



Kids' Voice of Indiana



Contract for Supervised Visitation

Kids' Voice Indiana does not, and shall not, discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors and vendors.

Kids' Voice reserves the right to terminate visitation for non-compliance with the above-listed of the Parent-Child Visitation Program Rules and Regulations. Non-compliance with the rules and regulations will not help your case, or the relationship shared between yourself and your child. All interaction between staff and parties involved in the case are noted in the file, and included in subsequent reports requested by the Courts regarding supervised visitation at Kids' Voice.

I, _____, agree to the following stipulations while participating in the visitation services provided by Kids' Voice.

I. Scheduling and Payment Guidelines

- a. I have complete(d) an intake/orientation and signed a contract. Visitation CANNOT begin until both intakes have been completed, both parents have agreed to a day/time for the visitation, and the parents' availability coincides with Kids' Voice calendar.
- b. All fees for visitations are to be paid in advance. (You are encouraged to pay one visit in advance).
- c. Call and confirm scheduled visitation date, day and time no later than 48 HOURS prior to the scheduled visit. This call must come only from the custodial parent and/or non-custodial party. Calls shall only be accepted from a third party in the event of an emergency.
- d. If your call is not answered, you may leave a message on the Parent-Child Visitation voicemail at: **(317) 558-2870 Ext. 358.**
- e. If there is no confirmation 48 hours prior to the visit, ***your visit will be cancelled.***
- f. You are required to notify the office 48 hours in advance of any cancellations or schedule changes.
- g. If insufficient notice or no notice is given, you shall be responsible for payment of the scheduled day's visitation fees-- even if you are not normally the party who pays. ***This will be enforced.***
- h. When you anticipate you will be running late, please notify the office immediately. If weather or illness situations arise after the 48 hour confirmation has been made that will prevent the visit to occur, please notify Kids' Voice as soon as possible.
- i. Children are only required to wait 15 minutes. They are free to leave if the visiting party does not show up for the visit.

- j. If the visiting parent cancels 3 consecutive times, for reasons other than illness or weather, KV shall review whether we shall continue to serve the case and keep your scheduled time on the calendar.
- k. If you do not have a set time for your visit, you will need to do the following:
 - 1. Set up a visit two weeks in advance.
 - 2. Provide KV staff with two different dates and time you are available.
***Please note that certain days may have a high volume of visits making it difficult to accommodate your request.**
- l. A “make-up” visit may be granted, if requested by the non-custodial party, only if a visit was cancelled within the guidelines stated above.
 - 1. A maximum of two (2) “make-up” visits shall be allowed.
 - 2. The “make-up” visit must be taken within 30 days of the missed visit.
 - 3. If there is more than one “make-up” visit granted, both “make-up” visits cannot be used in the same week.
- m. If a staff member believes that you are under the influence of any substances, the visit shall be cancelled and your behavior shall be documented. Future visits may be also cancelled. The safety of the visit must be maintained at all times. The staff member has the authority to stop or cancel the visit at any time for unsafe or questionable behavior.

II. Custodial Parents:

- a. If you are late dropping off your child, you are held responsible for a late fee as follows: If a one hour visit @ \$50/hour; for each 15 minutes you are late you will be charged \$10
- b. Upon arrival please ring the door bell.
- c. If for some reason you are late picking up your child, you will be charged at a rate of **\$1/minute after the first five minutes.**
- d. You must leave the premises after dropping off your child, which includes leaving the parking lot.
- e. When you arrive to drop off or pick up your child, please park in the front of the building.

III. Non-Custodial Parents:

- a. You must submit to a visual screening for alcohol, drugs and/or weapons
- b. If staff feels you are under the influence of drugs, alcohol or feel threatened, Kids Voice staff reserves the right to cancel the visitation.
- c. You must arrive 15 minutes prior to scheduled visitation time. After the visitation is completed, you are required to wait 15 minutes allowing the custodial parent and child to leave the premises. You will be escorted out by a Kid’s Voice staff member.
- d. Please park in front of the building.
- e. If you are dropped off by a driver, your ride must leave the parking lot during the visitation and return to pick you up 15 minutes after the scheduled visitation time.

IV. Confidentiality and Release of Records

- a. Supervisors’ observation notes and other documents in your Kid’s Voice file are confidential but are not privileged. Your records may be provided, if a valid subpoena is issued by an attorney or a party to your child(ren)’s case. Kid’s Voice will respond to any subpoenas issued as required by Indiana

- law. Kid's Voice will also provide information from your records to third parties, such as the Guardian ad Litem, a counselor, or a Court ordered evaluator if the Court so orders or upon your written consent to release information.
- b. A copy of the visitation supervisors' observation notes is available to both the custodial party and visiting parent whose names are on this contract if they so request. The visitation observation notes may be picked up at our office by the requesting party at the next scheduled visit or within five business days. The visitation observation notes may also be faxed to the requesting custodial party and visiting parent within five business days of the visit. No other free copies will be provided to the custodial party or visiting party.
 - c. If a second copy of visitation observation notes is requested or if visitation observation notes are requested to be copied and mailed, the charge is one dollar per page.

III. Rules of the Parent Child Visitation Program

Participation in the Kids' Voice visitation program is a privilege! All rules must be followed. If you do not follow the rules, behaviors will be documented accordingly.

- a. BOTH PARENTS MUST AGREE THAT THE VISITATION IS CHILD-FOCUSED!!
- b. No videotaping or audio taping is allowed during visits.
- c. Picture taking by camera or cell phone is allowed unless otherwise restricted by the Courts or CPS.
- d. Cell phone use is not permitted during the visits or anytime you are in the building. Cell phones are to be placed on the supervisor's table face down, and shall remain there until the visit ends.
- e. During the visitation, there shall be no promises made to the child(ren) regarding the future.
- f. No verbal or physical aggression or violence to a staff member or child will be tolerated.
- g. Parties must supply their own drinks, foods and snacks and must be approved by the Supervisor.
- h. Any and all items must be subject to visual inspection by the Supervisor.
- i. Wrapped gifts are allowed, however, one end must be kept open for visual inspection, if not, please use gift bags.
- j. All greeting cards are to be signed and left open for supervisor's review prior to the visit.
- k. Only people specifically approved to visit in the Court Order shall be allowed to visit.
- l. There is a limited supply of toys in the visitation rooms available for use. Please make sure that children treat the toys with proper respect. You may bring other activities (excluding painting) as long as they are child-oriented. Our staff shall review and approve all activities brought to the visitation.
- m. Pets are not allowed in the visitation rooms – no exceptions!
- n. No laptops, IPADS, IPODs or other electronic devices unless otherwise approved prior to the visits.
- o. No whispering or speaking any language other than English.
- p. Kids' Voice staff shall not administer any prescriptions or over the counter medications, lotions or creams to the children. If a child has a health issue that needs attention, the custodial party shall be called to pick up the child.
- q. Staff cannot accept food, drinks or gifts from any party.
- r. Under NO circumstances shall any weapon or sharp edge tool including but not limited to, guns, knives (of any type, box cutters, dry wall tools, razor blades, etc. be allowed on the premises. If any such item is brought into KV, it shall be removed immediately. Your file shall be noted and current or future visitations may be terminated. NO EXCEPTIONS!

- s. No visitation shall be allowed if any party has a fever, is vomiting or is infected with a contagious condition or illness that may harm anyone including Kids' Voice staff. Kids' Voice reserves the right to request a doctor's statement indicating the party is no longer contagious, and it is safe to be around the parties, including children, for visitations to occur.
- t. Food, snack and drink choices need to be within the parameters set by the custodial parent, and approved by Kids' Voice supervisor upon arrival.
- u. We ask that topics of conversation between the visiting parent and child about the past be kept appropriate and maintain a child-oriented environment. KV staff has the authority to redirect the conversation.

Signature: _____ **Date:** _____

Witness: _____ **Date:** _____