cancelling visitation/exchange.

Name

Date

ARRIVALS AND DEPARTURES

Arrival Policy:

The **NON-CUSTODIAL Party** will arrive 15 minutes prior to the scheduled visit/exchange time. Non-custodial parents will wait in a separate areas for the child(ren)'s arrival.

The **CUSTODIAL Party** will arrive 5 minutes prior to the scheduled visit/exchange time to drop off the child(ren).

Departure Policy:

The **CUSTODIAL Party** will arrive 15 minutes prior to the scheduled visit/exchange end time to pick up the child(ren).

The **NON-CUSTODIAL Party** will depart 10 minutes after the scheduled end of the visit/exchange time.

Individual who exhibit potentially violent behavior, have a history of violent behavior, or who have consistently violated office policies may be asked to remain at the office until the other party has left the visitation area.

Late and Early Arrival Policy:

A party is considered "Late or "Early" if the arrival time is more than 5 minutes before or after the above policy indicates is the correct arrival time. If either party arrives more than 15 minutes after the scheduled visit time, the visit or exchange may be cancelled and the violating party duly noted.

Late or Early arrivals/departures are a violation of office policy. The office may suspend or terminate visits and/or exchanges if parties continuously violate this policy.

WHY ARE VISITS IMPORTANT?

- The child is able to maintain a relationship with the non-custodial parent
- The child sees that the non-custodial parent still loves him/her and wants to visit with the child
- The visits allow a connection to remain between the non-custodial parent and the child so that the child does not feel abandoned
- The visits allow the child to see the visiting custodial parent's well being
- The visits allow the child to slowly come to terms with the separation or divorce of his/her parents which can help in the healing process

HELPFUL HINTS TO PREPARE THE CHILD FOR VISITATION

- It is important that the child understand that he/she has done nothing wrong and that it is not his/her fault that the supervised visitation must occur
- Assist the child in becoming acquainted with the surroundings at the visitation safe/exchanges, so that he/she is comfortable with the atmosphere before the visitation begins. It is important that the child knows the staff at the visitation/safe exchange location is always available for him/her during the visit
- Try to maintain a positive outlook about the visitation yourself. Children are very impressionable and they can sense how their parents are feeling. If they feel that you are comfortable with the visitation/safe exchange, they may be more apt to be positive about it themselves
- Depending on the age of the child, it may be useful to explain to the child the purpose of the visitation/safety exchange and the safety arrangements. This way, the child can feel informed and feel as though they have some control in the situation

POLCIES FOR SUPERVISED VISITATION AND EXCHANGE SERVICES

PREPARING THE CHILD FOR VISITATION AND/OR SAFE EXCHANGES

Each Parent's Responsibilities To The Child:

- Help the child understand that he/she has done nothing wrong and that it is not his/her fault that the supervised visitation/safe exchange must occur

Custodial Parent:

- Assist the child in becoming acquainted with the surroundings of the site so that he/she is comfortable with the atmosphere before the visitation/safe exchange begins. It is important that the child knows the staff at the site is not involved in the decision-making process about custody and/or court visitation or safe exchanges
- Maintain a positive outlook about the visitation/safe exchange yourself. Children are very impressionable and they can sense how their parents are feelings. If they feel that you are comfortable with visitation, they may be more apt to be positive about the visitation/safe exchange themselves
- Use an age-appropriate method; explain to the child the purpose of the supervised visitation/safe exchange and the safety arrangements. This way, the child can feel informed and feel as though they have some control in the situation

Non-custodial Parent:

- Assist the child to feel comfortable during the visitation or exchange by not pressuring the child with questioning, inappropriate comments about the other parent, discussing adult issues or trying to force the child to demonstrate affection.

APPROPRIATE BEHAVIOR WHILE PARTICIPATING IN SUPERVISED VISITS OR EXCHANGES

Initial **You must agree to these guidelines in order for a visit to proceed!**

_____ There is to be no Contact or Confrontation between parents during
visitation/safe exchange

_____ No weapons or any article that could be used as a weapon are allowed on the
Premises

_____ The visit/safe exchange will not take place if you appear to be under the
influence of drugs or alcohol

_____ Directions provided by the monitor must be followed. No discussion of the rules
with the child present

_____ There will be no food or drinks permitted during the visit

_____ Cell phones must be turned OFF during the visit/safe exchange

_____ Unless previously agreed upon, the parent(s) or guardian(s) will be the only
person allowed at the visit/safe exchange

_____ You may not use the visitation for service of court documents

_____ Negative comments regarding the child(ren), the child(ren) placement, any
agency's involvement, the monitor, or any other caregiver will not be tolerated
and may result in termination of the visit

_____ You may not pass correspondence or messages to the other parent (such as
regarding legal matters) through child(ren) or monitor

_____ Sharing of detailed court information or court documents with the child/children
and/or making of promises about future living arrangements, time sharing or
visitation modifications. Visit discussions should focus on the present to avoid
pressure and/or disappointment

_____ Speaking negatively about the other parent, his or her family or designee in front
of the child/children and/or questions about the other parent's whereabouts or

activities will not be tolerated and may result in termination of the visit

- _____ Inappropriate demands for physical contact, foul language, shouting, threats of violence or abuse, attempts to move child/children out of sight or hearing of monitor will not be tolerated and may result in termination of the visit
- _____ All gifts must be pre-approved prior to the visit and monitor must receive notification at least 24 hours in advance
- _____ You may bring your own toys and games to entertain your child during the visit. No outdoor toys allowed. Toys you bring with you go home with you, not the Child
- _____ Children are not allowed to be taken out of the visitation room unless accompanied by the monitor
- _____ The visiting person (if an adult) is responsible for managing the child's behavior (Spanking, hitting or threatening will not be tolerated and may result in termination of the visit. The monitor will help if needed
- _____ There is to be no talking down to the child(ren) using language to punish, embarrass, ridicule or demean them in any way. (Name calling, speaking loudly)
- _____ The visitation room is your responsibility; it must be returned to its original condition prior to the end of the visit. Cleanup is to begin five minutes before pickup
- _____ The visiting person should not try to appear lonely or needy. This may cause the child to worry or feel guilty
- _____ There are to be no prolonged or tearful good-bye

The monitor may terminate the visit at any time if the above guidelines are violated, or if any other behavior occurs that the monitor believes are inappropriate, or if the child(ren) appears unduly distressed. This document can serve as the basis for an incident report.

In no way is this list exhaustive. These are not all the rules and guidelines; others may be addressed as they arise. Failure to abide by these guidelines will result in reporting to the court or supervising authorities.

**VISITATION/SAFE EXCHANGE ORIENTATION INTAKE
SCREENING FORM ACKNOWLEDGEMENT**

I _____ agree to abide by the policies as outlined in the Redefining You Therapy Orientation to Visitation Informational Packet.

Name (Signature)

Date