



The Meeting Place
at The Center for Child & Family Advocacy, Inc.
Supervised Visitation and Neutral Exchanges
Information Packet

Dear Parent,

The purpose of this information packet is to provide you with the information you need to begin either supervised visits or exchanges.

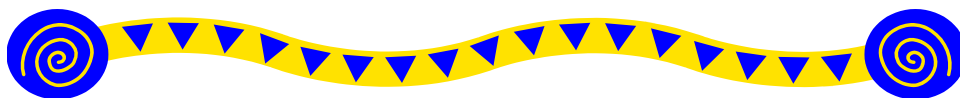
Each party completes an orientation session at different times. A staff person will meet with you to gather information about the history of the relationship between parents and child, discuss the monitoring level of visits or exchanges, any possible risks, and the scheduling of the visits or exchanges. The visits or exchanges are scheduled based on what time is available on the program's schedule, the referring agency's request, and input from both parties. Please call The Center for Child and Family Advocacy at (419) 592-0540 if you have any questions.

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- ✓ **Read the enclosed information about the supervised visitation and exchange program.**
- ✓ **Complete the Intake Form and sign.**
- ✓ **Sign the last page of the Procedures section (last page of this packet).**
- ✓ **Return this form in person to The Center for Child & Family Advocacy, Inc. (CCFA), 219 E. Washington St., Napoleon, OH. You may bring it with you to your orientation session.**
- ✓ **Call the Center today at (419)592-0540 to schedule an orientation session.**
- ✓ **Bring your driver's license (or photo ID) to the orientation appointment.**

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



Frequently Asked Questions

What is The Meeting Place?

The Meeting Place Program is the Supervised Visitation and Neutral Exchange Program at The Center for Child & Family Advocacy, Inc.

What is a Supervised Visit?

A supervised visit is the contact between a child and an adult (usually a non-custodial parent) in a safe, family-friendly setting that is monitored. The visitation monitor is trained to protect the safety and rights of everyone involved.

What are Neutral Exchanges?

Neutral exchanges are for parents who are not required to have supervision during parenting time, but need to be able to make the exchange without interacting with the other parent. During an exchange, a visitation monitor escorts the child from one parent to the other. Parents arrive and leave the Center at staggered times.

How are families referred to The Meeting Place Program?

Families are referred to The Meeting Place Program for supervised visits or neutral exchanges by the Henry County Domestic Relations Court, the Henry County Juvenile Court or various other sources.



WHY IS TIME WITH EACH PARENT IMPORTANT?

The child is able to maintain a relationship with both the custodial and non-custodial parent.

The child is able to see that the non-custodial parent has not abandoned him/her.

The child sees that the non-custodial parent is all right, so that the child does not worry about the parent's well-being.

The child is reassured that each parent loves him/her.

Both parents can help the child develop positive self-esteem and self-confidence helping the child to have a greater chance to be successful in life.

Time spent with each parent provides an opportunity for each parent to teach values and morals and be a role model for the child.

When both parents share time with the child, it provides the opportunity for the child to slowly come to terms with the separation or divorce of the parents, which helps in the healing process.



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HOW TO BEST PREPARE YOUR CHILD FOR SUPERVISED VISITATION SERVICES

Maintain a positive outlook about the visits or exchanges yourself. Children are very impressionable and can easily sense how their parents are feeling. If they feel that you are comfortable with the visits or exchanges, they are more likely to feel positively about them, too.

Help your child become acquainted with the surroundings at The Center for Child and Family Advocacy, so that he/she is comfortable with the environment before the supervised visits or exchanges are scheduled to begin. It is important for your child to meet the staff at The Center for Child and Family Advocacy and to know that staff is always available for him/her during a visit or an exchange.

Explain the purpose of the supervised visits or exchanges and the safety arrangements in an age-appropriate way, depending on the age and understanding of your child. This way, the child can feel informed and feel as though he/she has some control in the situation.

Be consistent! Follow through with scheduled visits or exchanges. Consistency promotes a feeling of security for your child.



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INTAKE FORM

Please fill in the following information and return it to The Center for Child & Family Advocacy.

Date: _____ Are you the Custodial Parent Non-Custodial Parent Other _____

Referred by: Family Court Mediation Job and Family Services Other: _____

Name: _____ Date of Birth: _____

Current Address: _____
Street City State Zip

Mailing Address: _____
Street City State Zip

Home Phone Number: _____ Cell Number: _____

Best time to contact you? _____ May we leave a message at Home Cell Work _____

Primary Language: _____

Employer: _____ Occupation: _____

Work Phone Number: _____

Spouse Significant Other/Partner Name: _____
Phone/Cell Phone No. _____

If we are unable to contact you, is there someone else we may call to leave a message?

DEMOGRAPHIC INFORMATION

Marital Status Single Married Divorced Widow(er) Separated

Race or Ethnic Group: African American Asian Bi-racial White Hispanic
 Native American Other (*please specify*) _____

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TRANSPORTATION INFORMATION

Please list the automobile(s) you will drive (or the automobile(s) driven by the person providing transportation for you).

Year of Car	Make/Model of Car	Color of Car	License Plate Number
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Year of Car	Make/Model of Car	Color of Car	License Plate Number
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For custodial parents and exchanges only: Who may transport your child in your absence?

Name: _____ Relationship to child: _____ Phone: _____

Name: _____ Relationship to child: _____ Phone: _____

HOUSEHOLD INFORMATION

Please list all children who will be participating in supervised visits or neutral exchanges.

CHILD #1: Name: _____ Gender: Female Male

Date of Birth: _____

Race or Ethnic Group: African American Asian Bi-racial White Hispanic
 Native American Other (*please specify*) _____

CHILD #2: Name: _____ Gender: Female Male

Date of Birth: _____

Race or Ethnic Group: African American Asian Bi-racial White Hispanic
 Native American Other (*please specify*) _____

CHILD #3: Name: _____ Gender: Female Male

Date of Birth: _____

Race or Ethnic Group: African American Asian Bi-racial White Hispanic
 Native American Other (*please specify*) _____

List additional children involved in supervised visits or neutral exchanges on the back of this page.

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SCHEDULING AND VISITATION/EXCHANGE INFORMATION

What days/hours do you work? _____
(Visits will be scheduled according to what days and times are available on The Meeting Place Program schedule, and the days and times BOTH parties are available.)

Possible days/times for visitation/exchanges (what works for you?): _____

Explain past visitation or exchange arrangements: _____

Date you last visited with child(ren): _____ I have had no or very little contact with child(ren).

ADDITIONAL INFORMATION

Attorney's Name

Name: _____

Firm: _____

Address: _____
Street City State Zip

Telephone: _____ Fax: _____

Do you know your next Court Hearing date? Yes No If yes, give date: _____

If there is a CASA or GAL involved in your case, Name: _____

Have you ever participated in Parenting Classes? Yes No

If yes, which ones? _____

Have you ever participated in court-ordered mediation? Yes No

If yes, which county? _____

Have you or your child(ren) ever been a victim of crime?

_____ Attempted Murder _____ Assault _____ Stalking _____ Rape _____ Sexual Assault
_____ Domestic Violence _____ Child Abuse or Neglect _____ Other: _____

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RELATIONSHIP QUESTIONS

Do you have any misdemeanor or felony convictions? Yes No

If yes, explain: _____

Has any current or past partner ever alleged that you have been physically, sexually, or emotionally abusive toward them or your/their child(ren)? Yes No

If yes, explain: _____

Have the police ever been called to your home? Yes No

If yes, reason: _____

Has there ever been a restraining order or civil protection order against you? Yes No

If yes, on whose behalf? _____

Have you ever received treatment for drug and alcohol issues? Yes No

If yes, name of agency or provider: _____

Have you ever received treatment for domestic violence or anger issues? Yes No

If yes, name of agency or provider: _____

Have any friends, family members, or other individuals or agencies ever provided you with supervised parenting time/exchanges previously? Yes No

If yes, name of provider and reason this was discontinued: _____

Have you currently or previously been involved with Children's Services? Yes No

If yes, explain: _____

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Has there ever been a court order denying you visitation with your child(ren)?

Yes No Circumstances: _____

Have your children witnessed domestic violence in your home? Yes No

Current Order for Parenting Time/Exchange Arrangements:

Your understanding of why there is a need for supervised parenting time/exchanges:

Tell us three (3) words that describe your child:

Is there any other information that you think we should have? _____



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HEALTH INFORMATION

List any health-related illnesses/conditions/disabilities for adults and children involved in supervised visitation services:

Person's Name	Diagnosis	Limitations
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List all medications you or your children take:

Person's Name	Medication	Strength	How Often?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If needed, list additional medications on the back of this page.

List all allergies:

Person's Name	Allergy	Limitations
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby certify the information on this intake form is true and accurate to the best of my knowledge. I agree to allow The Center for Child & Family Advocacy, Inc. to contact emergency medical personnel (911) if needed for my child(ren) or myself. I have listed all medical concerns to which emergency personnel should be made aware.

Signature: _____ Date: _____

Intake form reviewed by: _____ Date: _____

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YOU'VE COMPLETED THE INTAKE FORM! CONTINUE ON TO REVIEW & SIGN PROCEDURES.

Program Policies and Procedures

At The Center for Child & Family Advocacy we strive to provide a comfortable environment for you and your child(ren) during your time together. While at The Center for Child & Family Advocacy we ask that you follow the policies and procedures listed below. ("Appointment" refers to both Parenting Time and Exchanges.)

ORIENTATION

- **All participants must complete an orientation before any visitation services can be scheduled.**
- **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.**
- **Additional Authorized Visitors participating in supervised visits have to be approved by the referring agency.**
- **Additional Authorized Visitors and Alternate Transport Parties must complete an orientation and sign program forms and releases before being approved to attend visits or exchanges.**

PREPARING THE CHILD(REN) FOR VISITS OR EXCHANGES

Help the child(ren) understand that he/she has done nothing wrong and that it is not his/her fault that the family is involved in supervised visitation services.

CUSTODIAL PARENT

- Maintain a positive outlook about the visitation.
- Prepare the child(ren) for visits or exchanges by using an age-appropriate method to explain about supervised visits or exchanges.
- If possible, set up a time to bring the child(ren) to The Center for Child & Family Advocacy to familiarize them to the layout of the visiting area prior to the first visit or exchange.

NON-CUSTODIAL PARENT

- Maintain a positive outlook about the visitation. Use the time with your child(ren) to build a healthy relationship.
- Assist the child(ren) to feel comfortable during the visit or exchange.
- Concentrate on the present, not the past. Relax and have fun. Involve your child(ren) in choosing activities.

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PARKING, ENTRANCES, ARRIVAL & DEPARTURE TIMES, AND SIGN-IN

NON-CUSTODIAL PARENT

PARKING

- Park in the parking lot located west of The Center for Child and Family Advocacy, Inc., 219 East Washington Street, Napoleon. The parking lot side says “Thomas Short Building.”
- Do not wait in the parking lot before, during, or after the visit or the exchange or accompanying you to your visit. This includes parties driving you to your appointment or riding with you.
- If someone is picking you up or dropping you off, they must do so in the west parking lot. They may not park in front of The Center for Child and Family Advocacy on either side of the street.

ARRIVAL & DEPARTURE TIMES

- Arrive **15** minutes prior to your scheduled appointment.
- You will remain at The Center for Child & Family Advocacy a minimum of **15** minutes after the completion of the appointment. This time starts after the custodial parent leaves The Center for Child and Family Advocacy with the child.
- Appointments will be cancelled if any party is more than **10** minutes late arriving to The Center for Child & Family Advocacy, Inc. Please note that this is 10 minutes from **your** scheduled arrival time.
- If you are arriving back at The Center for Child & Family Advocacy with child(ren) for an exchange, you are required to walk the child(ren) to the door and check them in. This is to ensure the safety of the child(ren).

ENTRANCE

- Only those individuals pre-approved by the referring agency will be allowed to participate in appointments. Only two pre-approved guests are permitted per appointment. Please give at least **one week** notice if bringing pre-approved guests.
- Enter through the front entrance to The Center for Child & Family Advocacy, Inc., on 219 E. Washington St., Napoleon.
- Please check-in at the window with your photo ID.
- A member of the staff will accompany you to and from the visitation room.

CUSTODIAL PARENT

PARKING

- Park in the front of The Center for Child & Family Advocacy Inc., building at 219 E. Washington St.
- After dropping off the child(ren), do not wait in the parking lot before, during, or after the visit or the exchange. You will leave the premises while the non-custodial parent and child(ren) participate in parenting time.

ARRIVAL & DEPARTURE TIMES

- Please arrive at the time of your appointment. Appointments will be cancelled if any party is more than **10** minutes late arriving to The Center for Child & Family Advocacy without giving prior notice.
- When returning to pick up child(ren), please arrive at the scheduled end of visitation or exchange.
- Enter through the front entrance to The Center for Child & Family Advocacy Inc. at 219 E. Washington St.

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- You are required to walk the child(ren) to the door and check them in. This is to ensure the safety of the child(ren).
- When picking child(ren) up, please check-in at the window with your photo ID.
- You must notify The Center for Child & Family Advocacy if a substitute transporting adult will be participating, and that adult will be required to show a photo ID upon arrival and follow all Meeting Place Program policies and procedures.

CANCELLATIONS

Supervised parenting/visitation time periods or exchanges may only be canceled or rescheduled for good cause. A **24-hour notice** must be given. If you fail to appear for an appointment without giving 24-hour notice to The Center for Child & Family Advocacy, you will be charged a **\$10** fee for service. This applies to both custodial and non-custodial adults. Parenting time and exchange will be suspended should the non-custodial party fail to appear for two sessions in a row without contacting The Center for Child & Family Advocacy regarding their absences. Information regarding cancellations or delays in arrival time must be called in to The Center for Child & Family Advocacy at 419-592-0540. In case of bad weather please listen to local radio and TV stations for cancellations. If there is a level 3 snow emergency or The Center for Child and Family Advocacy is closed there will be no visits or exchanges. The coordinator may require one or both parties to confirm 24-hours in advance that they will be attending a scheduled visit. Calls must be received by 12pm on Friday for weekend visits. If the coordinator does decide to implement this policy both parties will be notified. Failure to call within the 24-hour period will be viewed as a cancellation. The no show fee will be assessed at that time.

CUSTODIAL AND NON-CUSTODIAL PARENTS

- A party is considered late or early if they arrive more than 5 minutes before or after the scheduled arrival time. **If you arrive more than 10 minutes late, appointments will be cancelled.**
- All services provided by The Center for Child & Family Advocacy, Inc. are confidential. Any breach of confidentiality may result in the termination of services from The Meeting Place Program.
- If you or the child(ren) is contagious or running a fever, please do not come to The Center but do call as soon as possible to cancel the appointment.
- Bring doctor's slips as proof of illness for missed visits/exchanges. These will be noted in the record by staff.
- All parties agree not to have contact with the other party (including parking areas) while involved in visits or exchanges.
- Drugs and alcohol are strictly prohibited at The Center for Child & Family Advocacy. Anyone suspected of being under the influence of drugs or alcohol will not be allowed to participate in any supervised visitation or neutral exchange and the referring agency will be notified. *Anyone suspected of being under the influence of drugs or alcohol must call someone else to pick them up.*
- Smoking and chewing tobacco are strictly prohibited at The Center for Child & Family Advocacy.
- No weapons are allowed in The Center for Child & Family Advocacy.
- Pets are not allowed in The Center for Child & Family Advocacy.
- For health and safety reasons, shoes and shirts are required at all times.

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- Clients must inform The Center for Child & Family Advocacy of any medication that needs to be taken during supervised parenting time or exchanges. Medication must arrive in original packaging with instructions for dispensing.
- Parents must inform The Center for Child & Family Advocacy of any medication that needs to be taken by their child(ren) during supervised parenting time or exchanges. Medication must arrive in original packaging with instructions for dispensing.

OTHER IMPORTANT POLICIES AND PROCEDURES

- Healthy snacks are permitted during supervised parenting time. Suggestions: fruit, vegetables, yogurt, fruit snacks, crackers, cheese, popcorn, pretzels, trail mix, fruit juice, and milk.
- At the discretion of the coordinator meals may be provided by the visiting adult if appropriate. The Center for Child and Family Advocacy is not able to refrigerate or heat food. The visiting adult will be required to clean up the area where food is prepared or consumed. The visiting adult must take all food and packaging with them as they will not be able to dispose of any part of the meal in the visitation room. The visiting adult may be required to cover the cost of stain removal or other costs incurred by cleaning.
- The visiting adult must stay in the visitation room unless accompanied by a member of the staff. Failure to do so may result in an immediate termination of the visit. Additional action may be taken by The Center for Child and Family Advocacy up to and included discontinuation of services.
- Changing of diapers and assisting children in the restroom is the responsibility of the non-custodial parent, but shall be done in the presence of a monitor unless indicated otherwise by the referring agency.
- The Center for Child & Family Advocacy offers a variety of activities (games, toys, etc.) for use by participating families. Families should feel free to use any of these items but should respect them as their own. Replacement of any damaged or broken items will be expected. **It is also expected that families clean up the room before exiting.** The non-custodial adults are encouraged to bring their own toys/activities for use during a supervised visitation. Any item brought to The Center for Child & Family Advocacy, Inc. must return home with the non-custodial adult.
- Any bags, boxes, containers, etc. brought to a supervised visitation or neutral exchange will be inspected by the monitor before the child(ren) arrive or are taken to the other party.
- Cell phones, televisions, ipods, laptops, or tablets are not to be used during supervised visitations. Personal electronic games or any other activity that inhibits interaction between adult and child are not allowed. ***Please do not bring these electronic devices (including cell phones) into The Center for Child and Family Advocacy.***
- Toys of destruction (toy guns, knives, swords, etc.) are not allowed at/during supervised visitations.
- Gifts and the promise of gifts are strictly prohibited during supervised visitations. Special arrangements can be made to celebrate birthdays and other special occasions by contacting The Center for Child & Family Advocacy at least **one week** in advance. ***No more than two gifts of no more than a \$50 combined value.*** Gifts must arrive at The Center for Child & Family Advocacy unwrapped. Cards must arrive unsealed. Any items to be given to the child(ren) must be approved by the monitor. If there is any question of appropriateness, the custodial adult and/or The Meeting Place Program Coordinator will be consulted before an item is given. After the item has been inspected the noncustodial parent may wrap it, place it in a bag or seal it.
- Inappropriate conversations/discussions of the presenting incident or custody issues, court, child support, bills, finances, question or comments regarding the other parent, whispering, speaking in a

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foreign language, slanderous comments, foul or vulgar language directed at staff or appointment participants, threatening corporal punishment, conversations regarding contact outside of supervised visitations, etc. are not allowed during supervised visitations. If the monitor believes the non-custodial adult is trying to gain information about the custodial adult, or other parties, they will redirect the conversation. Any issues regarding policies and procedures or use of The Center for Child & Family Advocacy will not be discussed with children during appointments. Any questions or concerns should be addressed to The Meeting Place Program Coordinator, your attorney, or the referring agency. Appointments will be terminated if this is a consistent problem.

- Corporal punishment (spanking, hitting, etc.) and all types of abusive behavior are not allowed at The Center for Child & Family Advocacy. If corporal punishment or abusive behavior is used, the current appointment will be ended and future service may be discontinued.
- Taking photographs or recordings of the child(ren) while at The Center for Child & Family Advocacy is not allowed.
- Taking pictures or recordings of staff, clients, or visitors at The Center for Child and Family Advocacy is prohibited.
- All monitors and staff of The Center for Child & Family Advocacy are mandated reporters of suspected child abuse and neglect as per the Ohio Revised Code. Any visible cuts or bruises will be documented along with the reason provided.
- The Center for Child & Family Advocacy reserves the right to end an appointment if any of the policies and procedures are not followed, there is a threat of physical harm to the child or staff, or other inappropriate behavior occurs.
- The Center for Child & Family Advocacy reserves the right to suspend services if local law enforcement is contacted on two or more occasions due to concerning behavior during supervised visits or neutral exchanges, there are no scheduled appointments for three consecutive months, participants fail to attend at least 75% of scheduled appointments in a quarter (Jan-Mar, Apr-Jun, Jul-Sept, Oct-Dec), failure to make payment for services, or any other activity for which a party is warned of the risk of service suspension. Failure to respond to the suspension notice by the date listed will result in termination of services.

REPORTING

Monitoring reports will be completed for each appointment. Clients will need to sign authorizations for release of information to all attorneys, Departments of Job and Family Services, court systems, and any other designated agency involved with either the custodial or non-custodial adult. Consents will be updated every 180 days. Clients may rescind authorization at any time by contacting The Center for Child and Family Advocacy, Inc.

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PAYMENT

The non-custodial adult will be charged for all supervised visitation services (parenting time). The fees are set by the court or referring agency. Examples may look like:

<u>Parenting Time</u>	<u>Exchanges</u>	<u>No-Show/Improper notice of cancellation or delay</u>
\$10	\$5 per half exchange (\$10 for departure & return)	\$10 – due before next scheduled session

Payments can be made by cash, check, or money order made payable to CCFA. Cash payments will be accepted, but please be aware that *change may not be available. Credit for the next payment will be given.* Payment for service is expected at the time service is rendered.

The failure to pay may result in the supervision parenting/ visitation time or exchange being cancelled and/ or the non-complying party being ordered before the court for contempt proceedings. If a party fails to make payment or set up payment arrangements with the Center for Child and Family Advocacy, Inc. for two or more visitation periods or exchanges, the same shall be suspended until the situation is resolved.



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POSITIVE CO-PARENTING

Each parent agrees...

- That they will make determined efforts to safeguard their child(ren)'s mental, emotional, physical, and psychological well-being.
- To take all measures necessary to foster a feeling of affection between their child(ren) and the other parent while neither doing anything that may distance the child(ren) from the other parent nor damage their child(ren)'s high regard and affection for the other parent.
- To provide an emotional environment which encourages love for the other parent and the desire to spend time with that parent.
- To encourage good feelings about the other parent and that parent'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 of the child(ren).
- To treat each child(ren) as a unique person, respecting feelings and needs.

I have read, understand, and agree to the procedures of The Meeting Place Program for supervised visitations and neutral exchanges at The Center for Child & Family Advocacy, Inc.

Client Signature

Date

Staff Signature

Date