

Supervised Visitation Monitor Guidelines

Prepare and refamiliarize yourself with all aspects of case. This includes re-reading court documentation and past visit notes, including any coaching or suggestions made, prior to every visit.

Arrange visitation room for visit and confirm room is clean and ready for client.

Non-Custodial Parent will arrive 15 mins ahead of visit start time. They will sign in and make payment if one was not acquired previously. Services are to be paid upfront.

Monitor will escort Non-Custodial Parent to visitation room and obtain acknowledgement of guidelines below via signature. Guidelines will be posted in the visitation room and read prior to the start of every visit

Guidelines To Be Read To Non-Custodial Parent:

1. Monitor will be present at all times during visitation and contact between child/children and the non-custodial parent shall take place within monitor's hearing and sight at all times.
2. No 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.
3. There will be no passing of correspondence or messages to the other parent (such as regarding legal matters) through child/children or monitor.
4. No 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.
5. When using the restroom all individuals will accompany the Monitor to the second floor. Monitor will wait outside the door, allow for restroom use as needed and party will return collectively to the visitation room once complete.
6. Cell phones are not to be utilized during visitation time. This includes for the use of picture taking unless agreement has been documented beforehand between all parties.
7. This is a smoke free facility and holds a boundary of 50 feet. Any smoking shall be done in accordance with this boundary and take place outside of designated arrival/departure times.
8. Food delivery services are permitted during visitation time however, all arrangements will need to be made prior to arrival.
9. Once visit has concluded, the Non-Custodial Parent will be responsible for rearranging the visitation room to pre-visit conditions. Monitor will assist clean up by vacuuming and sanitizing as required after parent departure.

10. During the 15minute window scheduled before and after the visitation time allotment, the Monitor will be available for questions and concerns regarding parenting techniques, case specifics or visitation challenges.

Custodial Parent will arrive with children at the designated visit start time. They will sign in and confirm return at designated visit end time

Monitor will escort children to visitation room for visit to begin.

Documentation will be taken via smart phone and transferred to file once visit is complete.

Custodial Parent will arrive at designated visit end time.

Monitor will escort child/children from visitation room for sign out.

Obtain signature of party picking up child/children and document time.

Utilize last 15 minutes with Non-Custodial Parent to address questions, concerns or follow up on past coaching suggestions.

Acquire payment, confirm time and date of next visit

Have Non-Custodial Parent sign out.

Complete housekeeping as needed including vacuuming and sanitizing of surfaces and any toys utilized