

Between Two Homes Direct Services Supervised Visitation

RULES FOR VISITATION AND EXCHANGE SERVICES

YOU MUST INITIAL BESIDE EACH SECTION AND SIGN THE LAST PAGE OF
THE DOCUMENT TO COMPLETE THE INTAKE PROCESS.

TIME

- _____ 1. I understand I am to arrive at the designated time. If either party has not arrived within 15 minutes of the scheduled visit, the visit is canceled, and the absent party's fees are charged to that individual.
- _____ 2. I understand the 15-minute lag time is used only for emergencies or unavoidable circumstances, and that parties are expected to arrive at the designated start time of the visit.

MISSED EXCHANGES OR VISITATIONS

- _____ 3. I understand the party canceling the visitation or exchange will be responsible for notifying the other party. If a party misses more than three visits or exchanges with the child, the visitation or exchanges may be terminated, and justification may be provided to the Courts. The visitation will not be reinstated until further instructions from the Court.
- _____ 4. I understand that if the transporting party fails to present the child for visitation, a make-up visit may be scheduled at the convenience of BTH-DS supervisors and the visiting individual.
- _____ 5. I understand that if either party provides BTH-DS with written instructions signed by a physician and specifying that the visitation with the other parent should not occur due to the child or children's illness, the parties will not be held responsible for the cost of visitation or exchange. The note must include a statement from the physician specifically stating that visitation or an exchange should not occur due to a medical condition. A statement such as, "the child should not attend school or childcare," will not suffice. Letters from the physician must be provided immediately upon the individual's receipt via fax or e-mail.
- _____ 6. I understand that if I am the visiting individual, I will not attend a visit if I am ill or experiencing symptoms that may place the child at risk. I understand the time allotted for the visit will not be refunded.
- _____ 7. I understand that if the delivery individual is more than 10 minutes late for drop-off or pick-up, a \$1.00 per-minute charge will be assessed until arrival and is payable by the delivery individual, plus an hourly rate of \$200 for any late pick-up over 30 minutes, rounded to the closest 15 minutes.

ITEMS

Between Two Homes Direct Services Supervised Visitation

- _____ 8. I understand BTH-DS will allow only the exchange of the child and the items for the child. Neither the exchange nor the visit site, nor the child, may be used to pass messages, exchange items, make child support payments, **or serve papers** on the other individual. Any attempt to serve papers or pass messages at the exchange or during the visit will result in termination of the visit, or, if it occurs at the end of the visit, the next visit.
- _____ 9. I understand gifts may be given to the child with restrictions. I understand the gift will not be wrapped, but may be in a bag to allow inspection. I am to provide the gift to the BTH-DS supervisor for inspection before presenting it to the child. I understand a gift is anything the child can take with them at the end of a visit or exchange.
- _____ 10. I understand that nothing may be given to the child at any time, with the understanding that it is theirs “when they go home” with the visiting individual or to be kept at the visiting individual’s home. If a gift is given, the child will take the gift with them. Gifts will be moderate and reasonable in number and size. The number and sizes of gifts are limited to what the child can physically carry in one trip to the other individual’s vehicle. I understand the gift should be age-appropriate and may not contain cash, gift cards, credit cards, or any other form of payment.
- _____ 11. I understand that I am not to provide cards, greeting cards, or letters from myself or others during supervised visitation.

OTHER PARTIES AND PETS

- _____ 12. I understand that only adults authorized by the Court are allowed to discuss the case with BTH-DS, to cancel or schedule appointments, to transport, exchange, or be present during exchanges and visitation with the child. Any party authorized by the Court to be present must have their original signed copy of this document on file with BTH-DS at least 48 weekday business hours before the exchange or visit begins. Unless more than one adult is visiting at a time, only one adult per side will be allowed to be present during exchanges. All other adults present are to remain in the vehicle.
- _____ 13. I understand that any other parties authorized by the Court, or mutually agreed upon by both parties in advance, to be present for Exchanges and Visitations will be responsible for the fees associated with the Exchange or Visitation.
- _____ 14. I will not bring pets to the BTH-DS supervision location, nor will I have them present during community supervised visitation in public or in my home, for the safety of all, unless agreed upon at least 2 weekdays before the visit by all parties and the BTH-DS supervisor. The BTH-DS “Pets in Home” document must be completed and updated before BTH-DS will approve the presence of an animal.

Between Two Homes Direct Services Supervised Visitation

COMMUNICATIONS AND INTERACTION DURING THE EXCHANGES AND VISITATIONS

- _____ 15. I understand an adult must accompany the child into the designated visitation site. That adult may depart until the other parent or party arrives. Parties are not permitted to interact during drop-off or pick-up unless prior arrangements have been made with the supervisor.
- _____ 16. I understand that I am expected to take care of and supervise my child during visits and exchanges. I am expected to set limits and discipline appropriately when needed, without resorting to any form of physical discipline. I will not allow my child to interfere with other visits or exchanges, harm other people or property, or engage in other inappropriate behaviors.
- _____ 17. I understand I am not to deliver messages through the child to the other individual or to the BTH-DS.
- _____ 18. I understand that during supervised visits, I am expected to interact with the child in a positive and supportive manner. Any communication or behavior that is emotionally or physically threatening to the child will not be allowed.
- _____ 19. I will maintain appropriate physical contact with my child, which is non-sexual and consistent with the child's comfort level. The supervision worker may limit or redirect physical contact as needed.
- _____ 20. I understand my child's bathroom use, diapering, or assistance with personal care will occur only in accordance with the BTH-DS supervision worker instructions.
- _____ 21. During supervised visitation, I will positively talk to my child about how they are doing. I will not question my child about any abuse or attempt to get my child to change their story regarding past or current events.
- _____ 22. I understand that while it is normal for me to miss my child, and my child to miss me, phrases such as, "I miss you," "I missed you," "I miss talking to you more," or "I'm sad when I think about you because I don't see you enough," may place an emotional burden on my child. I understand my child is not responsible for the current circumstances. As such, I will use phrases such as "I look forward to seeing you again," "when I think about you, I feel happy," or "See you next time."
- _____ 23. I will not pass along messages from others that may place an emotional burden on my child, such as those addressed above.
- _____ 24. I will treat my child with respect and kindness. I will not punish, berate, or blame my child for making allegations of abuse against another family member or me.
- _____ 25. I understand interrogation of the child will not be allowed. Interrogation is left to the discretion of

Between Two Homes Direct Services Supervised Visitation

the BTH-DC supervisor but would include using the child to gather information and/or leading the conversation in such a manner that encourages the child to reveal information.

- _____ 26. I will allow my child to lead conversations and activities and will not pressure my child to engage beyond their comfort level. Conversations should be natural and directed by the child's interests rather than the adult's interests.
- _____ 27. I understand that I am not to provide my child with my phone number, address, or any other information that could be used to locate me, unless previously approved by the Court and all parties.
- _____ 28. I understand I am not to ask my child for a phone number or address unless previously approved by the Court and all parties.
- _____ 29. I understand threats of physical violence will not be tolerated during exchanges and visitations. I understand I must conduct myself in a manner that clearly demonstrates that the well-being of the child is the highest priority.
- _____ 30. I will not make any promises to my child that could upset my child if not fulfilled, such as coming home or buying extravagant gifts.
- _____ 31. I will not speak negatively to my child, including my comments about the other parent, family members, the supervisor, or the legal system. If I have concerns, I will speak to my attorney about those issues. When talking to my child, I will not use language that is abusive or destructive to my child. I will not speak negatively of my child's other parent.
- _____ 32. I will not engage in discussion of the litigation, the current legal situation, or the Court when the child or other adults are present. This includes any discussion of potential future issues that are not currently authorized by the Court, such as "when you get to visit me at home," "when you get to see other family members or friends," "when this is all over..." "We can go to Six Flags," or "if you get to live with me..."
- _____ 33. I understand that unless the Court has prohibited specific interactions during a visit or a licensed health professional has provided written documentation of a potential emotional or psychological threat to a child from those interactions, parent-child interactions that fall within the agency guidelines will be permitted. This may include visiting parents and children watching movies or playing games that the custodial parent may not always approve of, if the activity is age-appropriate.
- _____ 34. I understand that all conversations between the parties and the child must be audible to the person providing supervised visitation. As such, I will speak at a normal volume and not whisper to my

Between Two Homes Direct Services Supervised Visitation

child. I understand that unless a BTH-DS supervisor who understands another language is available, the conversations between the child and the parties must be in English. I will not use any secret languages with my child.

- _____ 35. I understand I will not utilize profanity with my child or in the presence of the BTH-DS supervisor.
- _____ 36. I understand that the BTH-DS supervisor has the right to determine what constitutes appropriate and inappropriate behavior and conversations with the child. I will comply with the limits set by the BTH-DS without complaint, comment, or further explanation during the visit.
- _____ 37. I understand that the supervision worker may end the visit early if my behavior places the child's emotional or physical safety at risk or violates any of the visitation rules.
- _____ 38. I will not place my hands on the child in any way the BTH-DS deems inappropriate. Unless limited by the Court, parties may have appropriate contact with the child. Visiting parties will not be allowed to touch children on their genitalia or buttocks unless they are changing an infant. The parties are to ensure the children are not exposing their genitalia or undergarments during the visitation. I understand I am not to encourage or facilitate my child in assuming a position that reveals their genitalia or undergarments, and if I do, the visit will be terminated.
- _____ 39. I will not physically discipline my child. I will use age-appropriate, non-physical discipline with my child, such as redirection, distraction, and time-out. If help is needed, I will ask the supervision worker.
- _____ 40. I understand that if I am identified as a potential flight risk, I must surrender car keys, cell phones, or other means of communication or transportation prior to the visit. Failure to comply will result in forfeiture of the visit and assessment of a rescheduling fee. Additional boundaries may be required based on the nature of the allegations.
- _____ 41. I understand that the BTH-DS supervisor is there to observe and, depending on the form of supervision, record the behaviors and interactions between the adult and child. The supervisor may interact, when necessary, at their own discretion. I understand that I am not to initiate the supervisor's involvement in conversations or activities. I understand that I am not to ask the supervisor personal questions. I will not offer food or drink to the supervisor. I will not provide gifts to the supervisor.
- _____ 42. I will submit any questions or concerns about the visit via e-mail only before or after the visit and exchange.
- _____ 43. I will not discuss the case, litigation, concerns, complaints, questions, or the other party with the BTH-DS exchange facilitator or supervisor. These issues need to be addressed in writing to BTH-



Between Two Homes Direct Services Supervised Visitation

DS, not during exchanges.

CONCERNS, QUESTIONS, AND COMPLAINT PROCEDURES

- _____ 44. I understand that all concerns, questions, or complaints by either individual must be addressed in writing to the BTH-DS Visitation Center Coordinator. No BTH-DS member will be able to discuss a concern or complaint with you or take any action until it is received in writing.
- _____ 45. I understand that once a complaint/concern is received, the BTH-DS Visitation Center Coordinator will respond in writing as appropriate. Please do not call the office with a concern unless it is an emergency.
- _____ 46. I understand that after I have submitted my concern in writing and an adequate time (not less than 48 weekdays' business hours) has passed, if I feel the BTH Visitation Center Coordinator has not adequately addressed my concern, I may submit it in writing to the Executive Director. The Executive Director will not, however, address a concern that has not already been provided to the Visitation Center Coordinator in writing.

OTHER RULES

- _____ 47. BTH-DS has the right to decide to cease or terminate the visit and potentially cease services due to the following circumstances:
- If, in the supervisor's judgment, the interaction between the visiting individual and the child appears to be causing the child excessive stress or trauma.
 - BTH-DS determines that it cannot effectively address the safety or other issues involved in the case.
 - The case is placing an undue demand on the service's resources.
 - One or both of the parties has failed to comply with the rules of the service.
- _____ 48. I understand that if I am the delivering party, I must dress the child in appropriate and unrevealing clothing, or clothing that is not likely to reveal the child's genitalia or undergarments. I understand that if I send my child wearing a skirt or dress, the child **must wear shorts under the dress**.
- _____ 49. I will arrive dressed appropriately for a child-focused visit. Clothing that is sexually explicit, offensive, reveals genitalia or undergarments, or is inappropriate is not permitted, and the visitation will be terminated at the initial exchange.
- _____ 50. I understand I am not to bring firearms or any other weapons to the exchange or visitation. On-duty police officers will not deliver the children to exchanges, as they are "on the clock," and off-duty officers may be in uniform but may not carry a weapon during the exchange. I understand that neither party is allowed to carry any weapons during supervised visitation.





Between Two Homes Direct Services Supervised Visitation

- _____ 51. I understand that if I am an individual receiving in-home supervised parenting time, I am to secure any weapons in the home so they are not accessible during supervised visitation. Weapons include, but are not limited to, guns, knives, tools, pepper spray, mace, explosives, fireworks, acids, chemicals, or any other similar object.
- _____ 52. I understand that I will not bring any alcohol, tobacco (including vapes, Zyns, etc.), or any illegal substances to the visit. I understand this includes candies with alcohol or other chemicals not approved for minor children.
- _____ 53. I understand that I will not use any altering substances, including alcohol, vape, chew, sniff, or Zyns, etc., during the visits.
- _____ 54. I understand that if I show up for visitation and appear to be under the influence of drugs or alcohol, I will be asked to leave and will not be allowed contact with my child. The visit will not be made up. There is no smoking, illegal substance, or alcohol use allowed at any time during exchanges or visitation. Any party who appears to be under the influence of drugs or alcohol will not be permitted to visit or take the child for an exchange.
- _____ 55. I understand I am to keep BTH-DS informed of any changes to my address or phone number prior to those changes.
- _____ 56. I understand that reports and documentation will be provided to the attorneys upon their written request. When an attorney requests information, it is submitted to all the attorneys involved in the case. Reports will not be provided to the parties unless they are Pro Se, in which case the information will be submitted in writing via mail, facsimile, or email at the same time it is released to the attorneys or the other Pro Se parties.
- _____ 57. I understand all BTH-DS employees and contractors are required by law to report any reasonable suspicion of child abuse or neglect. This includes physical, sexual, or extreme emotional abuse and physical neglect. I understand BTH-DS staff and contractors will also contact the appropriate authorities if there is harassment, threats, or physical contact during exchanges.
- _____ 58. I will not use my cell phone during the visitation without prior written permission from the BTH-DS supervision management. I understand this is a time to spend with my child and not to be on the phone with others. I will turn off all communication devices, set them to airplane mode, and disable Wi-Fi. The children are not allowed to interact with anyone by phone or otherwise without prior written permission.
- _____ 59. I will not send my child with a cell phone, laptop, tablet, or other communication/electronic device without prior written approval from BTH-DS supervision management.



Between Two Homes Direct Services Supervised Visitation

- _____ 60. I understand neither party will audio- or video-record the exchange or visit.
- _____ 61. I will not send a recording device with my child to the visit.
- _____ 62. I understand that neither parent will leave a child unattended with BTH-DS staff. If the delivering individual is late, the visiting parent may receive extra time with the child. If the visiting parent has to leave and the delivering parent has not arrived to pick up the child, BTH-DS will contact the appropriate authorities.

TRANSPORTATION

- _____ 63. I understand BTH-DS does not provide transportation to children or families. BTH-DS may not ride in private vehicles. If transportation is required, the transportation must be preapproved in writing, and families must use public transportation. The visiting individual will be required to pay for the transportation for the worker and the children.
- _____ 64. I understand that if there is another adult mutually agreed on by both parties in writing or a Court order allowing others to transport the child, the child may be transported by that person. The BTH-DS supervisor and visiting individual will meet the transporting party at the designated site. I understand I will **not have any contact with the child** until the worker arrives. The transporting party will depart immediately after the exchange or incur the supervised visitation fee. BTH-DS must have the agreement or the order 48 hours before the scheduled visitation.
- _____ 65. I will not leave the designated visitation area or attempt to separate from the supervision worker at any time during the visit.
- _____ 66. I understand that all transportation must occur during the visitation hours.

CASE MANAGEMENT AND TESTIFYING FEES

- _____ 67. I accept that a case management fee of \$50.00 per incident will be charged, rounded up to the nearest 15-minute increment. **Case management fees include time spent on the case** after the initial intake fee is paid, which occurs outside of scheduled **exchanges or visitation**. This includes time spent detailing noncompliance that occurred during exchanges or supervised visitation. These fees will be due at or before the next scheduled visit or exchange.
- _____ 68. If a client or attorney requests a court appearance by BTH-DS staff or a supervisor, there will be a minimum charge and deposit of eight hours at \$250.00 per hour (\$2000.00) per day for live

Between Two Homes Direct Services Supervised Visitation

attendance or a deposit of four hours at \$250.00 per hour (\$1000.00) for virtual attendance per staff and per supervisor. If the court or both attorneys request a court appearance, these fees are split. Once the deposit is received, the staff or supervisor will block the time to appear. Such fees are due at least one week (7 business days) before the scheduled appearance and are nonrefundable within a week (7 business days) of the scheduled appearance as we must clear our schedule whether the hearing occurs or not. Please note: if an appearance request and the deposit are received without a minimum of 7 but not less than 3 business days, the nonrefundable deposit is due immediately, and there will be an additional \$250.00 express charge (\$2250.00) for live attendance or (\$1250.00) for virtual attendance per professional. Such fees are nonrefundable within a week (7 weekday business hours) of the scheduled appearance, as the BTH-DS staff or supervisor must clear their schedules, whether or not the hearing occurs. Failure to provide the non-refundable deposit at least three weekday business days, Monday through Friday, excluding holidays, constitutes release from the requested appearance.

- _____ 69. I understand that I am encouraged to avoid the cost of staff appearances by planning ahead to submit records via a business records affidavit.
- _____ 70. I understand the BTH-DS staff and supervisors do not serve as forensic evaluators and will not offer opinions regarding whether parent-child contact should continue to be supervised or not
- _____ 71. I understand that only supervisors who conduct facilitative or therapeutic supervised parenting time with my child and me may offer professional opinions on parent-child interactions.
- _____ 72. I understand I am to email this document in .pdf format directly to intake@betweentwohomes.com without requiring an external link to access it.

I HAVE READ AND RECEIVED A COPY OF THESE RULES. MY SIGNATURE BELOW INDICATES I UNDERSTAND THESE RULES AND AGREE TO FOLLOW THESE RULES. I UNDERSTAND THAT THE INFORMATION GATHERED DURING EXCHANGES AND SUPERVISED VISITATIONS WILL BE RELEASED TO THE COURT AND OTHERS AUTHORIZED BY THE COURT TO HAVE THIS INFORMATION. I UNDERSTAND THAT IF I DO NOT COMPLY WITH THESE RULES, THE VISITATION OR EXCHANGES MAY BE TERMINATED, AND JUSTIFICATION FOR THE TERMINATION WILL BE PROVIDED TO THE COURT.

Signature

Date