



Summit Families First, LLC

VISITATION RULES/EXPECTATIONS – Supervised Parent

1. Before the visit
 - a. I understand that if I am responsible for payment, 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.
 - b. I understand that 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.
 - c. I understand that it is my responsibility to be cooperative with staff and the supervised visitation process.
 - d. I understand that I am to arrive a minimum of five minutes prior to the scheduled start time for my visit and remain a minimum of five minutes after the conclusion of the visit. I will not leave the premises until I am released by staff.
 - e. I understand that there will be no contact between myself and other parent (or person bringing the child(ren) to the visit) while on the supervised visitation premises.
 - f. In order to assist in facilitating this lack of contact, I will not park near other parent (or person bringing the child(ren) to the visit). I will immediately enter the building upon arrival and not linger in the parking lot.
 - g. I will not follow or harass the other parent at the end of the visit.
 - h. I understand that I may be asked to surrender my car keys until the end of the visit and agree to do so without argument.
 - i. I will communicate with the other parent anything the child needs prior to the visit and not expect the supervisor to be responsible for my coparent communication.
2. During the visit
 - a. I understand that staff will be monitoring ALL interactions both verbal and visual.
 - b. I understand that my child(ren) must remain in visual distance of staff at all times.

- c. I understand that 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.
 - d. I understand that I am not allowed to separate the child(ren) during a visit.
 - e. I understand that I am not allowed to take child(ren) to the restroom during a visit without staff.
 - f. I understand that I am responsible for parenting the child(ren) and ensuring they behave appropriately during the visit.
 - g. I understand that I am to provide child(ren) with nutritious meals (if the visit is during mealtime), snacks and drinks.
 - h. I understand that if I wish to play movies, music, or video games, I must obtain staff approval, ideally prior to start of visit.
 - i. I understand that if I wish to provide child(ren) with gifts, items, property or similar must obtain staff approval and providing adult agreement ideally prior to start of visit. This information will be noted in the initial email.
 - j. I understand that activities during visitation and visitation location are subject to staff approval in advance of the visit.
 - k. I understand that I am to help ensure that visitation ends on time.
 - l. I understand that there is to be no breaking of toys, games, or other supplies in the supervision room. I understand that I will be required reimburse the program in the event of damage.
 - m. I understand that I am responsible for any personal belongings or activities brought in the room and the program is not liable for any lost or stolen possessions. I understand that I am encouraged to provide age-appropriate activities for the child(ren) during the visit.
3. Conclusion of visit
- a. I understand that my child(ren) will be taken to the lobby at the conclusion of the visit by the supervisor and I will remain in the visitation room until released.
 - b. If I see the other parent in the parking lot after the visit has terminated, I will return to the lobby immediately.
4. General rules
- a. I understand that NEITHER PARTY SHALL DISCUSS THE COURT CASE
 - b. I understand that NEITHER PARTY SHALL SPEAK NEGATIVELY ABOUT THE OTHER PARTY TO THE CHIL(DREN) OR IN FRONT OF THE CHILD(REN).
 - c. I understand that neither party shall inform or suggest to the minor child(ren) that they do not need to follow the court order.
 - d. I understand that my child(ren) may have questions about supervised visitation or why it is necessary. I will commit to appropriate responses and inquire with staff, my attorney, or the Guardian ad Litem if I am unsure how to answer.

- e. I understand that if I have questions about the case, legal proceedings, courts, lawyers, etc that I need to discuss those questions via email with management and not discuss those concerns with the supervised visit provider.
 - f. I understand that I may not ask staff to share food, provide personal information, or provide their personal cell phone number.
 - g. I understand that I may not record visits or staff.
 - h. I understand that there is to be no entry to individual offices, staff locations, storage rooms, or cat room without permission from staff.
 - i. I understand that third parties may not attend visits unless allowed by court order and authorized by staff one week prior to the visit.
5. Visit Termination
- a. I understand that visits shall terminate immediately upon concern of substance abuse or impairment.
 - b. I understand that there is to be no corporal/physical punishment used of any kind.
 - c. I understand that there is to be no verbal or emotional abuse. I will terminate discussions deemed inappropriate or upsetting upon direction of staff.
 - d. I understand there is to be no profanity.
 - e. I understand that sexual contact of any kind will not be tolerated.
 - f. I understand that two missed visits in a row may result in termination of services.
 - g. I understand that 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.
6. Security cameras
- a. I understand that staff will be monitoring all communication with the minor child(ren) both verbal and visual
 - b. I understand and consent to recording of myself and my child(ren) while on the premises.
 - c. I understand and consent to artificial intelligence recording of myself and my child(ren) while on the premises.
7. Records/Email
- a. I understand that records from visits are kept in secure electronic storage in compliance with HIPAA regulations when applicable.
 - b. I understand that records can be produced to the Guardian ad Litem upon request.
 - c. I understand that if I, or my attorney, would like to request records that I must first obtain a Qualified Protective Order from the Court.

- d. I understand that if I chose to contact Summit Families First via email from my personal or work email account, that email may not be a secure method for communication.
- e. I understand that I must email in the event of a schedule change or visit cancellation and will do so in a timely manner. I understand that any major changes may take a minimum of one week to implement.

Name

Date

Signature