



## **Supervised Visitation and Safe Exchange Policies and Procedures**

The following policies and procedures are designed for the safety and wellbeing of every participant. Safety is paramount to supervised visits and exchanges. It is the goal of this program to ensure the safety of all parties involved in the supervised visit or exchange process. DC Family Connections Policies and Procedures meet the standards of practice provided by Section 3200.5 of the California Family Code as well as the California Rules of Court 5.20. All employees, independent contractors and clients must review and agree to the Safety and Security Protocol terms prior to supervision of visits. Your cooperation is expected.

### **Safety and Security Protocol**

The central criterion of safety is that there is a match between the capacity of the provider, the service being provided, and the needs of and the risk presented by the family. DC Family Connections cannot guarantee safety; adult clients remain responsible and accountable for their own actions.

### **Declining Unsafe Cases**

DC Family Connections will refuse to accept any case when the safety needs and risks presented by the family cannot be managed.

### **Client Relationship**

The physical safety measures described in this section are not a substitute for maintaining a relationship with each client that will help reduce potential risks of harm. This means treating each client with respect and fairness.

### **General Policy for Security**

DC Family Connections makes reasonable efforts to ensure that security measures are provided, which include, but are not limited to:

- Intake and case review;
- Collaborating with local law enforcement to facilitate a rapid response;
- Reviewing security measures on a regular basis;
- Ensuring that the facility meets all state and local fire, building, and health codes; and
- Establishing written protocols for emergency situations.

Each party is expected to not have any weapons! This includes but is not limited to guns, knives of any kind, pointed scissors, mace, pepper spray, or any other object intended for the harm of another person.

Each party is expected to not use any drugs or alcohol before, during, or at the visitation or exchange. Visits or exchanges will be terminated if the visit supervisor **suspects** that any party has used, is using, or is anyway influenced or intoxicated by legal or illegal drugs or alcohol.



In addition, if the visit supervisor **suspects** that any party in possession of illegal or legal drugs or alcohol before or during the visitation or exchange, the visit or exchange will be cancelled and noted on the file.

Each party is expected to not use violence, profanity or abuse (verbal or nonverbal) during the visit or exchange.

No corporal punishment of any type is allowed during the visit or exchange. No hitting (including spanking) or force may be used as punishment during the visit or exchange. The use of time-out is recommended when discipline is necessary.

Each party is expected to not use derogatory comments either to or about the child(ren) or the other parent.

Each party is expected not to use the child to gather information about the other parent. No child shall be used to transfer or disseminate documents, gifts or any other information or artifacts from one parent to the other parent.

The visit supervisor will inform all necessary parties if there has been any violation of the policies and procedures, injury, illness, critical incident, or an incident that presents a risk to the child or the parents' safety.

No parents are allowed unsupervised in the restroom with the child(ren).

**ALL SUSPECTED CHILD ABUSE WILL BE REPORED TO THE PROPER AUTHORITIES AS MANDATED BY LAW.**

### **Additional Security Measures in High-Risk Situations**

In cases when there is any risk of violent behavior or highly conflicted interaction by one parent against the other or between parents, DC Family Connections will have:

- Written policies and procedures that describes the layout of premises or other arrangements that keep parents physically and visually separate;
- Written procedures so that contact or interaction between the parents does not occur;
- Copies of relevant court documents readily available;
- A safety response plan for the agency; and
- A plan for safe arrival and departure and safe use of the service for the client at risk.

### **Case Screening**

DC Family Connections recognizes that safety policies and security measures are not a substitute for screening for potential risks of harm. DC Family Connections will maintain policies and procedures to screen for risk on a case by case basis.



## **Staff to Client Ratio**

The ratio of supervisor to child must be tailored to each case. In cases requiring supervision of more than one child, a provider must consider having more than one visit supervisor present during visitation. If it is determined that more than one supervisor is necessary, an additional charge for adding such supervisor will occur. Visit supervisor to client ratio will depend on:

- Nature of the supervision necessary for needed safety in each case;
- The degree of risk factor present in each case;
- Number and ages of children being supervised;
- The number of people visiting the child during the visit.
- Duration and location of the visit or exchange; and
- Experience of the supervisor.

## **Critical Incidents**

DC Family Connections, at intake, will review with both parents its written policies and procedures regarding critical incidents including recording, reporting, and actions taken to resolve the incident.

## **Feedback to Parents**

DC Family Connections will inform a parent if there has been an injury to their child, a critical incident during supervised visitation or exchange, or an incident that presents a risk to that parent's safety. An exception will be made if a critical incident involves a mandatory report to Child Protective Services and Child Protective Services instructs DC Family Connections not to inform the parent. DC Family Connections will inform a parent if he/she has violated the terms of its policies and procedures which may lead to the suspension or termination of services.

## **Protocol for Sexual Abuse Cases**

DC Family Connections' visitation supervisors will adhere to the following policies and procedures for the supervision of cases with allegations or findings of sexual abuse that provide for the safety of all participants using the service:

- All supervisors facilitating parent/child contact when sexual abuse has been alleged or proven must have specific training in child sexual abuse and its effect on children;
- The contact between the visiting parent and the child must be supervised continually one-on-one so that all verbal communication is heard, all physical contact is observed; and
- If there is an allegation of sexual abuse that is under investigation, DC Family Connections will not accept a referral or will suspend service unless there is a court order to the contrary or an opinion by a sexual abuse expert involved in the case.
- In cases where there are allegations of sexual abuse, we shall not allow the following behavior, unless otherwise ordered by the court:
  1. Exchanges of gifts, money, or cards;
  2. Photographing, audio taping, or videotaping of the child;



3. Physical contact with the child such as lap sitting, hair combing, stroking, hand holding, prolonged hugging, wrestling, tickling, horse playing, changing diapers, or accompanying the child to the bathroom;
4. Whispering, passing notes, hand signals, or body signals; and
5. Supervised visitation in the location where the alleged sexual abuse occurred.

### **Protocol for Domestic Violence Cases**

DC Family Connections' visitation supervisors will adhere to the following policies and procedures for supervision of cases with allegations or findings of domestic violence that provide for the safety of all participants using the service:

- DC Family Connections will develop and implement an individual plan for safe arrival and departure and safe use of the service for the client at risk;
- DC Family Connections will refer any victim of domestic violence to a resource expert that can assist and help the victim in developing a personal safety plan;
- DC Family Connections will develop and implement policies and procedures that address no shared decision-making, unless in a specific case shared decision making has been explicitly ordered by the court; and
- DC Family Connections will develop and follow policies regarding no contact or interaction between the parents, unless in a specific case contact or interaction is allowed by order of the court.

### **Emergency Protocol**

DC Family Connections' visitation supervisor will adhere to the following policies and procedures for responding to emergency situations, such as abductions, physical threats, verbal threats and general threats to the safety of all participants using the service:

- All visitation supervisor will receive, prior to providing services, training on crisis prevention and crisis intervention, including but not limited to, de-escalation techniques, conflict-resolution techniques, decision-making training, levels of intervention required, and other training appropriate to enhance the ability of the supervisors to respond to crisis.
- In the event that the supervisor perceives that proper intervention is beyond his/her ability to safely resolve the crisis situation, supervisor will call 9-1-1 and report the incident to the authorities. Supervisor will follow any directions given by the authorities to address the safety of all participants.
- Visitation supervisor will contact the Program Supervisor and the custodial parent to report the incident.
- Visitation supervisor will document incident in the visit notes and complete a Critical Incident Report form.

### **Abduction Protocol**

A threat of abduction will be considered as serious as an abduction attempt and the visit will be terminated immediately. The following steps will be taken in the event of a threat or attempt to abduct a child during the visitation:

- The parent threatening or attempting the abduction will be asked to leave the premises immediately.
- The supervisor shall remove the child(ren) from the area where the visiting parent is located if the parent refuses to leave and call the Custodial Parent to come and pick up the children immediately.
- In the event the Non-Custodial Parent removes the child from the visitation site, the supervisor shall immediately call 9-1-1 and report that there is a child abduction in progress.
- The Visit Supervisor shall follow the directions given and give all relevant information requested by the law enforcement or emergency dispatch professional.



- The Visit Supervisor shall inform the Custodial Parent as soon as possible after altering the local authorities of the abduction.
- The Visit Supervisor shall document all events in the visit notes.
- The Visit Supervisor shall inform the program supervisor of the incident.
- Future visit services shall be terminated and referred back to Family Court Services.

### **Role of the Supervisor**

DC Family Connections' visitation supervisor's role is to review with all parties and ensure that all rules of supervision consistent with the court orders and adopted recommendations of a mediator are followed.

During the visit or exchange, the visitation supervisor acts as a neutral and objective observer of the interaction between the visiting parent and the child(ren),

During the visit or exchange, the visitation supervisor's role is to ensure the safety and welfare of the child(ren). If necessary, the visitation supervisor has the right to terminate the visit if he/she believes that continuing with the visit presents eminent danger to the emotional or physical safety of the child.

DC Family Connections' visitation supervisor's role is to document parent-child interaction and follow reporting procedures to the Court and to the parents, when appropriate. The report provided by the visitation supervisor is not intended as a recommendation.

The report is a written record of the observations made by the visitation supervisor during the visit. Although the notes taken during the visit are extensive, it is impossible to record every detail, word, or interaction between the non-custodial parent and the visiting child(ren) during the visit. The report is not intended to make any recommendations as to the Custodial or Non-Custodial parent's ability to properly or safely parent the child(ren).

### **Intake and Orientation**

Before the first visit takes place, both the custodial and non-custodial parent must register and attend an intake and orientation meeting and complete an initial intake screening. To schedule an intake and orientation meeting, please call (916) 489-3297.

All policies and procedures must be read, signed and agreed to before the first visit.

Either parent must provide, during the intake process, relevant documents, including: copies of any protective order, current court orders, any Judicial Council form relating to supervised visitation orders, a report of any written records of allegations of domestic violence or abuse and in the case of a child's chronic health condition, an account of the child(ren)'s health needs.

During the two intake and orientation meetings, the supervised visitation program will review all provided documents and gather all necessary information from any and all relevant parties and determine the appropriate level of supervision if not already determined by the court.



## **Supervised Visitation**

Supervised visits are the responsibility of **BOTH** the custodial and the non-custodial parents. If either parent must cancel a visit, he or she is required to inform the supervision program at least 24 hours before the scheduled visit at (916) 489-3297. The cancellation will be documented and the party canceling the visit will be responsible to pay a late cancellation fee. The late cancellation fee is equal to the cost of the scheduled visit if the visit was held.

All court orders must be strictly followed!

Neither parent shall discuss anything concerning the case, or ask for information regarding any party involved with the case, with the visitation supervisor, the other parent, or other family members.

Parents are expected to interact and supervise their own child(ren) regardless of custodial or non-custodial status. While parents are responsible for their own behavior during supervised visits, a visitation supervisor may hold a parent accountable for their behavior by ensuring that the parent follows the signed program policies and procedures and the court order(s).

Parents are responsible for the care of the child and the child's belongings during the supervised visits, subject to any contrary order of the court.

During the visits, food, toys, gifts, and photos are acceptable unless there is a contrary court order or the Custodial Parent limits or prohibits such items.

DC Family Connections requests the cells phones are not answered during the visit unless the Non-Custodial parent deems it an emergency. If the visitation supervisor believes the above items will cause a detriment to the child, he or she shall request the specific item will no longer be acceptable. No pets are allowed on the premises.

If a child refuses to participate in a scheduled visit, the visitation supervisor will not force that child to visit. The child must be willing to participate in the supervised visit as to ensure the safety of that child's emotional well-being. Services will be suspended until the issue is resolved. If the visit is canceled due to the child refusing to visit, the Non-Custodial Parent will be responsible for the full cost of the visit.

We will make every effort to keep the same supervisor for every visitation. Unfortunately, we reserve the right to change the supervisor for any reason we deem.

Respect everyone! Courtesy and cooperation are always expected regardless of emotional status.

## **Supervised Exchange**

Supervised exchange is a peaceful exchange of parenting time from one parent to the other. It is not supervised visitation. Each parent is responsible for the safety and care of his or her the child(ren).

The Custodial parent without the child shall arrive 15 minutes prior to the scheduled exchange. Custodial parent with the child shall arrive exactly at the time scheduled and will drop off child(ren) with exchange supervisor. Custodial dropping off the child must leave the premise immediately. Custodial parent receiving the child shall stay with the exchange supervisor for additional 15 minutes before he or she leaves.



DC Family Connections reserves the right to set up a different arrangement if all parties agree and the agreement does not conflict with any current court order.

Off-Site supervised exchanges will include an additional charge for travel time of the exchange supervisor from the DC Family Connections office to the location of the exchange.

### **Group Supervised Visitation**

Group supervised visitation refers to a supervised visit where one visitation supervisor is responsible for supervising more than one visiting family. DC Family Connections will not have one visitation supervisor responsible to supervise more than four visiting families at one time.

Only families identified for “Non Professional” supervised visitation shall qualify to be in a group supervised visitation setting. DC Family Connections shall determine which families will be included in the group supervised visitation.

Due to the nature of this type of visitation, the visitation supervisor will not be able to record as much detail about conversations, interactions, and observations of the visiting parties as they would in an individual, on-site visit.

However, a written record will be completed by the visit supervisor that includes date, time, duration and location of the visit, as well as some of the activities and interactions that the parties engaged during the visit. Detailed reports are not available for group visits.

### **Off-Site Supervised Visitation**

Off-site supervised visitation refers to a supervised visit that occurs outside of the premises of DC Family Connections. DC Family Connections requires a minimum of three on-site supervised visits prior to going off-site.

After the third on-site visit, DC Family Connections shall determine which families will qualify to go off-site as long it does not conflict with any current court orders and both parties agree. Visit supervisor entrance fee to any events or activity including eating during the visit must be paid by the visiting parent.

Due to the nature of this type of visitation, the visitation supervisor will not be able to record as much detail about conversations, interactions, and observations of the visiting parties as they would in an individual, on-site visit. However, a written record will be completed by the visit supervisor that includes date, time, duration and location of the visit, as well as some of the activities and interactions that the parties engaged during the visit. Detailed reports are available for off-site visits, however the content of such visits may be much more limited in nature.

Off-Site supervised visits will include an additional charge for travel time of the visit supervisor from the DC Family Connections office to the location of the visit and well as mileage from DC Family Connections at a rate of \$0.50 per mile. Times for drop-off and pick-up will be arranged before the visit. We will not transport clients in personal vehicles. If transportation is necessary for off-site visitation, the Custodial Parent must use his or her own vehicle to transport the children to and from the agreed upon supervised visit location.



## **Custodial Parent Responsibilities**

It is the responsibility of the custodial parent to drop off and pick up the child(ren) at the appropriate times. If another party is to pick up or drop off the child(ren), prior notice of such arrangements are mandatory.

Punctuality is crucial!

The custodial parent shall drop off the child(ren) at **EXACTLY** the time arranged **NOT BEFORE** the scheduled visit or exchange. The custodial parent shall pick up the child(ren) at **EXACTLY** the ending time of the scheduled visit or exchange. Waiting around in the parking lot or nearby areas before the visit or exchange is concluded is strictly prohibited.

The supervised visit or exchange will end **EXACTLY** at the scheduled time. After the visit or exchange is concluded, the custodial parent and the child(ren) must leave immediately. Waiting around in the parking lot or nearby areas after the visit or exchange is strictly prohibited. A late fee will apply when the custodial parent is not on time to pick up the children. See Schedule of Fees for current fee amount. The custodial parent will ensure that the child(ren) have all needed supplies, such as snacks, bottles, diapers, etc.

## **Non-Custodial Parent Responsibilities**

Only the non-custodial parent shall participate in visits or exchanges unless the court orders indicate a specific name or relationship of a person to be allowed to participate in the visit or exchange or unless agreed upon by all parties and there is no contrary court order.

Non-custodial parent will arrive **EXACTLY** fifteen minutes before the scheduled visit or exchange. Do not arrive at the scheduled time of the visit or exchange. The non-custodial parent will wait fifteen minutes **AFTER** the visit or exchange ends before he/she is allowed to leave. Punctuality is crucial!

If the non-custodial parent is more than fifteen minutes late, the visit or exchange will be cancelled, and the custodial parent will be instructed to leave with the child(ren).

## **Serving of Paperwork**

DC Family Connections expects that neither parent, family member, representing attorney, professional serving agency, nor any affiliated party with the case will have paperwork handed, served, transferred or otherwise delivered to any participating party (custodial parent or non-custodial parent) before, during, or after the visitation time or location. This includes all parking lots immediately surrounding the visitation site.

## **Termination of Supervised Visits**

If a visitation supervisor determines that the rules of the visit or exchange have been violated or the policies and provisions outlined in this document have been violated, the child has become acutely distressed, or the safety of the child(ren) or the visitation supervisor, or program is at risk, the visit may be temporally interrupted, rescheduled at a later date, or terminated. All interruptions and/or terminations of visits or exchanges will be recorded in the case file along with the reason for the interruption or termination of the visit. A written notice of cancellation or termination of the visit will be given to each party, their attorneys, the attorney for the child, and the court, along with the reason for termination.





## **Payment**

Payment for services must be made **before** the services are rendered. DC Family Connections prefers to accept cash, but will accept other forms of payment such as check or credit cards on a case-by-case basis. If using credit cards, a transaction charge will apply for each transaction (see current Schedule of Fees). Failure to provide payment will cancel the visit. Arrangements for who pays for the visit is to be determined before the visit occurs.

When there is no court order regarding the determination of fees and a parent disagrees regarding the allocations of the fee set by DC Family Connections, the Custodial and Non-Custodial parents must refer back to the court for determination. When there is no court order, referring source or arrangement agreed by the Custodial and Non-Custodial parents, DC Family Connections reserves the right to deny services until an agreement can be made.

A Schedule of Fees will be provided during the orientation appointment. DC Family Connections reserves the right to change the Schedule of Fees at any time. However, a notice of fee changes shall be given to the paying parent prior to the scheduled visit or exchange.

If a check is returned for insufficient funds, a Returned Item Fee will be assessed to the party who wrote the check. The Returned Item Fee and the previous visit or exchange fee must be paid prior to the next scheduled visit or exchange.

Exact payment is expected and usually no change can be made.

## **Cancellation Policy**

Supervised visits and exchanges are the responsibility of **BOTH** the custodial and the non-custodial parents. If either parent must cancel a visit or exchange, he or she is required to inform the supervision program at least 24 hours before the scheduled visit or exchange at (916) 489-3297. The cancellation will be documented and the party canceling the visit or exchange will be responsible to pay a late cancellation fee. If the child refuses to attend the visit, the late cancellation fee will be the responsibility of the Non-Custodial parent. The late cancellation fee is equal to the cost of the scheduled visit or exchange if the visit or exchange was held.

A cancellation fee shall apply under any and all reasons why a scheduled visit or exchange is cancelled, including but not limited to, either custodial or non-custodial parent does not arrive, child refuses to participate in the visit or exchange, payment for visitation or exchange is not made prior to service, late arrival of either parent, and any violation of DC Family Connections' policies and procedures.

## **Maintenance and Disclosure of Records**

A written record of each visit or exchange shall be maintained including but not limited to the date, time, and duration of the visit or exchange; who attended the visit or exchange; observations made by the supervisor of the activities or conversations during the visit or exchange; actions taken by the visitation supervisor, including any interruptions, termination of a visit or exchange, and reasons for these actions; an account of critical incidents, including physical or verbal altercations and threats; violations of protective or court orders; any incidents of abuse as required by law. Written reports can be generated for either parent as requested. See current Schedule of Fees for the cost of the report.



## **Appearances in Court**

If a DC Family Connections representative is requested to appear in court, he or she must be subpoenaed at least 10 days before the scheduled court appearance. We do not accept phone messages left as a subpoena. Faxed subpoenas are acceptable by agreement.

When a subpoena is received, and the DC Family Connections representative is available to appear, we will require a half-day fee (4 hours or less to complete the appearance) or a full day fee (4 hours to 8 hours to complete the appearance) prior to the court date at the current rate (See Schedule of Fees). If the time to appear is more than the subpoena fee, a balance will be required by the person who issued the subpoena. There will be no refund of a subpoena fee unless court has been canceled and we have received notice of not needing to appear at least 48 hours in advance.

If there is a continuance or recess in the same day of required appearance, and we are expected to return for the appearance, the billing rate will continue to apply during this recess or continuance.

We will not make recommendations for custody or changes to parenting plans, increasing or decreasing of supervision time, or whether the parent is able to have unsupervised parenting time.

## **Confidentiality**

Communications between parties and providers of supervised visitation or exchange are **NOT** protected by any privilege of confidentiality. Any and all communications between parties, their attorneys, mediators, investigators or the courts are not confidential. We will not provide communications, visit notes, or any other forms of communication regarding the case except for the following:

- ordered by the court
- requested by law enforcement
- suspected child abuse
- subpoenaed to produce records or testify in court
- requested by parties or their attorney or mediator in conjunction with court-ordered supervised visits, mediation, investigation, evaluation.
- requested by Child Protective Services
- potential harm to another party
- contact with any previous or future visit or exchange supervisors regarding the case

If ordered by the court or requested by either party or the attorney for either party or the attorney for the child, a report about the supervised visit should be produced. These reports should include facts, observations, and direct statements and not opinions or recommendations regarding future visitation unless ordered by the court. A copy of any report should be sent to all parties, their attorneys, and the attorney for the child.

Any identifying information about the parties and the child, including addresses, telephone numbers, places of employment, and schools, is confidential, should not be disclosed, and should be deleted from documents before releasing them to any court, attorney, attorney for the child, party, mediator, evaluator, mental health professional, social worker, or referring agency, except as required in reporting suspected child abuse.



The visitation supervisor will keep all other information confidential.

### **Conflicts of Interest**

All visitation supervisors must maintain a neutral role. In an effort to maintain this neutrality, visitation supervisors will refuse to discuss the merits of the case and not agree or support one party over another. Any discussion with the program or its independent contractors and/or employees should be for the purposes of arranging visitations or exchanges and providing for the safety of the child(ren).

In order to avoid a conflict of interest, no visitation supervisor shall be: financially dependent of the person being supervised; an employee of the person being supervised; an employee or affiliated with any superior or municipal court in the county in which the supervision is ordered unless specified in the employment contract; or in an intimate relationship with the person being supervised.

### **Types of Supervision**

#### **Non-Professional Provider**

“Nonprofessional provider” means any person who is not paid for providing supervised visitation services. Unless otherwise ordered by the court or stipulated by the parties, the nonprofessional provider shall:

- Have no record of a conviction for child molestation, child abuse, or other crimes against a person.
- Have proof of automobile insurance if transporting the child.
- Have no current or past court order in which the provider is the person being supervised.
- Agree to adhere to and enforce the court order regarding supervised visitation.

#### **Professional Provider**

#### **Minimum acceptable level of education and experience of providers:**

All Supervisors have received at least 24 hours of training that includes training in the following subjects:

- The role of a professional provider.
- Child abuse reporting laws.
- Recordkeeping procedures.
- Screening, monitoring, and termination of visitation.
- Developmental needs of children.
- Legal responsibilities and obligations of a provider.
- Cultural sensitivity.
- Conflicts of interest.
- Confidentiality.
- Issues relating to substance abuse, child abuse, sexual abuse, and domestic violence.
- Basic knowledge of family and juvenile law.



## **Professional Provider qualified as a Therapist or Counselor**

### **Minimum acceptable level of education and experience of providers:**

- All of the professional provider requirements.
- Registered Intern with a Master's Degree in a mental health field trained and supervised by a licensed mental health professional with experience in high-conflict divorce and child custody; **or** Credentialed or licensed mental health professional (MFT, LCSW, Ph.D., PPS).

### **Cultural and Language Accommodations**

All of our staff is trained to be culturally sensitive, aware, and competent. Every effort will be made to assign a visitation supervisor with the ability to speak and understand the language of choice of the family.

If no accommodation can be made, we require that the language spoken during the visit is in English. If no member of DC Family Connections can speak the language required and the person supervised refuses to or cannot speak English, we will be unable to properly supervise the visit.

### **General Provisions**

Neither DC Family Connections nor any of its employees, independent contractors or volunteers are responsible for items that are lost or stolen during the visits or exchanges.

Neither DC Family Connections nor any of its employees, independent contractors or volunteers are responsible for injuries that occur during the visits or exchanges. It is the parent's responsibility, regardless of custodial or non-custodial status, to maintain their child(ren)'s activity.

Neither DC Family Connections nor any of its employees, independent contractors or volunteers are responsible for any damage to vehicles or any other property brought to the visits or exchanges.

Notification of any changes in the case including but not limited to change of address, telephone number, relationship status, or court decision must be made to the program immediately.

Neither DC Family Connections nor any of its employees, independent contractors or volunteers perform any mental health, custody, parenting, developmental and/or attachment assessment and evaluation that more appropriately should be provided by a licensed mental health professional. This includes drawing conclusions about future visitation arrangements, child custody determinations, and or making recommendations.

DC Family Connections reserves the right to update, change, or otherwise modify these policies and procedures as deemed necessary by DC Family Connections. All parties will be given the opportunity to review the updated policies and procedures and a signed copy of the new policies and procedures must be on file before the next scheduled visit or exchange.

DC Family Connections and the parties both have a right to terminate supervised visit services at any time with or without reason. A notice will be given to both the Non-Custodial Parent and the Custodial Parent should DC Family Connections decide to end supervised visit services.



**ANY NON-COMPLIANCE WITH THE ABOVE POLICIES AND PROCEDURES MAY RESULT IN A CANCELANATION OF VISIT OR EXCHANGE, REPORT TO THE COURT, AND/OR DISMISSAL FROM THE SUPERVISED VISITATION PROGRAM.**

Your signature below indicates that you have read the information in this document and agree to abide by its terms during our professional relationship.

Custodial Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Non-Custodial Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Orientation Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_