

Welcome to Safe Harbor!

Safe Harbor is committed to providing the best possible services to meet your needs. The purpose of this letter is to provide you with a brief description of the Supervised Visitation Center Program and let you know what information you need to bring with you for the orientation session. ***You must complete the orientation session before visits or exchanges can begin.***

Each party completes the orientation session at individual times. This will give you an opportunity to share your story and concerns with the program staff and to learn how the program works. Please take the time to complete the attached paperwork to the best of your ability. The information helps us better understand your situation so that we may assist you and your children in feeling safe and comfortable. Please know that personal information is kept in the strictest confidence. Your cooperation is greatly appreciated.

The visits and exchanges are scheduled based on what time is available on the program’s schedule, the referring agency’s request and input from all parties. Please call the center at (307)-632-1708 if you have any questions.

**Read the enclosed information about the supervised visitation/exchange program.**

**Complete the application forms and drop off or email to the center.**

**Call the visitation center to schedule an orientation appointment. (307)632-1708.**

**Bring your driver’s license, auto insurance and court order, if applicable, to the orientation appointment.**

Please feel free to ask any questions you may have during your orientation appointment. We look forward to offering a safe, structured environment for your visit or exchange.

Thank you,

Krystal Ottersberg

Assistant Director

Safe Harbor, A Children’s Justice Center

**Mission**

The mission of Safe Harbor Visitation Program is to provide a safe, secure and home-like environment for families who have been affected by abuse, neglect, divorce and/or separation so families can rebuild relationships through supervised visitation and neutral exchange services. Under the supervision of trained staff, families can maintain their attachments.

**Purpose**

The Supervised Visitation and Safe Exchange program is located at Safe Harbor, A Children’s Justice Center, 2712 Thomes Ave, Cheyenne, WY 82001. The Program is a community-based program designed to provide:

1) safe and fulfilling supervised family visitation and

2) safe, neutral exchanges of child(ren) between custodial and non-custodial parties.

The Supervised Visitation/Safe Exchange Program operates as a **NEUTRAL** facilitator for family visitation/exchanges and does not advocate for either party.

Supervised family visitations will take place at Safe Harbor, A Children’s Justice Center. All visitations will be between 1-3 hours in length unless prior arrangements have been made and all parties agree it would be in the best interest of the child.

In an exchange, children are exchanged from the custodial party to the non-custodial party by a “drop off” and “pick up” arrangement under the supervision of Safe Harbor Staff. These exchanges take place at Safe Harbor. Arrangements will be made so the parties do not have direct contact with each other. **NO ONE** should accompany the drop off/pick up party when exchanging the child (ren). Documentation of exchanges will be written at the time of the exchange by Safe Harbor Staff and sent to attorneys or caseworkers.

**Explanation of a Supervised Visit**

During a supervised visit at Safe Harbor, a supervisor is present in the visiting room. The supervisor will intervene if there is a question as to the child’s comfort level and/or the safety of the child or supervisor. Factual documentation of the visit will be typed during the visit, will be reviewed, and sent to attorneys, caseworkers and other involved parties agreed upon.

**PLEASE NOTE:** In a civil case, documentation will only be sent to an attorney. If a client is not represented by an attorney, court must be scheduled and documentation will be released one week prior. Pending court is the only time documentation will be given directly to clients.

**Explanation of an Exchange:**

If there is a divorce or separation in which the adults:

(a) are unable to negotiate a reasonable and workable schedule for exchanges

(b) are unable to adhere to the plan,

(c) have difficulty keeping their behavior towards each other within appropriate boundaries, or

(d) there is a restraining order involving the parties and using Safe Harbor as a safe, neutral place to do exchanges is in the best interest of the children

**Hours of Operation**

Office Hours: Monday - Friday 8:30a.m. – 3:30p.m.

Orientations are only done Monday – Friday 9:00a.m. – 2:00p.m.

Visitation hours are Monday through Friday 9a.m. to 8p.m. Saturday and Sunday hours depend on facility and staff availability. Phone calls after hours are not always answered.

Weekend Exchanges are Friday 6:00 – Sunday 6:00. Additional hours are available evenings and weekends on a case-by-case basis.

## **Holidays**

On the following days, the Safe Harbor office will be **CLOSED** and there will be **NO** supervised visits. Supervised visits **DO NOT** need to be made up. Custodial parties may schedule an “extra” visit. Exchanges can & will be scheduled upon the **discretion of the contract worker/Safe Harbor.**

New Years Eve – December 31st

New Years Day – January 1st

Independence Day – July 4th

Cheyenne Day – Last Wednesday of last full week in July

Thanksgiving

The day following Thanksgiving

Christmas Eve – December 24th

Christmas Day – December 25th

The day after Christmas – December 26th

Easter

Mother’s Day

Father’s Day

Labor Day

Columbus Day

Presidents Holiday

Martin Luther King Day

Memorial Day

Veterans Day

# **Fees and Financial Agreement**

I am applying for services with Safe Harbor Supervised Visitation and Exchange Program. I understand the following information outlines my financial responsibility for payment for services provided. **Each party is financially responsible for their own Court Summaries unless otherwise specified in the Court Order.**

Intake and Orientation Fee $35.00 One-time **NON- REFUNDABLE** fee per party

Supervised Visitation $25.00 per hour

Exchange Fee $20.00 per exchange

$40.00 per exchange if done on a holiday

Telephone/Video monitoring $25.00 per phone call or video session

Alcohol Swab testing $10.00 per swab

\* Sliding Scale Available

**Costs Associated with Court appearances**:

As Keeper of the Records, the Assistant Director or Contract Staff may be subpoenaed for court. Please discuss all subpoenas and related court documents with the Assistant Director. **All fees must be paid in full prior to the release of reports, subpoena fulfillment, and/or copying of records. Visitation records will only be sent to an attorney, if an active attorney is not involved records will NOT be sent.**

Reports for Attorneys, Court Initial $35.00 to send once. Ongoing

basis $50.00. - sent via email.

Court Testimony w/ Subpoena $50.00 per testimony requested

Records re-released/change of attorney $35.00

Fees are payable in **Cash, Money Orders or Check and paid IN ADVANCE** of the visitation. No services will be performed unless the fees for those services are paid in full prior to the services being provided.

Fees for services are subject to change (advance notice will be given).

A 24 hour cancellation notification is required. If no cancellation notification is given, the canceling or no show party is responsible for the entire fee for the cancelled visit. The payment must be paid prior to scheduling another visit.

I understand that payment for all fees is due at the **beginning** of each Supervised Visit or Exchange. If I am unable to pay for sessions, special arrangements must be made with the Assistant Director in **advance**.

If I do not cancel or reschedule a visitation **twenty-four (24) hours** before the appointed time, the **full fee** (regardless of court ordered responsibility) is charged for the appointment. Only verifiable emergencies or sicknesses will be accepted to ensure no charge. The payment for the cancellation is due at the beginning of the next session. I also understand that services will be discontinued if payments are not kept below $50 and will not be resumed until the account is current.

If an insufficient funds check is returned a $25.00 additional fee is charged. If two (2) insufficient funds checks are received from you an additional $15.00 fee will be charged and all further fees must be paid in cash.

**Delinquent Accounts**

If a family becomes delinquent in their fee payment ($50 or more), they, their attorneys, and caseworkers will be notified that their visits/exchanges will be suspended until the fees are paid in full or payment arrangements have been made with the Assistant Director.

**The terms of this financial agreement have been explained to me and I agree to these terms and conditions.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

Client/Guarantor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

Staff Witness Signature Date

## **Contract Workers**

## Each Family will be assigned a Contract Worker. They are here to help families move smoothly through the Safe Harbor Supervised Visitation/Exchange Program. They can help with any questions and concerns. However, they are not here to give legal advice. Contract Workers will document supervised visits and exchanges and aide in scheduling, accounting information, recaps and any other issues that may arise. Our Contract Workers are trained to intervene if rules are broken or if the safety of the children is compromised.

## **Orientation**

* All participants must complete an orientation before any visitation/exchange services can be scheduled.
* An orientation **NON-REFUNDABLE** fee of $35.00 must be paid prior to the start of the orientation.
* Orientations are completed Monday-Friday between the hours of 9:00a.m. – 2:00p.m.
* Phone orientations will only be allowed if you live more than 1.5 hours from Cheyenne.
* All participants agree to sign all program forms and releases.
* For identification purposes, each party is required to bring a state-issued ID.
* Visitation Services are for the parties designated by the referring agency/individual(s).
* Additional Authorized Visitors participating in supervised visits have to be approved by the referring agency/individual(s). (DFS ONLY)
* Additional Authorized Visitors and Alternate Transport Parties must complete an orientation and sign off on program forms and releases should, there be any issues, before being approved to attend future visits or exchanges.
* A financial screening is available; please ask for the necessary paperwork. If your case does not qualify for financial assistance, you will be instructed to pay the fee amount.

**Scheduling**

Both parties must fill out an application and complete an orientation with the Assistant Director **before** the first visit is scheduled. Both parties must provide a copy of court orders, if applicable, with their application. The **minimum** allowed visitation time is one hour. The **maximum** allowed visitation time is three hours. Phone orientations will be granted for extenuating circumstances. Both parties must agree to a specific time and date for a visit. **Reasonable** efforts must be made on both party’s parts.

## **Cancelation of a Visit/Exchange**

## Safe Harbor Staff must be contacted at least 24 hours in advance of the visit/exchange if cancelation is necessary. If the canceling party does not reach a Safe Harbor Staff person, the party must leave a message on the answering machine regarding why the visit/exchange is being canceled. Three cancelations in a row or frequent cancelations will result in suspension of visits/exchanges.

**If the visiting party cancels a visit, it is not Safe Harbor’s policy to reschedule a visit.**

Safe Harbor reserves the right to close due to weather, holidays, or unavoidable commitments (court or forensic interviews). Notification will be given if time permits. Visits/Exchanges may not be rescheduled due to holidays, the other parties’ willingness to reschedule and hours of operation.

**Termination**

Safe Harbor, a Children’s Justice Center reserves the right to cancel supervised visitation/ exchanges or discontinue services at any time and for any reason. Client services will be terminated at the discretion of the Director of Safe Harbor for any combination of the following or any other reason not listed and will be notified in writing of such reasons.

1. A pattern of no shows.
2. Abusive language or attitudes directed at Safe Harbor Staff.
3. Abusive language, attitudes or behavior directed toward the children or each other party.
4. Manipulative or coercive behaviors.
5. Drug and or Alcohol use before and or during visits.
6. Failure to make payment and or payment arrangements.
7. Failure to disclose pertinent information that would have otherwise denied services at the time of intake or information that would place any at risk situation causing a safety concern.

**Positive Co-Parenting**

**Each party agrees…**

* They will make determined efforts to safeguard their child(ren)’s mental, emotional, physical and psychological well-being.
* Take all measures necessary to foster a feeling of affection between their child(ren) and the other party with neither doing anything that may create distance between the child(ren) from the other party or damage their child(ren)’s high regard for the other party.
* To provide an emotional environment which encourages love for the other party and the desire to spend time with that party.
* To encourage good feelings about the other party and that party’s extended family
* To be flexible in arranging dates and times of visitation
* To commit to regular and consistent visitation with their child(ren)
* To avoid trying to “buy” affection or “manipulate” the judgment.
* To treat each child(ren) as a unique person, respecting feelings and needs.

**SAFE HARBOR CLIENT APPLICATION**



PLEASE PRINT

TODAY’S DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPLICANT’S NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPLICANT’S ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ZIP\_\_\_\_\_\_\_\_\_

DATE OF BIRTH\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SOCIAL SECURITY \_\_ \_\_ \_\_ - \_\_ \_\_ - \_\_ \_\_ \_\_ \_\_

CURRENT MEDICAL CONDITIONS (Please list any prescribed medications and diagnosis)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPLICANT’S CONTACT INFORMATION**

Ok to leave message?

HOME: ( \_\_ \_\_ \_\_ ) \_\_ \_\_ \_\_ - \_\_ \_\_ \_\_ \_\_ YES NO

WORK: ( \_\_ \_\_ \_\_ ) \_\_ \_\_ \_\_ - \_\_ \_\_ \_\_ \_\_ YES NO

CELL/OTHER: ( \_\_ \_\_ \_\_ ) \_\_ \_\_ \_\_ - \_\_ \_\_ \_\_ \_\_ YES NO

E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CURRENT PLACE OF EMPLOYMENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INCOME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

LAST GRADE COMPLETED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MARITAL STATUS: NEVER MARRIED MARRIED SEPARATED

DIVORCED WIDOWED

BILINGUAL: YES NO IF YES, WHAT LANGUAGE?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

DO YOU HAVE A DISABILITY?: YES NO

Are you the CUSTODIAL PARTY or NON CUSTODIAL PARTY

In need of SAFE EXCHANGES or SUPERVISED VISITATIONS

NAME OF OTHER PARTY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER OF OTHER PARTY: ( \_\_ \_\_ \_\_ ) \_\_ \_\_ \_\_ - \_\_ \_\_ \_\_ \_\_

**THIS INFORMATION IS CONFIDENTIAL**

ATTORNEY’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER ( \_\_ \_\_ \_\_ ) \_\_ \_\_ \_\_ - \_\_ \_\_ \_\_ \_\_

APPLICANT’S VEHICLE

Model/Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Plate#\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Color\_\_\_\_\_\_\_\_\_\_

\*A photo copy of driver’s license or ID card and car insurance is required

**IN CASE OF EMERGENCY NOTIFY** (when you cannot be reached):

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RELATIONSHIP:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PHONE NUMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHILD’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

GENDER: MALE FEMALE ETHNICITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHILD’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

GENDER: MALE FEMALE ETHNICITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHILD’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

GENDER: MALE FEMALE ETHNICITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHILD’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB: \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

GENDER: MALE FEMALE ETHNICITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Ethnicity is used for statistical purposes only

**OTHER ADULTS ALLOWED TO TRANSPORT CHILDREN**

TO AND FROM VISITS OR EXCHANGES

(PLEASE PRINT)

1. NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PHONE NUMBER: ( \_\_ \_\_ \_\_ ) \_\_ \_\_ \_\_ - \_\_ \_\_ \_\_ \_\_

2. NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PHONE NUMBER: ( \_\_ \_\_ \_\_ ) \_\_ \_\_ \_\_ - \_\_ \_\_ \_\_ \_\_

3. NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PHONE NUMBER: ( \_\_ \_\_ \_\_ ) \_\_ \_\_ \_\_ - \_\_ \_\_ \_\_ \_\_

\*Please note, a copy of the designated driver’s license and auto insurance will need to be provided at the time of the first transport.

Visitations are scheduled on the same days and times; they **do not** change on a weekly basis. PLEASE PRINT TIMES YOU ARE AVAILABLE FOR VISITS OR EXCHANGES IN THE SPACE BELOW

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\*PLEASE NOTE THAT AFTER SCHOOL AND EVENING TIME SLOTS ARE RESERVED FOR SCHOOL AGED CHILDREN AND SCHEDULING IS BASED ON A FIRST COME FIRST SERVED BASIS.

Please share with us a brief history of your relationship with the child’s other parent. For example, length of time in relationship, current situation and any events you feel are or were important.

How would you describe your relationship with the other party?

Tell us about your current (or recent) relationship with your child(ren).

**SAFE HARBOR CONSENT FOR MUTUAL EXCHAGE OF INFORMATION**



PARENT/GUARDIAN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE ( \_\_ \_\_ \_\_ ) \_\_ \_\_ \_\_ - \_\_ \_\_ \_\_ \_\_

CHILD’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

CHILD’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

CHILD’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

I give permission for Safe Harbor to exchange information concerning members of my immediate family with the following agencies or individuals. In granting such permission, I understand that such information will remain confidential and will only pertain to my case with Safe Harbor.

1. \_\_\_\_\_\_\_Department of Family Services
2. \_\_\_\_\_\_\_Law Enforcement
3. \_\_\_\_\_\_\_Pathfinder
4. \_\_\_\_\_\_\_Peak Wellness (please specify therapist) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_Laramie county School District #1
6. \_\_\_\_\_\_\_Attorney (Please Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. \_\_\_\_\_\_\_Your Private Therapist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. \_\_\_\_\_\_\_Health Care Provider \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. \_\_\_\_\_\_\_Children’s Therapist\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. \_\_\_\_\_\_\_Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This release is valid for one year from the date of signature. This release may be revoked or revised at any time by providing a request in writing.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

Signature of Parent or Guardian Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_ \_\_ \_\_

Signature of Safe Harbor Staff Date



**AGREEMENT REGARDING USE OF SAFE HARBOR VISITATION CENTER FACILITY AND SERVICES**



\*Supervised visit and exchanges will be determined by Safe Harbor based on the availability of Safe Harbor staff and time slots. Court orders will be accommodated as closely as possible.

**Your signature on this form indicates you have received and reviewed the following client guidelines/rules for supervised visitation or exchanges. You agree to all contained herein.**

\*The undersigned parent or legal guardian, in consideration of being allowed the privilege of using Safe Harbor visitation center facility, and in further consideration of her/his child(ren) being allowed to use said facility, for herself/himself, her/his child(ren), heirs(s), herby agrees as follows:

1. To understand that all records are the property of Safe Harbor, a children’s justice center. Records are not used for providing, “Health Care” and are not covered under the, “HIPAA law” and therefore are not automatically the personal property of individuals being serviced by Safe Harbor. It is specifically understood and agreed, that periodic reports concerning supervised visitation and exchanges may be generated and copies provided to counsel for record (Attorney’s), the Department of Family Services (DFS) and the Court (Judges). Since Safe Harbor’s records pertain to multiple parties, including those who have grave differences between them and may be used inappropriately against one another, NO records will be given to individual parties. The only exception is those representing themselves in court and records deemed necessary for a court proceeding. Safe Harbor will verify with the court all conditions. Safe Harbor may use any and all information given for research/statistic purposes. All clients will remain anonymous.

1. Understand safety is the utmost concern at Safe Harbor, however, in the rare event the visiting party chooses to leave the Safe Harbor Facility with the child(ren) without consent from the other party and or against the advice of a court order, Safe Harbor is not obligated to stop and or prevent that from happening for fear of possibly causing injury to the staff as well as the child(ren) in question. Safe Harbor staff will immediately contact Law Enforcement and make the necessary reports regarding the child and their whereabouts and any information concerning custody arrangements and or risk to the child. As a “Neutral Facility” Safe Harbor will notify “all” parties to the case and or attorneys involved. Should you have reason to believe a child may be taken by the other party, please notify the Assistant Director or supervising staff.
2. Understand although Safe Harbor is deemed as a **“Neutral Facility”**, Neutrality does not, however, mean that Safe Harbor shall accept, condone, not document and/or have a professional assessment on prior or current behavior or action of any family member that has been or is abusive, harmful, or disrespectful. Instead, the principle of neutrality is intended to convey respect for the potential importance of each party to his/her child(ren) and to make Safe Harbor a safe place for children where contact with the non-custodial party involves as little conflict between the parties as possible.

1. Safe Harbor Supervised Visitation Staff are mandated reporters, so any form of child abuse WILL be reported to Social Services.
2. Safe Harbor reserves the right to determine the eligibility of each party who applies to receive services. **If there is a cause for concern regarding safety of children, staff or other family members, Safe Harbor will choose not to provide services or suspend services if already started.**
3. A reason must be given as to why services are being terminated.
4. This agreement may be terminated by a representative of Safe Harbor with or without cause for any reasons and at any time.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print your name) have read the “agreement Regarding use of Safe Harbor facility” and agree to the conditions contained therein.

(Signature of Applicant)

DONE THIS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DAY OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_\_.

Accepted and approved:

(Safe Harbor Staff Signature)



**Client Guidelines for Supervised Visits and Exchanges**



\*The following guidelines must be followed during supervised visits or exchanges at Safe Harbor. Failure to follow these guidelines **MAY** result in an interruption of your supervised visits or exchange and you will be asked/warned (verbally) to stop the inappropriate behavior by the Assistant Director. Continued violation of these guidelines will be brought to the attention of the director of Safe Harbor and **MAY** result in termination of privileges at Safe Harbor.

1. There will be no contact between the “custodial or delivering” party and the “visiting or pick up” party unless otherwise indicated in a court order.
2. The custodial or delivering party will arrive 15 minutes before the visitation time starts. The children will be left in the supervision of Safe Harbor Staff. **The custodial party is expected to leave the premises immediately.**

b. The visiting or pick up party will arrive at the time agreed upon.

2. If the visiting or pick up party is **15 minutes late** arriving for the visit or exchange, the visit or exchange will be cancelled and the child(ren) will be sent home with last party to drop them off. No exceptions will be made unless the party has called before the schedule time and or left a message on the answering machine. Frequent tardiness will result in suspension of visits. Attorneys will be notified.

3. If the other party is late, the supervised visit will be extended from the regularly scheduled time.

4. Three missed consecutive, unexcused, as defined by Safe Harbor, supervised visits or exchanges will result in suspension of visits or exchanges for a period of one month and/or a reduction in visits, and will require a new referral for eligibility at Safe Harbor. If there is a waiting list, you will go to the bottom of it and wait until supervised visits can be reinstated.

5. The custodial party **MAY NOT** pick up their child prior to the visit ending. Please make appointments and/or schedule activities around the scheduled visitation time; visitation times rarely change.

6. Visits or exchanges may be placed on hold, regardless of reason, for a period of one month. After one month, schedules from all parties will be reevaluated. Safe Harbor cannot guarantee you will have the same schedule as before.

7. Should your balance exceed $50 visits or exchanges will be placed on hold until the balance is paid off or other payment arrangements have been made.

8. Client records will not be released unless current balance is paid in full. Client records are sent on the first Monday of every month. If you pay for ongoing records to be sent to your attorney on a monthly basis and you have a balance, records will NOT be released until the balance is paid in full. If there is a balance, records will be released the following month unless there is a pending court date.

9. Safe Harbor **requires at least 72 hours to facilitate a referral**. In the event of an emergency visit needing to be facilitated at Safe Harbor, approval of the Programs Manager is required. All reasonable attempts will be made to accommodate. The required agreement will be signed during emergency visit or shortly after, however, **all parties will be held to the same rules, guidelines and conditions for visits regardless of when the agreement is signed.**

10. If the child or visiting party is ill, there will be no **SUPERVISED VISIT**. If there is more than one child visiting, the child(ren) who are not ill are expected to keep their visitation. If the child is ill for more than **1** visit, a doctor’s note will need to be provided. Exchanges will/may still occur unless documentation is given stating why the child should not be exchanged.

11. **Safe Harbor cannot guarantee anyone’s physical safety. If there is concern for the quality of the supervised visit or exchange or the safety of the child, staff or anyone involved for any reason, supervised visit or exchange may be and/or will be stopped at the discretion of Safe Harbor Staff. Law enforcement, the Court and involved parties will be informed promptly.**

12. At no time before, during, or after a supervised visit or exchange is it permissible to serve legal papers to clients on Safe Harbor property.

13. A supervised visit will be cancelled if the staff believes visiting/exchanging party appears to be under the influence of drugs and or alcohol. Safe Harbor reserves the right to test the party if the party seems to be under the influence of alcohol at a cost of $10.00 per test to the person who seems to be under the influence, regardless of the designated, financially responsible party. Otherwise, the individual retains the right to obtain a UA or BSA at their own expense and bring in the results to Safe Harbor. **PLEASE provide a doctor’s note if you are prescribed medication.**

14. No persons with active warrants for their arrest will be allowed on Safe Harbor property.

15. Each party or their designee must provide transportation. If you have concerns about who has been designated to provide transportation by the other party, it is your responsibility to take this issue up with your attorney.

16. If the party or their designee will be transporting children, each will be required to give a copy of a valid driver’s license. **Children will not be released to anyone without a valid driver’s license.** The transporting party is required to come into Safe Harbor to get the children. Children will not be allowed to leave the property or walk to the vehicles by themselves.

17. Supervised visit will be scheduled on a first come basis. Based on availability of time slots, a regularly scheduled time will be arranged. Times are subject to the availability of Safe Harbor staff.

18. **NO ONE may accompany the visiting party into the center for a visit without prior approval from Safe Harbor’s Assistant Director**. Please provide a minimum of two weeks advanced notice if wanting a visitor. Only immediate family will be allowed to visit (grandparents, spouses, or siblings). During exchanges, **ONLY** the custodial/non-custodial party should come into the facility to pick up the child and/or children for confidentiality of other clients. No one can remain in the parking area or wait in front of the building, on or in the general vicinity during your visit with your child (ren).

19. Should the Laramie County School District #1 close for a snow day, Safe Harbor will close as well. Sometimes Safe Harbor will close when weather does not permit safe travel; Safe Harbor will call all parties. All visitations canceled will require a make-up visit and/or the exchange may be moved to the following day.

20. Regardless of the situation, Safe Harbor will not speak with grandparents, extended family, etc. about your case and/or the details of a supervised visitation/exchange. We will only speak to the visiting party/custodial and non-custodial parties or those in which signed up for services and completed an orientation. The only information released to parties who pick up children other than the parent/client will be if the child ate, what they ate, if they slept, or any important event that may have occurred.

21. All visitors, drop off and pick up parties, other than the client, are expected to follow Safe Harbor rules/policies. Failure to do so will result in a warning given to the client. Should rules/policies continue to be violated that visitor and/or drop off/pick up party will be unable to come in to the Safe Harbor facility.

22. Should you call Safe Harbor and leave a message on the voicemail, please allow at least 24 hours for a return phone call.

23. Additional guidelines may be added if deemed necessary by the court, caseworker, therapist and other involved parties.

Safe Harbor Visitation Center Program Rules

The following rules must be followed during supervised visits or exchanges at Safe Harbor. Failure to follow these rules, “May” result in an interruption of your supervised visits or exchange and you will be asked/warned (verbally and or written) to stop the inappropriate behavior by the Program Director. Continued breaking of these rules will be brought to the attention of the Director of Safe Harbor and, “May” result in termination of privileges at Safe Harbor.

1. The visiting party is to provide any needed food, drink, diapers, etc. for their child. The custodial party should provide information to the visiting party about current formula or baby food used, allergies, medicine needs, etc…Several restaurants will deliver to Safe Harbor. The custodial party may not make decisions in regards to what the non-custodial party brings for a meal/snack. Unless there is a doctor’s note, the non-custodial party is allowed to bring what they want.

2. The visiting party may not undress the child (unless in diapers) or take the children to the bathroom unsupervised. If the visiting party accompanies a young child to the bathroom, they are to leave the door partially ajar and Safe Harbor staff will stand outside the door. Older children must go to the bathroom by themselves.

3. If the visiting party needs to use the restroom, ask the Safe Harbor staff to watch the child(ren) while the party is gone. In no case is the party to have a child with them when the party is using the restroom.

4. There will be no note passing between parties or parties and children during a supervised visit. This includes cards. All written correspondence must be approved by Safe Harbor staff and a copy of the correspondence will be placed in the clients file (when applicable).

5. Safe Harbor staff has the right to inspect all packages and or items brought into Safe Harbor.

6. There will be no whispering. The Safe Harbor staff will remain close to the family inside and outside of Safe Harbor. They must be able to hear what the family is saying at all times.

7. At no time are secrets allowed. If your child attempts to tell you a secret, inform them it is against the rules and let them know it is ok to be said aloud.

8. There is to be no promises made. This includes but is not limited to: How long you need to be at the Safe Harbor facility for visits or exchanges, when you or the child will be coming home, or any discussion about future activities.

9. Visiting parents are **NOT** allowed to inquire and/or probe the child(ren) in regards to what they do with the other parent and/or party.

10. There will be no hitting, kicking, spanking, threatening, biting, swearing, or breaking of things. The **ONLY** type of discipline that may be used at Safe Harbor is “time out”. The visiting parent may not yell at their child or take a toy away for more than one visit.

11. Markers, pens and/or paint should only be used for arts and craft purposes. Clients and children should not write on one another.

12. Socks and shoes must be worn at ALL times.

13. There is no sleeping allowed. If you, the parent, fall asleep while visiting with your child you will be woken up and given a warning. Should you continue to fall asleep, the visit will end.

14. Physical contact will only be initiated by the children and is only allowed if deemed appropriate by the Assistant Director and/or visitation supervisor.

15. There is to be **NO NEGATIVE** conversation or **CURSING.**

16. A **POSITIVE** environment should be present throughout the entirety of the supervised visitation; this includes drop off and pick up and both custodial and non-custodial parties.

Please keep in mind at times there may be other clients and/or children visiting.

17. If the visiting party has multiple children at the visit, it is the visiting party’s responsibility to ensure that the children stay together. At no time should the family separate so that Safe Harbor staff can’t see and hear both parties at the same time.

18. The visiting party should not ask the child the location of the present home, school or foster placement.

19. No foreign languages may be spoken unless the Safe Harbor staff is proficient in that language.

20. Each family is responsible for cleaning up their area before the end of the supervised visit. **ALL** diapers must be thrown in the outside trash.

21. Some rooms at Safe Harbor are off limits. These include the second floor rooms except for the restroom and the infant room.

22. Videotaping or picture taking may only be done with handheld cameras. If a party has valid concerns as to why videotaping or picture taking may be a detriment to the child(ren), Safe Harbor reserves the right to not allow videotaping or picture taking on a case-by-case basis. Videotaping or recording of Safe Harbor staff is **NOT ALLOWED**.

23. Cell phones and beepers must be turned off during the visit unless it is being used for videotaping or picture taking purposes or is approved by the visitation supervisor. If you require a cell phone/beeper for employment purposes, please make other arrangements. This includes games, Snapchat, Instagram, Facebook, or any other social media networks.

24. There will be no smoking on Safe Harbor property. This includes the front porch, sidewalk and backyard.

25. Once a visit begins, the visiting party is not allowed to leave the premises. This includes going to a vehicle. If you chose to do leave the premises, the visit will end immediately. Please bring everything you need with you to the beginning of the visit.

26. Visiting parties may not bring gifts for the children unless it is a specified gift giving day (i.e birthday’s, Christmas) or unless prior approval has been given.

27. Custodial parties may not determine if a child receives or keeps gifts and or clothing. Safe Harbor permits all children to receive gifts and clothing unless otherwise ordered by the court. If you, as a custodial party, refuse to allow your children to receive and/or take the gifts home, this information will be included in any report which may be submitted to the Court, DFS or other referring agencies.

28. Staff training may be required during your supervised visitation, exchange, or Skype visit. Periodically we may have student interns who observe the visit. Contract Staff will let all parties involved know at the start of the visit.

29. All cancelations must be called into the office. Emails will NOT be accepted as excused cancelations.

30. Correspondence will NOT be done through email unless it is the only way the Assistant/Executive Director can make contact. In some cases correspondence will be done through email for attorney/GAL purposes.

31. Contract staff will give you a 15 minute, 10 minute and 5 minute warning when it is almost time for your visit to end. You must walk out of the facility at the scheduled end time. Goodbyes should be done in the last 5 minutes. Failure to leave at the appropriate time will result in visits being placed on hold, please see rule 30.

32. Rude comments, attitude or disrespectful behaviors toward contract staff will result in your visit ending. A meeting with the Assistant Director, Krystal, must be completed before you continue your visits.

33. Should any rules/policies be broken, contract staff will give you a warning. If after that warning you continue to violate the rules/policies your visit will end. If this happens **3** times your visits will be reduced or placed on hold for a period of **2 weeks**.

34. Rules are subject to change at the discretion of the Executive Director and/or Assistant Director. Rules may be changed on a case by case basis.

I have read the above rules and policy and I have received a copy and agree to comply with Safe Harbor’s rules while visiting and/or exchanging my child(ren).

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

Staff Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Wyoming Statute TITLE 6 - CRIMES AND OFFENSES**

6-2-204. Interference with custody; presumption of knowledge of child's age; affirmative defenses; penalties.

(a) A person is guilty of interference with custody if, having no privilege to do so, he knowingly:

(i) Takes or entices a minor from the custody of the minor's parent, guardian or other lawful custodian; or

(ii) Fails or refuses to return a minor to the person entitled to custody.

(b) Proof that the child was under the age of majority gives rise to an inference that the person knew the child's age.

(c) It is an affirmative defense to a prosecution under this section that:

(i) The action was necessary to preserve the child from an immediate danger to his welfare; or

(ii) The child was not less than fourteen (14) years old and the child was taken away or was not returned:

(A) At his own instigation; and

(B) Without intent to commit a criminal offense with or against the child.

**(d) Interference with custody is a felony punishable by imprisonment for not more than five (5) years if:**

(i) The defendant is not a parent or person in equivalent relation to the child; or

(ii) The defendant knowingly conceals and harbors the child or refuses to reveal the location of the child to the parent, guardian or lawful custodian.

(e) Interference with custody which is not punishable under subsection (d) of this section is a felony punishable by imprisonment for not more than two (2) years.