

Return Non-custodial Registration Packet with information requested below

- Copy of your driver's license
- Copy of the court order
- License Plate Number, Year, Make, Model and color of vehicle
- Parole documentation – copy of probation conditions must be provided (if related)
- Criminal History
- Guest Request
- Registration fee

There is a non-refundable registration fee of \$125 per party. Once AHSV receive the court order and it is reviewed, it will be determined which party will be required to pay for registration fees.

**Note:** registration payment is good for only 90 days - date of expiration will be on the payment receipt given to you at time of initial payment. You will be required to make registration payment after expiration date and present all required documents again.

Both parties must contact AHSV and schedule an Intake Interview to enroll in our services. AHSV staff will NOT contact the other party to schedule an Intake Interview.

All required documentation and fees from both parties must be submitted before the registration process is considered complete.

Visits is selected by determining shortest travel time for child. Executive Director will make decision on distance to help accommodate both parties.

You may return the documents by fax or email (**PDF ONLY**). When all documents have been returned to the office with registration payment by both parties, you will receive a Welcome Packet with all information needed to proceed with visitation.

If services do not begin, the registration paperwork will remain on file for 6-months. After 6-months, paperwork and fees will have to be completed again to start visitation.

All visits are carefully documented, as are visit cancellations and reasons for cancellations. AHSV will try to accommodate school, activity schedules of children, work schedule or illness of the parties with a make-up visit (read agreement). Depending on which party has cancelled, will depend on which party pays fees for the make-up visit (see agreement).

**Please make sure all documents are signed to prevent any delays in processing.**

Angel’s Harbor Supervised Visitation, Inc.  
 P. O. Box 88172  
 Houston, Texas 77288  
 Office: 281-501-2067 Fax: 281-781-2288  
 Email: [info@angelsharborvisits.org](mailto:info@angelsharborvisits.org)  
 Website: [www.angelsharborvisits.org](http://www.angelsharborvisits.org)

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CHILD(REN) Name : \_\_\_\_\_

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ Apt. # \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Secondary #: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_

D. O. B.: \_\_\_\_\_

D. L.#: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Ethnicity: White\_\_\_ Black\_\_\_ Hispanic\_\_\_ Native American\_\_\_ Asian/Pacific Islander\_\_\_ Unknown \_\_\_

AUTOMOBILE INFORMATION

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

License Plate No: \_\_\_\_\_ Color: \_\_\_\_\_

ATTORNEY INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REASONS FOR REFERRAL**

Child Name: \_\_\_\_\_ Cause No: \_\_\_\_\_

*Please give information presented in court that resulted in the requirement of supervised visits. Also, please provide any other information that may be helpful for us to serve you and your family.*

- AA - ALCOHOL ABUSE
- CPS - CHILDREN PROTECTIVE SERVICES-ON GOING INVESTIGATION
- DA - DRUG ABUSE
- DV - DOMESTIC VIOLENCE
- FR - FLIGHT RISK
- FV - FAMILY VIOLENCE
- INC - INCARCERATION
- IV - INCONSISTENT VISITS
- LC - LIVING CONDITION
- MUTUAL - BOTH PARTIES AGREE TO BE IN PROGRAM
- MH - MENTAL HEALTH
- NEG - NEGLECT
- PS - PARENTING SKILLS
- R - REUNIFICATION
- PAC - PHYSICAL ABUSE OF CHILD BY \_\_\_\_\_ Year: \_\_\_\_\_
- PAAC - PHYSICAL ABUSE OF ANOTHER CHILD BY \_\_\_\_\_ Year: \_\_\_\_\_
- SAC - SEXUAL ABUSE OF CHILD BY \_\_\_\_\_ Year: \_\_\_\_\_
- SAAC - SEXUAL ABUSE OF ANOTHER CHILD BY \_\_\_\_\_ Year: \_\_\_\_\_
- PO – PROTECTIVE ORDER \_\_\_\_\_ Year: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Date: \_\_\_\_\_

## PRIVATE VISITATION AGREEMENT TO PARTICIPATE - NON-CUSTODIAL

This agreement has been prepared for you so that you know our policies and what to expect as you begin services with us. These policies have been developed with the aim of creating a safe and healthy environment and will be reviewed with you at intake. Please initial each page and sign on the last page, indicating that you have read, understand, and agree to abide by each provision and had an opportunity to ask questions about the content. A copy of this agreement will be provided to you at Intake.

**Please review the following agreement carefully as you will be responsible for your actions.**

### **REGISTRATION PROCESS 1-4**

1. **Completion:** Visits are scheduled when both parties complete the registration process and fees are paid in full. If both parties fail to complete the registration process within 60 days, AHSV may request updated registration information and/or repayment of registration fees of one or both parties.
2. **Registration Fee:** A non-refundable registration fee of \$125.00 is assessed to each party at initial registration and annually each year thereafter. The registration fee will not be refunded under any circumstances. Non-custodial is responsible for all registration fees if: 1) custodial party is not a biological parent; there is documentation to support domestic violence, or violence against a child, such as police report, protective order, court finding of domestic violence, ongoing investigation by Children's Protective Services (CPS); or law enforcement investigation.
3. **Fee for Service:** Private visitation fees start at \$90.00 (2-hour minimum) and \$30.00/hour thereafter. Fees are payable by cash app with % fee (pending amount), Zelle or cash only. A receipt will be emailed to you after visit is over. Personal checks are not accepted. CPS, Officer or Therapist/Counselor fees vary and are slightly higher. Fees will be confirmed prior to setting up the private visit. Fees are to be paid in cash at the beginning of the visit by the non-custodial, unless otherwise ordered by the court or AHSV Executive Director. Failure to pay fees at time of visit will result in termination of visit. Fees are subject to change without notice.
4. **Intake Process:** Once registration is completed and fees are paid. You are required to call the office to set up an appointment for your Intake process. Intake process will take 1-hour.

### **PARTICIPATION 1-32**

1. **Date/Time:** Private visits are held Monday through Thursday from 5:00 p.m. to 9:00 p.m., Friday from 1:00 p.m. to 9:00 p.m. and Saturday and Sunday from 8:00 a.m. to 9:00 p.m. Holidays are determined by supervisor's availability. Private visit must be given at least 2-weeks in advance of a scheduled visit. No Private visit will be allowed without adequate notification (some exception may apply). AHSV will contact both parties of a visit within the time frame, however, if AHSV is prevented from giving notice to the custodial of the Private visit, visit will not take place and will need to be rescheduled. No exception.
2. **Search:** Each bag, purse or other items brought to the visit will be inspected and person having a visit may be searched as well (case-by-case basis). AHSV is not responsible for any items brought to the visit by non-custodial or child.
3. **Arrival/Departures:** The non-custodial must arrive 15- minutes prior to the scheduled time of a Private visit. If the non-custodial is not present 15-minutes prior to a Private visit start time and has not contacted the supervisor of their tardiness, the visit will be cancelled. The custodial and child will not have the option to wait and must leave the premises at once. If the non-custodial is being dropped-off or picked-up by another individual, the designated individual must follow the same provisions set forth for the non-custodial.
4. **Gifts/Notes:** Gifts may be given to the child (ren); however, gifts should be new and in original packaging. Any gifts considered inappropriate will be grounds for immediate suspension. Gifts should be moderate and reasonable in number and size and age appropriate. Gifts can be taken home with the child (ren) after a Private visit. Notes, gifts, child support payments, money, mail, cards, etc. between parties will not be allowed to be passed through the child(ren) or any AHSV staff. Participants are to arrange for the exchange of such items with the help of their attorney or a third party not connected with AHSV program.
5. **Food/Child Items:** Non-custodial is responsible for making sure child eats during the visits. Baby bottles and baby food for infants must be provided by the custodial or person delivering the child. Blankets, diapers, change of clothing are the responsibility of the non-custodial. The custodial should provide clear information regarding the child's special needs, diet, and clothes or diaper sizes.

6. \_\_\_\_ **Medication:** AHSV will not administer medication to a child. All medications related to a child are to be given directly to AHSV staff at the time of arrival. Explicit directions for medication must be included in writing. These directions will be given to the non-custodial, who is then responsible for administering the medication.
7. \_\_\_\_ **Make-up/Rescheduled visit:** The custodial and non-custodial will be expected to split the make-up cost. Personal reasons for cancellation will be paid by party cancelling the visit. Failure to agree to cooperate with the policy will result in letters to attorneys/court and/or suspension or termination pending court. AHSV is not responsible for tracking missed visitation dates.
8. \_\_\_\_ **Examination:** Bodily examinations cannot/will not be performed on a child during a visit. AHSV is not an investigative service and does not physically inspect children. Only obvious injuries or child-initiated reports may be noted and/or documented.
9. \_\_\_\_ **Animals:** No live animals of any kind will be allowed except for registered service animals.
10. \_\_\_\_ **Cell Phones:** No cell phones are allowed during a visit by the non-custodial, guest or child. Phones should be turned into a site supervisor at the beginning of a visit and will not be returned until visitation is over. No one can use the phone without permission from the site supervisor during a visit (call or text). Phones are available in case of emergency. If giving 2 warnings regarding your phone, you will be suspended for 2-visits.
11. \_\_\_\_ **Visit Supervisor:** Supervisors and monitors observe and document office and site conversations, activities and behaviors of all participants during the visitation period.
12. \_\_\_\_ **Subpoena/Records:** Business records affidavit certifies records are correct. Visitation records are released upon service of a subpoena only. A fee of \$2.00 per page is assessed and a \$15.00 service charge (if out of state there is a \$25.00 service charge) to the party/attorney requesting copies. Testimony offered by AHSV employees is available at \$100.00 per hour and \$50.00 travel fee in the Houston area only. A subpoena requesting testimony requires a non-refundable deposit of \$200.00.
13. \_\_\_\_ **Child Abuse:** If a child discloses abuse or if physical signs of abuse is observed, a report will be made to the Texas Department of Family & Protective Services in accordance with the Texas Family Code. Supervisors will follow the direction given by Child Protective Services.
14. \_\_\_\_ **Smoking:** NO smoking, use of e-cigarettes, vapor cigarettes, or tobacco use of any kind is allowed during visitation.
15. \_\_\_\_ **Contact Information:** Parties are responsible for providing AHSV with updated contact information, including home address, home and/or cell number, and e-mail address. If mail is returned, there will be a \$5.00 charge assessed to recipient.
16. \_\_\_\_ **Language:** All participants must speak English during participation in the AHSV program or must provide a translator at non-custodial expense.
17. \_\_\_\_ **Therapist/Counselor:** The agreement provides a release to discuss the child with any therapist/counselor involved in the case. If a treating therapist/counselor identifies problems resulting from visitation, AHSV will 1) suspend visits pending court review; 2) suspend visits for a period not to exceed 3 months while the child continues counseling; or 3) require non-custodial to see a counselor as well.
18. \_\_\_\_ **Guest:** Non-custodial guest may attend after 4 visits. All guests must be relatives, named in the court order, or approved by AHSV Executive Director. A criminal background check will be completed on all parties and each requested guest. Information regarding a guest may be discussed with the custodial party, however, AHSV has authority to make the final decision on guest approval. Guest must comply with rules established for non-custodial. There is a \$20.00 fee due at each visit for guest. No guests are allowed if visit fees/registration fees are past due. Guest request not submitted at time of registration will be put on a waiting list.
19. \_\_\_\_ **Public Place:** AHSV Executive Director will approve Private visit based on family circumstances. Visits must occur in a public place and any exceptions must also be approved the Executive Director.
20. \_\_\_\_ **Emails:** emails should not exceed over 10-emails a day or there will be a \$5.00 fee assessed to each email thereafter.
21. \_\_\_\_ **Summons:** Parties are restricted from summoning law enforcement, making police reports, or having papers served to another party on AHSV property of visitations.

22. \_\_\_\_ **Clothing:** No clothing with inappropriate language, symbols and/or pictures will be allowed into the visitation site. Clothing must be appropriate for a visit with your child. Clothing should not be tight, revealing, or too short. Hygiene is necessary.
23. \_\_\_\_ **View:** Parents must always be able to be seen by a supervisor. **Attempts to move child (ren) out of sight or hearing of staff will not be tolerated. The supervisor must be able to SEE the child and HEAR what is always being said. WHISPERING IS NOT ALLOWED.**
24. \_\_\_\_ **Premises:** No parent can leave the visitation or return to their vehicle without approval by a visitation supervisor.
25. \_\_\_\_ **Restroom:** No parent may accompany a child to the restroom if child is of age and can go alone. If there is a child or infant that needs assistance, non-custodial will be accompanied by a site supervisor.
26. \_\_\_\_ **Photos:** Photos are allowed during visits apart from registered sex offenders. NO photos are allowed on any social media site at any time. The non-custodial party must not take photos of any other program participants (workers, adults or child) with or without approval of another participant. **NO video or audio will be allowed.**
27. \_\_\_\_ **Electronic Devices:** Electronic devices may only be used for games or movies. Devices should not be used for internet access. If an electronic device is used for taking photos or taking videos, the non-custodial will not be allowed to bring the device back to the visits and may be suspended.
28. \_\_\_\_ **Roughhouse:** AHSV does not allow non-custodial to swing, toss or roughhouse with a child (ren).
29. \_\_\_\_ **Interrogation:** Interrogation of child(ren), derogatory comments about the opposing party, promises made that may not be able to be kept, discussion regarding the litigation and/or the court, unsupervised visits or living arrangements, or any other statements that the staff may interpret as negative and inappropriate will not be tolerated and may result in immediate termination of visit.
30. \_\_\_\_ **NCP Responsibility:** Non-custodial is responsible for supervisor fees, entry, meals and entertainment. Supervisor should not come out of pocket for your visit.
31. \_\_\_\_ **Transporting:** AHSV **DO NOT** transport children for a Private Visit. Transporting will not be permitted at any time. Private Visits are to remain at one location only. Any private visit will be accepted contingent on physical & mental capacity of child for that activity. Private visits are allowed in most surrounding Houston areas (check with office for clarification). Depending on distance a mileage fee could be assessed. Child (ren) should be in vehicle no more than 30 minutes for drive time to Private visit unless approved by the Executive Director.
- 32 \_\_\_\_ **Discipline:** Parties are expected to take care of and be responsible for their children during the visit. They are expected to set limits and discipline appropriately without use of physical force.

#### **CANCELLATION AND NO-SHOW POLICY 1-4**

1. \_\_\_\_ **Proper Cancellation:** Cancellation of a visit must be made during office hours by noon on Wednesday before a scheduled visit by calling the main office at 281-501-2067. Contact after 12:00pm (noon) on Wednesday will be considered "late cancellation" and will result in a \$60.00 No-Show fee and must be paid before future visits are scheduled. Cancellations made after Wednesday arising from an emergency may be exempt from a cancellation fee. Documentation must be provided to AHSV and will be reviewed on a case-by-case basis. In case of an emergency the day of a visit, calls should be made to site supervisor no later than 7:00am prior to visit start time to avoid No-Show fee. Site supervisor cell phone number is in the **Welcome Packet**. Do not call the site supervisor cell number except on visitation date or parties will be charged a \$10.00 fee per call/text.
2. \_\_\_\_ **Mutual Cancellation:** If parties mutually agree on the cancellation of a visit, both parties must notify the AHSV office to avoid No-Show fees. Failure to give notice will result in a No-Show fee assessed to the parties not providing notification.
3. \_\_\_\_ **Consecutive No-Show:** If a parent has two consecutive no-shows, visits can be suspended, and notification will be provided to attorneys/court. If a child participates in extra activities, the custodial party must provide the child's activity schedule to the office.
4. \_\_\_\_ **Improper Cancellation:** No-Show is defined as improper cancellation of a visit or failure to show up for a visit. In case of a "No-show" by either party, that party will owe a No-Show fee of \$60.00. If either party is a No-Show, both parties

will be responsible for the entire scheduled visit fee. Fee must be paid immediately, are no visits will be schedule until paid in full. All attorneys involved will be notified.

#### **GUIDELINES 1-14**

1. \_\_\_\_ No party will be allowed if **his/her behavior** compromises a safe and stress-free environment. Threatening, aggressive or argumentative behavior with child, staff or other participants of any nature will result in immediate termination of visits and may result in the filing of a police report. All parties must conduct themselves in a manner that clearly demonstrates the well-being of the child (ren) is the highest priority. If a visit is stopped, the supervisor will leave the premises at once with the child in a manner that does not upset the child. Visit fees paid at the beginning of the visit will not be returned.

AHSV staff has the right to **determine appropriate and/or inappropriate behaviors** and conversations between parties and the children, or in front of the child. Continued infractions may result in the termination or the current visitation, suspension of one or more visits, or termination of AHSV services for failure to comply.

2. \_\_\_\_ All **weapons** (including pocketknives, scissors, fingernail file, etc.) are prohibited. The right to carry any weapon, open carry or concealed, is denied while participating in the group, private or exchange visitation and is enforced. Violation of this policy will result in termination of visitation and dismissal from the Angel's Harbor Supervised Visitation Program and will not be allowed back into the program. Non-custodial and their guest will be screened before entering the facility.

3. \_\_\_\_ Non-custodial must watch, interact and be **responsible for their children's behavior**. Parents must set limits and redirect inappropriate behavior without the use of physical force. Children may not interfere with another family's visits, harm others, destroy property or engage in inappropriate behaviors.

4. \_\_\_\_ Non-custodial parents nor their guests cannot 1) interrogate the child; 2) make negative comments about the custodial party or their family; 3) make promises they cannot keep (such as seeing child unsupervised, etc.) or 4) make other statements considered inappropriate determined by the site supervisor. **Allegations of inappropriate conversations** will be investigated. Violation of this policy may result in 1) suspension of two or more visits; 2) reprimand letter with copies to the attorneys/court; 3) termination of visits pending court review; 4) private one on one supervision at the non-custodial expense held at the CW site location with a supervisor.

5. \_\_\_\_ Supervisors will not **discuss a party's case**, concerns or complaints during or immediately after a visit or monitored exchange. Only questions relating to the well-being of the child during a visit will be allowed. Any questions or information must be directed to the office during business hours or to your attorney.

6. \_\_\_\_ I understand that information gathered during visit supervision, phone conversation, email or verbally may be **released pursuant** to a subpoena to attorney's therapist, courts or other pertinent agency involved in my case.

7. \_\_\_\_ The Agreement to Participate does not override any court ordered access. Any conflict arising between the Agreement to Participate and Court Order will mean that the court order controls. Private visits will be scheduled in **accordance with the court order**, within the boundaries and limitation of AHSV to meet the needs of participants. Participants and any potential guests are subject to rules and regulations established by AHSV. If AHSV is unable to provide services under precise terms of the court order, it is the participant's responsibility to request the court to modify the order in the absence of a mutual agreement. Visits are scheduled subject to the availability of Supervisor, child and the custodial party.

8. \_\_\_\_ Both parties are **responsible to keep AHSV informed of court** dates and modification in visitation made by the court. A copy of the modification order must be provided to AHSV as soon as possible after orders are finalized/approved.

9. \_\_\_\_ All conditions of this agreement are subject to **modification** by AHSV with or without notice to the parties. I understand rules are subject to change at the discretion of AHSV program or to accommodate special circumstance or court orders

10. \_\_\_\_ If you wish to have **concerns, events or comments documented for our file**, you may put these in writing, and AHSV will put the documents in your file. Staff will not document anything they did not witness firsthand.

11. \_\_\_\_ AHSV reserves the right to limit subsequent visits to the **length of time necessary for child**, increasing the length over time, if the child (ren) need additional time to adjust. This determination will be made by the Executive Director.

12. \_\_\_\_ The AHSV has the right to **deny supervised visitation services** to a custodial, non-custodial and their guest for violation of policies or if participation and/or family poses a danger to him/herself or others in the program or violates this contract in any manner. The determination is at the discretion of AHSV Executive Director, including visitation site supervisor. I further understand AHSV is not a party to the suit and are not ordered to provide services and reserves the right to terminate services for violations of these policies.

13. \_\_\_\_ If non-custodial is **suspected of intoxication** due to active drug or alcohol use, the visit will be immediately terminated. AHSV may require the non-custodial to provide a copy of a hair or blood test to resume visits. Future visits may be suspended pending the results of such test. The non-custodial will be required to call someone to pick them up. If non-custodial refuses to follow these requirements, law enforcement will be called, and all attorneys involved in the case will be notified immediately.

*For any parent suspected of active drug or alcohol use that leaves the site, law enforcement will be contacted, provided with vehicle and parent's driver's license information.*

14. \_\_\_\_ Visitation will not be suspended or terminated when **child support** is in arrears.

15. \_\_\_\_ If either party/family will no longer be **utilizing services** of the AHSV program, each party should provide notification to the main office. The AHSV program is not a party to the suit, therefore the court does not notify the Program of hearings or changes in visitation arrangements.

16. \_\_\_\_ Harris County **bail bonds prohibit contact** with victims or witnesses in a criminal case. If the District Attorney's office confirms a child may be testifying as a witness in a case against the non-custodial or their spouse, visits will be denied unless special provisions are recommended by District Attorney's office or Judge in a criminal case.

17. \_\_\_\_ **Staggered arrival and departure** times are set up for the protection of all parties. AHSV **prohibits contact** between the custodial and non-custodial during arrival and departure. There is to be NO CONTACT. This includes physical and visible contact. Any violation of this policy or attempts by either party to see or have contact with the other party during visitation may result in suspension of visits or termination of service.

18. \_\_\_\_ AHSV Staff has the right to **determine appropriate and/or inappropriate** behavior and conversation between parties and the child (ren) or in front of the child (ren). Continued infractions may result in the termination of the current visitation, suspension of one or more visits or termination of AHSV services pending court hearing.

19. \_\_\_\_ If non-custodial is currently on **probation**, a copy of probation conditions must be provided to AHSV before visits will be scheduled.

20. \_\_\_\_ Visit **discussions** should focus on the present to avoid pressure and/or disappointment.

21. \_\_\_\_ The **supervisor's responsibility is the safety** of the children. If the supervisor is forced to make a decision that is not specifically stated in the "Agreement to Participate" for the protection of the parties, the parties are to abide by the decision and direct any problems to the AHSV office the following business day. Failure to follow the rules will result in immediate termination of the visit and/or future visits.

22. \_\_\_\_ Visits offered is the **opportunity for the parties to interact with their children** in a positive and enjoyable environment. Conversations should be natural and directed by the child's interest, not the adults. If your child has a question about the family situation, a supervisor will help in addressing any questions the child may have.

23. \_\_\_\_ In **signing this document**, I acknowledge that I have read, understand and agree with AHSV policies and I agree to pay the fees listed in accordance with the schedule and requirements as stated. All conditions of this Agreement to Participate are subject to modification of the AHSV Program, with or without notification to parties. I understand rules are subject to change at the discretion of AHSV program or to accommodate special circumstances or court orders.

*I HAVE READ AND UNDERSTAND THESE POLICIES AND AGREE TO COMPLY WITH ALL PROVISIONS.*

*You must understand, ordered COURT VISITATION is not a suggestion it is an ORDER.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This agreement will not be accepted if you have redacted or altered any of the wording contained herein.*

PRIVATE VISIT NON-CUSTODIAL AGREEMENT TO PARTICIPATE