

## VISITATION CENTER POLICIES AND RULES

Our Mission: To provide a safe and comfortable environment for children and their families so that they may maintain healthy relationships.

### VISITATION CENTER LOCATION HOURS AND PHONE NUMBER:

The Visitation Center is located on the 1<sup>st</sup> floor of the Family Law Center, at 200 E. Weatherford, Ft. Worth, Texas, 76196-0258. The entrance to the Visitation Center is on the east side of the building, located on Calhoun St. The front doors will be locked.

Exchanges occur on the first, third and fifth Friday of every month from 5:45 to 6:15 p.m.

The Visitation Center is open for exchanges and supervised visitation on the first, third and fifth weekend of every month (determined by Friday), on Saturday from 8:45 a.m. to 6:30 p.m. and on Sunday from 12:45 p.m to 6:30 p.m.

You may call the Visitation Center only during its open hours at (817) 212-7296. You may call Family Court Services from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding holidays, at (817) 884-1616.

Please notify the Visitation Center or Family Court Services of any change to your address or phone number.

### EXCHANGES:

#### **Delivering the Child:**

The person delivering the child shall arrive with the child 15 minutes before the scheduled time, bring the child into the center, sign in, and then leave the premises. The visiting person shall arrive at the scheduled time, sign in, and take the child from the center. If a visiting parent has not retrieved the child 15 minutes after the scheduled time, the delivering parent will be called and asked to return to pick up the child.

#### **Returning the Child:**

The person visiting shall return the child to the center at the scheduled time, sign in, and then leave the premises. The person picking up the child shall arrive at the center 15 minutes after the scheduled time, sign in, and pick up the child.

### SUPERVISED VISITATION:

The person visiting shall arrive at the center and sign in **30 minutes before** the scheduled time of the visitation. After the visit is over, the visiting person will remain at the center until 15 minutes after the child has left. Please note: if the visiting parent is not signed in and seated in the visitation room by 15 minutes before the time the visit is to begin, the visit will be cancelled.

The person delivering the child shall arrive at the designated hour, sign the child in, and leave the center. The person picking up the child shall arrive

promptly at the end of the designated hour of visitation, sign the child out and leave.

**Alternative adults dropping off or picking up the child:** Another adult may be designated to drop off or pick up the child only if the Visitation Center staff is notified ahead of time of the name of the alternate adult. The alternate adult must present proper state-issued identification to the Visitation Center staff for the child to be released.

### CANCELLATIONS:

If you need to cancel a visit, please call BEFORE the scheduled time to begin. To cancel on the day of the visit call 817-212-7296.

To cancel during the week call 817-884-1616 \*0 and leave a message with the receptionist.

If the visiting person cancels the visit, there will be no make-up visitation provided. If the non-visiting person cancels the visit, the visiting person may be given make-up time, if possible, as arranged by Visitation Center staff.

Please call and cancel the visitation if your child has a contagious illness.

### CANCELLATION OF VISITATION CENTER USE:

If the visiting person does not consistently attend visits at the Visitation Center, use of the Visitation Center may be cancelled at the sole discretion of Family Court Services and will not be reinstated without approval from the Visitation Services Coordinator or a court order. No more than 2 visits can be missed within a 2 month period.

If the non-visiting person routinely fails to deliver the child for visitation, use of the Visitation Center will be cancelled and the visiting person will need to file a contempt action and bring the matter to the court's attention.

Use of the Visitation Center is contingent upon following our policies. Inappropriate conduct or violations of our policies will result in cancellation of use of the Visitation Center.

### Persons visiting shall NOT:

- Bring food or drink, candy or gum (baby bottles may be provided by the person delivering the child).
- Use profane or vulgar language.
- Talk to the child about custody, child support or anything else related to the case.
- Talk to the child about the other parent or the other parent's family.
- Talk to the child about future plans with the child.
- Question the child about what goes on at the other parent's house or about activities with the other parent.
- Use physical force to discipline the child, including spanking.
- Swing, toss, or roughhouse with the child.
- Whisper or speak so quietly that the staff cannot hear you.
- Complain to the staff about your legal case (call your attorney)
- Argue with the staff.
- Stay longer than the time allotted for visitation.
- Bring pets/animals, except for seeing-eye dogs.
- Bring tape recorders, video cameras, cellphones, camera phones, computers, DVD players, or electronics of any kind.

- Bring other persons to the visit
- Physically examine the child, clip nails, cut hair, apply lotions, or change the clothes of the child.
- Continue with any behavior that a supervisor has asked to stop.
- Wear inappropriate clothing which shows the midriff, cleavage (front or back) or micro-short shorts or skirts. All shorts and jeans must be worn at waist level.

**MISCELLANEOUS POLICIES**

No one is allowed to remain in the vicinity of the Family Law Center, except to drop off or pick up a child or a visiting parent.

**If you arrive early and want to wait in your car, please park where you are not visible from the Visitation Center entrance on Calhoun.** If you, your family or friends attempt to make any contact with the other party or the children outside the Center, your visitation privileges may be suspended. This includes non-physical contact such as watching, gesturing, talking, yelling and video-taping.

Visitation Center staff may check your bags and packages. If you refuse, you will be asked to leave the bag in your car or to leave the premises.

Visitation Center staff will read any card or letter before it is given to the child to determine appropriateness.

The Visitation Center does provide games, toys and activities, but you may bring age-appropriate items for your child's enjoyment during the visit.

**DO NOT** bring toys that might interfere with other families' visits, such as bouncing balls, riding toys or noisy toys. Visitation Center staff will determine the appropriateness of a toy. The visiting person is responsible for cleaning up the visitation area after visitation, including any crayon marks, play dough pieces, paint smears, bubble residue, leftover paper or other clutter or marks made by the parent or child. If the visiting parent wishes to bring arts and crafts, play dough, etc, they must bring appropriate table coverings.

You may take still photographs of the child. **Only disposable cameras are allowed.** You cannot use a cellphone camera. You may not video or tape record the child.

A Visitation Center staff member may accompany your child to the restroom.

The Visitation Center staff may stop any visit in which inappropriate behavior is observed or if a party appears to be under the influence of alcohol or illegal drugs. Visitation Center staff may ask you to take a saliva alcohol test and you are responsible for paying the \$10.00 cost.

The Visitation Center staff may determine the appropriateness of the conversation or questions asked of the child. When the staff redirects the parent, the parent may not argue with the staff. After the child has left, time can be taken at the end of the visit to discuss any of these matters with the staff. The staff may stop the visit if the parent argues or continues the inappropriate conversation after being redirected.

Visitation Center staff may prohibit touching between a parent and child on a case by case basis.

If Visitation Center staff is required to testify, staff will be paid \$45.00 per hour by whichever party requests the testimony, with a \$90.00 minimum paid in advance of the hearing.

The Visitation Center staff may impose additional restrictions not enumerated herein for any case in which additional restrictions are deemed necessary by the Visitation Center staff.

**My signature below indicates that I have read, understand and agree to follow the policies of the Visitation Center**

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