

Comprehensive Family Services  
Forensic & Therapeutic Services  
Richard Spitzer, Director

291 Broadway  
Suite 808  
New York, NY 10007

tel. 212.267.2670  
fax. 212.267.2665  
www.cfs-nyc.com

*Margaret M. Chelle Malek*

**COMPREHENSIVE FAMILY SERVICES VISITATION POLICIES:**

Comprehensive Family Services (CFS) is a private agency providing services of Licensed Social Workers and other professionals. CFS' services are appointed/directed by the Courts and may also be retained privately.

Initial: \_\_\_\_\_

Your case is assigned to: *Kevin Gonas*  
Your social worker's most efficient method of communication is: Phone/Text or Email  
Your social worker's contact information is: *(917) 600 0613*  
*KGONAS@CFS-NYC.COM*

Please indicate your contact information and preferred method of communication by circling as many as necessary: Email / Phone Calls / Text.

Name: *ROBERT MALEK*  
Address: *1110 E 101 ST, BKLYN, N.Y. 11236 1<sup>ST</sup> FLR.*  
Phone number: *718-614-2860*  
Email address: *abc75abc@gmail.com*  
CONFIDENTIAL? *NO*

In the event that your social worker is unavailable, your social worker may utilize the assistance of another CFS associate. When and if this occurs, you will be provided with contact information for the delegated social worker.

Initial: *RM*

1. **Confidentiality:** CFS's role is that of a neutral party. This potentially entails release of all relevant information gathered and observed throughout our involvement with your family to the Court.

Initial: *RM*

2. **Punctuality:** Every effort should be made to arrive at your scheduled/instructed time. If the parties adhere to the directives of their social worker and are punctual, this should prevent either party coming in contact with each other. In the event of any potential

lateness you must communicate this to your social worker as soon as possible and stay in communication with your social worker until your arrival. Visiting parents, whose visits occur at the CFS office, must arrive fifteen (15) minutes prior to the scheduled visitation time and will depart fifteen (15) minutes following the custodial parent/child's departure. Periodically, your social worker may change this protocol at his/her discretion. The protocol for visits conducted in the community is directed by the Court or arranged by the parties and/or the social worker based on the circumstances of the case. CFS always retains the discretion and authority to direct the parties regarding this protocol.

Initial: RM

3. **Cancellations:** All cancellations require a minimum of twenty-four (24) hour notice and must be confirmed by your social worker.

Failure to adhere to this policy will result in a cancellation fee charged to you at the same hourly rate for the time you were scheduled, as per signed contract with CFS.

Initial: RM

If you are receiving CFS services free of charge and paid for by the Court and public funding, the Court may still direct that you be responsible for cancelled appointments with CFS. In the event that this is ordered, you will be charged at the hourly rate of \$75/hour.

Initial: RM

4. **Supervised Visitation:** Your social worker will facilitate the transition of your child/ren to and from you. The supervisor will be present for the duration of your visitation and is expected to be able to see and/or hear all interactions and communication. Please be mindful of this when planning your activities such as going to playground and taking your child to the restroom. If you ask to use CFS property such as toys/games/books, you are expected to clean up after your child and yourself and leave CFS property in its original state.

The goal of supervised visitation is to enable you to spend positive and appropriate time with your child/ren and to prevent their exposure to familial conflict. Discussion about the litigation, disparagement of the other parent, and eliciting personal information about the other parent is not permitted during your visitation. Your social worker maintains the authority to intervene in and redirect any communication or behavior that is deemed to be inappropriate. CFS also retains the authority to terminate your visit in the event that this policy is not adhered to.

Initial: RM

CFS staff and the CFS office should not be utilized for the purpose of pursuing litigation. CFS policy prohibits service of legal documents before, during or after CFS visitation and in CFS office space.

Initial: RM

5. **Use of Recording Devices:** Recording devices (audio or video) are not permitted during visitation. Please discuss your intentions to bring any videos/photos to the visits with your social worker prior to your visitation. Should you wish to take photographs or short videos of your child during your visitation, please consult your social worker in advance.

Initial: RM

6. **Scheduling:** Scheduling of visits is arranged in consideration of the availability of both parties including the child and the CFS Social Worker. While CFS endeavors to offer flexible staff availability, your cooperation is essential in completing the Court mandated requirements.

Initial: RM

7. **Gifts:** If you wish to give a gift to your child you must inquire about this with your social worker in advance of your visitation. CFS retains discretion in allowing you to give your children gifts during visitation. In the event you are allowed to give gifts to your child/ren please keep in mind that the size of the gift and the quantity may impact whether you are permitted to give them during your visitation.

Initial: RM

8. **Food and Toiletries:** CFS does not provide diapers or food. Your social worker will discuss with you any specific requirements/supplies needed for your child in advance of your visitation.

Initial: RM

9. **Third Parties:** Generally, unless otherwise authorized by the Court or the other party consents, visits are solely for the visiting party. Please discuss with your assigned social worker any plans to have any other visitors during your visitation.

Initial: RM

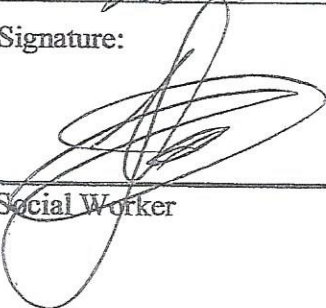
By initialing each paragraph in this document you acknowledge that you read each paragraph and were given an explanation to any questions you raised. You will receive a copy and CFS shall keep the original document.

ROBERT MALEX

Print Full Name:

RM

Signature:



11/9/18

Date and Time:

11/9/18 3:15pm

Social Worker

Date and Time: