



Consent Manual for Supervised Visitation Services

1. Introduction and Purpose

This policy manual outlines the operational standards for providing supervised visitation services by Kaitlynn Zacher. The goal is to ensure the safety and well-being of children and families while facilitating healthy parent-child relationships in a structured environment.

2. Eligibility and Referral Process

- Referrals must be made by a court, Child Protective Services (CPS), or a licensed mental health professional.
- Walk-ins are welcome, but services cannot begin without a formal intake process.
- Intake assessments will be conducted with both the custodial and visiting parties prior to scheduling visitation.
- All clients must sign consent forms prior to receiving services.

Initials: _____

3. Scheduling and Session Structure

- Sessions are scheduled in advance and typically last between 1–3 hours.
- Visitation may occur up to twice weekly, based on case specifics and availability.
- Separate arrival and departure times will be arranged to ensure safety for the child.
- Intakes are required between custodial and non-custodial parents; a separate intake with the child may be necessary at the discretion of the visitation provider.
- All applicable fees are listed in the official Fee Schedule.

Initials: _____

4. Conduct During Visitation

- Physical discipline, aggression, or confrontational behavior is strictly prohibited.
- Discussion of legal matters, custody disputes, or inappropriate topics is not allowed.
- Cell phone use during visits is not permitted.
- Gift or money exchanges must be pre-approved by staff and custodial parent.
- Taking photos of the child requires custodial parent consent or court authorization.
- Photographing or recording the visitation provider is strictly prohibited.

Initials: _____

5. Supervision and Staffing

- All visits are supervised by Kaitlynn Zacher who has a background in case management, child advocacy, and psychiatric/mental health experience in a

clinical setting.

- Supervisors must complete training in trauma-informed care, de-escalation, and mandated reporting.
- Supervisors will document observations and submit an objective summary report after each session.

Initials: _____

6. Safety and Security

- Visiting parties may be subject to breathalyzer tests or must provide a clean urine screen within 24 hours of the visit (privately paid, if applicable).
- Visits must occur in public, contained spaces such as libraries or restaurants.
- Location must be mutually agreed upon and approved by the visitation provider.
- If a crisis occurs, the visit may be ended immediately, and appropriate parties, including emergency services, will be notified.
- Providers are mandated reporters and must report suspected abuse, neglect, or substance use.
- There may not be any additional persons at the visit unless specified in parenting agreement or court order.

Initials: _____

6A. Transportation Policy

- Visitation staff are not permitted to transport clients, children, or parents under any circumstance.

- Kaitlynn Zacher is not liable for any accidents, injuries, or incidents of bodily harm that occur during transportation by third parties or clients themselves.
- Parents are responsible for arranging their own safe and timely transportation to and from visitation sessions.

Initials: _____

7. Documentation and Confidentiality

- All visitation sessions are documented and stored appropriately.
- Records may be released to referring agencies or the court as legally permitted.
- Clients will be informed of confidentiality limits during the intake process.

Initials: _____

7A. Court Subpoenas and Legal Testimony

- Visitation supervisors may be required to testify in court based on documented observations.
- Staff cannot offer recommendations on custody or visitation.
- Clients will be advised during intake that records may be subpoenaed.
- Fees apply for court testimony, preparation, and documentation.

Initials: _____

8. Termination or Suspension of Services

- Services may be suspended or terminated due to threats, violence, substance use, or repeated policy violations.
- Written notice will be provided, and the referring agency will be informed.

Initials: _____

9. Financial Policies

- A standard hourly rate applies for all supervised visitation sessions.
- Payment must be made prior to the session on the website.
- A \$30 cancellation fee applies for missed appointments without 24-hour notice; this must be paid before future visits are scheduled.
- If you are applying for the sliding scale option for services rendered, staff may request bank statements, SSA-1099 forms, paystubs, W-2's, Independent Contractor 1099, or tax documentation from the previous tax year. If your income falls below \$2,600.00 per month, there is a chance you may qualify.

Initials: _____

10. Quality Assurance

- Visitation providers are required to maintain continuing education through training and professional development (e.g., Supervised Visitation Network).
- Anonymous client and staff feedback is encouraged and reviewed regularly.
- Policies are reviewed and updated annually to reflect current best practices.

Initials: _____

Print: _____

Signature: _____

Date: _____

Your signature indicates that you fully understand the service program description, policies, procedures, and other relevant information through Zacher Supervised Visitation Services.