



INTAKE AND ORIENTATION FORM

VISITING PARENT CUSTODIAL PARENT

Name: _____

Address: _____

Phone: _____

Email: _____

Date of Birth: _____ Copy of Driver's License: Y N

Driver's License Number: _____ License Plate #: _____

Make and Model of Vehicle: _____

FEE AGREEMENT

Payment of \$95.00 per hour is due 7 days in advance of each Supervised Visitation appointment.

Payment of \$75.00 per Monitored Exchange is due 7 days in advance of scheduled Exchange.

If you have any Services scheduled in the coming week please pay now.

*****THERE IS A 2 HOUR MINIMUM for Supervised Visitation*****

Payment made by:

- VENMO
- Credit Card
- CASH
- Money Order
- Check
- Cashier's Check

Client Initials: _____

1st Visitation/Monitored Exchange Date/Time: _____ **Fee:** _____



CHILD(REN) INFORMATION

Name: _____

Date of Birth: _____ Gender: MALE FEMALE

Name: _____

Date of Birth: _____ Gender: MALE FEMALE

Name: _____

Date of Birth: _____ Gender: MALE FEMALE

ATTORNEY INFORMATION

Name: _____

Phone: _____

Email: _____

OTHER PARTY'S ATTORNEY INFORMATION

Name: _____

Phone: _____

Email: _____



JUDICIAL OFFICER'S INFORMATION

Name: _____

Courthouse: San Diego North County Southbay East County

Case Number: _____

EMERGENCY CONTACT INFORMATION *(if needed, they must bring a Photo ID)*

Name: _____

Phone Number: _____

Relationship to Child(ren): _____

Name: _____

Phone Number: _____

Relationship to Child(ren): _____

VISITATION INFORMATION

Date of First Visit: _____ Length of Visit: _____

Time of Visit: _____ Location: _____

VISITATION IS BETWEEN

Name of Child(ren)

and

Name of Visiting Party

****No one else will be allowed to participate in visitation or exchanges unless all parties agree, or it is stated in the Court Order.***



Reason for supervised visits: _____

Is anyone else allowed to be present on the visit? If yes, please name allowed visitor(s) and their relationship to child(ren):

Potential site for Visits or Exchanges:

Does either parent have physical or mental health issues that might affect visits? YES NO

If you answered YES to the above question, please list medications being taken and their affects if any:



Does either parent have substance abuse or violence issues that might affect visits?

Does the child(ren) have any special health issues that might affect visits? YES NO

If you answered YES to the above question, please list medications being taken and their affects if any:

Are there any other concerns?

CUSTODIAL PARENT MUST administer all medicine or special needs prior to Supervised Visitation. We will not administer any medication nor allow the Visiting Parent to administer medication during Supervised Visitation.

Please list animals in the home or that you might bring on your Supervised Visit.



CUSTODIAL PARENT: How would you like to handle bathroom usage on the part of the supervision monitor and child(ren)? *If child(ren) need help after bathroom use, who will provide it?*

If a diaper change, change of clothing, formula, breast milk, towel bathing, etc. is required, who will provide it?

If infant is on formula, is there a specific kind that they must have?

If a car seat is needed, who will be responsible to provide it? Custodial Visiting

Will reports be required? Reports are \$20.00 per page and must be paid for in advance of release of report. If yes, indicate who will be responsible for payment and where we need to send them to:

Name of party responsible for payment: _____

Where does report need to be sent? Address or Email Address:

Additional Comments / Cultural or Religious Considerations:



Review of Policies and Procedures

These policies apply during any service rendered or appointment. Failure to comply can cause immediate termination and actions shall be reported. If termination is necessary, the Supervision Monitor will make notes within the Observational Report and can contact law enforcement for assistance if necessary. No refunds will be provided if this occurs.

Please read the following Policies and Procedures:

- **Fees are to be paid 7 days in advance for Exchange Services, Supervisory Services, and Court Testimony.**
- **Payments shall be made through VENMO @SafeandSoundVisitation or by Credit Card, Cash, Check, Money Order or Cashier's Check.**
- **Collateral contacts, if required, will be charged at the rate of \$95.00 per hour billed at 15 minute increments.**
- **The Custodial Parent must be accessible by cell phone for the duration of the visit.**
- **Participants shall not exchange words, verbal, or non-verbal gestures towards the other parent.**
- **Participants shall not approach the other parent's vehicle.**
- **Participants are not permitted to post on social media regarding the visitation or exchange in any type of format.**
- **Participants are not permitted to videotape or take pictures during visitation unless agreed upon prior to visitation. If there are cameras set up in the home they must be turned off during visitation.**
- **Participants shall not use drugs or alcohol prior to or during Supervised Visitation. Suspicion of drugs/alcohol use will be noted in the Observation Report and will result in termination of your visit. No refunds will be given if this occurs.**
- **Participants shall not Smoke, Vape, Chew or use inappropriate language.**



- **Participants shall not use cell phones or cameras (leave them in your car).**
- **Participants shall not bring pets/animals unless agreed upon in advance.**
- **Participants are not permitted to bring gifts/toys or other items unless it has been agreed upon in advance.**
- **Participants are not permitted to bring food, drinks, or candy unless it has been agreed upon in advance.**
- **The Custodial Parent will administer necessary medications prior to the scheduled Supervised Visitation. Medication is not permitted to be administered during visitations.**
- **The Custodial Parent will not bring sick children to Supervised Visitations. Visiting Parent should be free of contagious conditions as well. All must be symptom-free for 24 hours.**
- **The Visiting Parent is not allowed to be alone with child(ren). Diaper changes must be observed by the Supervision Monitor.**
- **Child(ren) must always be accompanied by a Supervision Monitor when going to use the restroom unless otherwise determined in advance.**
- **If the Supervision Monitor needs to use the restroom, the child(ren) will accompany them to the restroom unless otherwise determined in advance.**
- **Participants are not allowed to speak in a language other than English unless it has been agreed upon in advance. No whispering, passing notes or cards unless openly shown to Supervision Monitor for approval is permitted. The Supervision Monitor will be reporting conversations at all times and must be able to fully understand all participants.**
- **Participants shall not use corporal punishment, spanking, hitting, pinching, etc. to correct behavior. No inappropriate touches are permitted.**
- **Please notify Safe and Sound Visitation Monitoring as soon as possible if there are any changes to your contact information.**



- **Participants shall not discuss inappropriate topics with child(ren) such as living situations, people in the home, or abuse allegations of any type. The Visiting Parent needs to talk about the present only. If the child(ren) becomes stressed, the Supervised Visitation can end before scheduled end time and NO REFUNDS WILL BE PROVIDED.**
- **All personal information will remain confidential so there should never be an exchange or request for address, phone numbers, locations, or names from parents or children during any service or appointment.**
- **Participants shall not engage the Supervision Monitor in conversations regarding legal issues, court orders, or discussions about the other parent. Supervision Monitors will remain neutral at all times.**
- **Please do not talk to Supervision Monitors about your case. Please focus on your child(ren) at all times.**
- **Supervised Visits/Monitored Exchanges are restricted to the agreed upon location that has been determined in advance. The location must be agreed upon 48 hours before the visit.**
- **Participants must comply with the scheduled times, dates, and locations. Failure to do so could result in termination of services. Staggered arrival and departure times are extremely important for the safety and comfort of all participants.**
- **Supervised Visits shall begin at the scheduled time and end at the scheduled time.**
- **If Custodial Parent fails to pick up the child(ren) at the scheduled end time, the Supervision Monitor will provide a 5 minute grace period. Late fees will be charged at \$2.00 per minute after the 5 minute grace period. If Custodial Parent is more than 30 minutes late to pick up child(ren) the Emergency Contact will be called for pick up. ALL LATE FEES must be paid for prior to any upcoming Supervised Visitations being scheduled.**
- **Supervised Visits will be terminated if Visiting Parent is more than 30 minutes late for the scheduled start time. NO REFUNDS WILL BE GIVEN.**
- **Cancellations must be made 48 hours in advance or NO REASSIGNMENT OF FUNDS WILL BE PROVIDED.**