



## Summit Families First, LLC

### VISITATION RULES/EXPECTATIONS

The person bringing the minor child(ren) to the visit shall be referred to as “providing adult”. The person who is to be supervised with the child(ren) shall be referred to as “supervisee”. Jointly these persons are “parties”. The staff member providing the supervised visitation shall be referred to as “staff”. Summit Families First is referred to as “program”

- Before the visit:
  - Payment for services must be secured 48 hours prior to the visit, otherwise the visit will not take place. There will be no refunds for no call no show visits. There will be no refunds for visits canceled with less than 48 hours notice.
  - All parties must attend visits in a timely manner. If a visit needs to be rescheduled, parties shall contact staff immediately. No call no shows may result in a termination of services.
  - Providing adult is to arrive five minutes prior to the start of the visit to ensure the child(ren) start session independently with the therapist on time. It is the providing adults responsibility to make sure the children are not alone in the waiting room as on occasion staff may be dealing with a crisis situation and running late.
  - Providing adult is to remain within 15 minutes of the visitation center with cell phone on in case staff needs to request the visit end early.
  - The supervisee is to arrive five minutes after start time and will be brought into session when staff deems the child(ren) ready. On the first visit the supervisee should expect to remain five minutes after the conclusion of the visit. Supervisee is not to leave the premises until released by staff.
  - It is up to staff discretion whether it is in the best interest of the child(ren) for the supervisee or the child(ren) to leave session first. Staff will communicate their preference with both parties. This could change over the course of visitation.
  - Despite who leaves session first, there will be *no contact* between the providing adult and the supervisee on the premises. No party will follow or harass another at the end of a visit.

- At staff discretion, supervisee may be asked to surrender car keys until termination of the visit.
- During visit:
  - Supervised visitation means that the staff will be monitoring ALL interactions both verbal and visual.
  - Child(ren) must remain in visual distance of staff at all times.
  - There is to be no whispering or notes passed between parent and child(ren) during the visit. All interactions must be heard by the staff.
  - Supervisee is not allowed to separate the children during a visit.
  - Supervisee is not allowed to take child(ren) to the restroom during a visit without staff.
  - Supervisee may be asked to demonstrate parenting the child(ren) and ensuring they behave appropriately during the visit.
  - Supervisee is to provide child(ren) with nutritious meals (if the visit is during mealtime), snacks and drinks.
  - There will not be any playing movies or video games during therapeutic visits.
  - Supervisee wishing to provide child(ren) with gifts, items, property or similar must obtain staff approval and providing adult agreement ideally prior to start of visit.
  - Activities during visitation and visitation location are subject to staff approval in advance of the visit.
  - Supervisee is to help ensure that visitation ends on time.
  - There is to be no breaking of toys, games, or other supplies in the supervision room. Supervisee shall reimburse the program in the event of damage.
  - Supervisee is responsible for any personal belongings or activities brought in the room and the program is not liable for any lost or stolen possessions.
- NEITHER PARTY SHALL SPEAK NEGATIVELY ABOUT THE OTHER PARTY TO THE CHIL(DREN) OR IN FRONT OF THE CHILD(REN).
- Neither party shall inform or suggest to the minor child(ren) that they do not need to follow the court order.
- General Rules:
  - Do not ask staff to share food, provide personal information, or provide their personal cell phone number.
  - Visits may not be recorded.
  - There is to be no entry to individual offices, staff locations, storage rooms, or cat room without permission from staff.
  - Third parties may not attend visits unless allowed by court order and authorized by staff prior to the visit.

- Visit Termination:
  - Visits shall terminate immediately upon concern of substance abuse or impairment.
  - There is to be no corporal/physical punishment used of any kind.
  - There is to be no verbal or emotional abuse. Supervisee is to terminate discussions deemed inappropriate or upsetting upon direction of staff.
  - There is to be no profanity.
  - Sexual contact of any kind will not be tolerated.
  - Two missed visits in a row may result in termination of services.

STAFF MAY TERMINATE THE VISIT AT ANY POINT WITH OR WITHOUT WARNING TO THE SUPERVISEE. If the visit is terminated due to a rule violation by the supervisee, then no refund shall be provided and no make-up visit shall be scheduled.

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Supervisee

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Providing adult