

Cherokee Center for Change Counseling, Inc.
409 Old Boring Lane
Woodstock, GA 30189
770-928-7300

Guidelines for Supervised Visitation

Initiation Procedures

- 1 Facilitator to receive copy of court order or legal documents related to supervised visitation.
- 2 Facilitator will meet with custodial parent to discuss visitation process and procedures, to address any questions or concerns and to sign release for communication with attorney. (Hourly rate applies.)
- 3 Facilitator will meet with non-custodial parent to discuss visitation process and procedures, to address any questions or concerns, and to sign release for communication with attorney. (Hourly rate applies.)
- 4 Facilitator to place phone call to all representing attorneys to discuss visitation process and procedures and to address any questions or concerns.
- 5 Credit card required to be on file by party or parties responsible for payment for all charges.

Visitation Procedures

- 1 Facilitator will be present at all times during visitation and is facilitating from the moment of arrival.
- 2 All contact between child/children and the non-custodial parent shall take place within facilitator's hearing and sight at all times.
- 3 Fees for services shall be paid in full, in exact cash or by credit card prior to the start of each visit with facilitator.
- 4 Custodial parent shall bring children to visit five minutes before scheduled visit. Visiting parent shall arrive promptly at scheduled time.
- 5 Custodial parent shall arrive promptly at the end of each scheduled visit to pick up child/children. Visiting parent shall wait with facilitator during pick up and departure.
- 6 Custodial and visiting parent will adhere to facilitator's guidance at exchange and during scheduled visitation. Non-compliance with guidelines or challenging the

authority of the facilitator may lead to termination of services at the discretion of the facilitator.

7 Cancellation or rescheduling of visitation requires 24 hours advance notification and both parents must confirm mutually agreed upon reschedules and cancellations. If visitation is cancelled with less than 24 hours notice, facilitator will be paid as if visitation had occurred by the cancelling party.

8 Cancellations for health reasons must be confirmed with a doctor's note.

9 If custodial parent or designee fails to arrive with child/children without sufficient prior notice of cancellation to the facilitator (see 7), custodial parent or designee shall pay for missed visitation. Additionally, facilitator will be paid as if visitation had occurred.

10 Failure of visiting parent to arrive within 10 minutes of designated time of arrival without notification by phone will result in cancellation of the visit, and facilitator shall be paid as if visit occurred by the party that did not show.

11 Hourly charge for facilitated visitation is (negotiated based on services requested). Where applicable, fees for travel and/or for overnight visits will be arranged.

12 Visitation will be canceled if a parent is suspected of being under the influence of alcohol or non-prescription drugs and/or if the individual fails a 5-panel instant drug test. At any time, without a court order, if the facilitator has any suspicion of any adult being under the influence, the visit will be cancelled.

13 Unless arrangements are made for another language, parents and child/children must speak English during visitation and must speak loud enough for facilitator to hear.

14 Parents will adhere to facilitator's guidance at exchange point and during visitation.

15 Family members or friends authorized by the court to participate in visitation must comply with guidelines. Both parents and facilitator must approve, in writing and prior to the visit, any additional individuals requesting to be a part of the visit.

Rules of Conduct

The following is prohibited during visitation and may result in immediate termination of the visit:

1 Inappropriate demands for physical contact, foul language, shouting, threats of violence or abuse, attempts to move child/children out of sight or hearing of facilitator or any other behavior deemed inappropriate by the facilitator.

2 Passing of correspondence or messages to the other parent (such as regarding legal matters) through child/children or facilitator.

3 Using the visitation for the service of court documents or any other reason other than spending quality time with your child(ren).

4 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.

5 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.

6 Taking photographs of the child/children without prior written consent from custodial parent.

7 Permanent alterations of child/children during visitation without prior written consent of custodial parent. Alteration includes but is not limited to haircuts, tattoos, body, or ear piercing.

8 Smoking is expressly prohibited anywhere on the counseling center property.

9 Weapons or any articles that could be used as a weapon at site of visitation.

10 Contact or confrontation between parents or any other participants during exchange or visitation.

Please Note:

1 Facilitator will only convey information between parents regarding child/children's medical needs and/or visitation and exchanges.

2 Unless medically authorized or prohibited, dietary requests are not monitored or enforced.

3 Custodial and visiting parents are required to meet the needs of child/children during visitation times (i.e., bring diaper bag, baby food, changes of clothes, etc).

4 Except for late cancellations and emergencies, calls to the facilitator should be made Monday through Thursday between the hours of 9:00 am and 5:00 pm.

5 Facilitator has emergency procedures and security measures in case of abduction.

6 Any concerns by the parties involved should be addressed with Ita Dore, LPC, director, Cherokee Center for Change Counseling, Inc., by scheduling an appointment with her. Standard hourly rates apply.

Signature

Date

Relationship to children

Witness

Date