



# Access Builds Children

## *Monitored Visitation Program* “Agreement to Participate”

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### THE REGISTRATION PROCESS AND USE OF SERVICES

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Each party must complete the registration process before visits can be scheduled. Please call 936-203-8297 to schedule an appointment (children are **not** to be present for the adult orientation process; they may have a separate orientation if determined necessary by the Program Director).

A non-refundable registration fee of \$75.00 is required from the Visiting Party (VP).

A refundable penalty deposit of \$100.00 is required from the Residential Party (custodial parent) regardless of the language in the court order. The \$100.00 may be issued back to the Residential Party (RP) when they are no longer utilizing ABC services dependent on the remaining balance at the time of termination.

Visitation fees will be assessed to the Visiting Party, unless otherwise ordered by the court. Visitation fees are in accordance with our sliding fee schedule. The visitation fee will be determined based off of the paying party's income by providing proof of income at the time of registration. If no proof of income is provided during the time of registration then the paying party will be required to pay the **maximum visitation fee** that is in accordance with our sliding fee schedule.

There is no reduction in registration fees, guest fees, documentation fees, court appearance fees or no-show fees. Failure to pay fees will result in the termination of services or suspension of visits (all fees are subject to change without notice).

No refunds will be made for visits that were paid for and not completed. If applicable, the visit fee will be transferred to the next visit. The program director will determine which fees may be transferred.

If the Visiting Party has any outstanding fees due to ABC, they will be required to pay those fees prior to confirming their next scheduled visitation. A visit will not be scheduled until all fees are paid in full. An invoice will be emailed to the VP to process payment.

An annual fee of \$25.00 will be assessed to the Visiting Party at the first visit of each year.

If the Visiting Party has not scheduled or attended a visit within three months of the date of registration or within a three-month period of time while registered with ABC, the Visiting Party will be placed on Inactive Status for three months. In order to be removed from Inactive Status, the Visiting Party must pay a \$25.00 update fee.

If the Visiting Party does not attend a visit during a six-month period of time, the party will be removed from the system and the file will be archived. In order for visits to resume, the Visiting Party will be required to reregister and pay a \$75.00 reregistration fee. Both parties will be required to complete the intake form and update all documentation and information. The Program Director, at their discretion, may require the parties to attend an intake orientation.

If a Visiting Party is currently on probation, parole, or out on bond, a copy of the conditions must be provided to the ABC's office before visits will be scheduled.

If the District Attorney's office confirms a child may be testifying as a witness in a case against the visiting party or their spouse, visits will be denied unless special provisions are recommended by the District Attorney's office or Judge presiding over the case.

All participants and guests are subject to rules and regulations established by ABC.

***Note: ABC is not a party to the lawsuit. If the ABC Program is unable to provide services in accordance with the Court Order, it is the participant's responsibility to request the court to modify the Order in the absence of a mutual agreement.***

Access Builds Children has the right to deny services to a family if a party's participation poses a clear and present danger to him/her or others or violates this contract in any manner.

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## POLICIES AND PROCEDURES

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Visitation schedules will be established within the capacity and limitations of the ABC facility, with the intention of meeting the needs of the participants. The party's visit time will be delegated by ABC regardless of the language in the court order.

### **MULTI-FAMILY VISITATION SCHEDULE:**

The standard visit schedule for our multi-family visits is: the Saturdays following the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Friday of the month from 8:00 AM to 12:00 PM and the Saturdays following the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Friday of the month from 1:30 PM to 5:30 PM. The schedule may have to change reflecting the availability of the Oscar Johnson Jr. Community Center.

Visiting Party's (VP) are to confirm whether or not they will be exercising their visit **by 5:00 PM the WEDNESDAY prior to the weekend visit**. To confirm their visit, VPs can reserve their spot on the website ([www.accessbuildschildren.com](http://www.accessbuildschildren.com), Visitation, Reserve and Pay), call, text, email, or leave a voicemail.

On the Thursday or Friday prior to the weekend visit, a member of the ABC staff will send a text message out to all Residential Party's (RPs) letting them know if the visit has been confirmed or not by the VP. All RPs **MUST** respond to the text message **by 5:00 PM on the Friday prior to the weekend visit** to confirm if the child(ren) will be attending the visit or not. If the RP does not respond to the message and does not bring the child(ren) to the scheduled visit, a \$50.00 no show fee will be assessed to the RP. If the RP does not respond to the message and does bring the child(ren) to the scheduled visit, a \$25.00 fee will be assessed to the RP. If you **do not** receive a message from our office, please assume the visit is scheduled to take place.

### **MULTI-FAMILY MORNING VISITATION (8:00 AM – 12:00 PM):**

The Residential Party (RP) or their designee is required to arrive no earlier than the scheduled time the visit is to begin or end. During the morning multi-family group visitations, that time would be 8:00 AM when the visit begins and 12:00 PM when the visit ends. Neither the RP nor their designee is allowed to remain on the premises, remain in the parking lot, or remain on the streets bordering either location during the visitation period or prior to the time the visit is scheduled to begin and end. The RP or their designee will drop off or pick up their children and immediately leave the location. A fine will be assessed to the RP for non-compliance. ***Note: A \$25.00 late fee is assessed if drop off or pick up is more than 15 minutes past the beginning and ending of the visit as per our Fee Schedule. If VP calls with a valid reason (determined by the Location Manager) for being late, we ask that you wait 15 minutes after the scheduled time of the visit for them to arrive.***

The Visiting Party (VP) is required to arrive 30 – 45 minutes prior to the scheduled time the multi-family visit is scheduled to begin. VPs can begin arriving to the morning multi-family group visitations at 7:15 AM. The VP will remain in the visitation area until all children have left the premises or when released to leave by ABC staff. If the VP is being dropped off and/or picked up by someone else, this person cannot remain on the premises, remain in the parking lot, or remain on the streets bordering either location during the visitation period or prior to the time the visit is scheduled to begin and end. Additionally, this person cannot come into the building at the end of visitation. The VP will be released at their designated time to go out to their vehicles and/or rides. ***Note: If the VP has not signed in by 7:45 am or has not called with a valid reason for being late, the visit will be documented as a No Call/No Show and will not take place. The VP will be required to pay the No Call/No Show fee. If the VP calls***

*with a valid reason (determined by the Location Manager) for being late, we may allow the VP to arrive no later than 8:00 AM unless the RP has been contacted and agrees to allow a later arrival time.*

#### **MULTI-FAMILY AFTERNOON VISITATION 1:30 PM – 5:30 PM:**

The Residential party (RP) or their designee is required to arrive no earlier than the scheduled time the visit is to begin or end. During the afternoon multi-family group visitations, that time would be 1:30 PM when the visit begins and 5:30 PM when the visit is to end. Neither the RP nor their designee is allowed to remain on the premises, remain in the parking lot, or remain on the streets bordering either location during the visitation period or prior to the time the visit is scheduled to begin and end. The RP or their designee will drop off or pick up their children and immediately leave the location. A fine will be assessed to the RP for non-compliance. *Note: A \$25.00 late fee is assessed if drop off or pick up is more than 15 minutes past the beginning and ending of the visit as per our Fee Schedule. If VP calls with a valid reason (determined by the Location Manager) for being late, we ask that you wait 15 minutes after the scheduled time of the visit for them to arrive.*

The Visiting Party (VP) is required to arrive 30 – 45 minutes prior to the scheduled time the multi-family visit is scheduled to begin. VPs can begin arriving to the afternoon multi-family group visitations at 12:45 PM. The VP will remain in the visitation area until all children have left the premises or when released to leave by ABC staff. If the VP is being dropped off and/or picked up by someone else, this person cannot remain on the premises, remain in the parking lot, or remain on the streets bordering either location during the visitation period or prior to the time the visit is scheduled to begin and end. Additionally, this person cannot come into the building at the end of visitation. The VP will be released at their designated time to go out to their vehicles and/or rides. *Note: If the VP has not signed in by 1:15 pm or has not called with a valid reason for being late, the visit will be documented as a No Call/No Show and will not take place. The VP will be required to pay the No Call/No Show fee. If the VP calls with a valid reason (determined by the Location Manager) for being late, we may allow the VP to arrive no later than 1:30 PM unless the RP has been contacted and agrees to allow a later arrival time.*

#### **PRIVATE VISITATION SCHEDULE:**

Private visits may be scheduled contingent upon our availability and at the discretion of the Program Director.

ABC maintains the right to have uniformed security present at the expense of the Visiting Party for private visits if the Program Director deems it necessary.

The Residential party (RP) or their designee is required to arrive no earlier than the scheduled time the visit is to begin or end. Neither the RP nor their designee is allowed to remain on the premises, remain in the parking lot, or remain on the streets bordering either location during the visitation period or prior to the time the visit is scheduled to begin and end. The RP or their designee will drop off or pick up their children and immediately leave the location. A fine will be assessed to the RP for non-compliance. *Note: A \$25.00 late fee is assessed if drop off or pick up is more than 15 minutes past the beginning and ending of the visit as per our Fee Schedule. If VP calls with a valid reason (determined by the Location Manager) for being late, we ask that you wait 15 minutes after the scheduled time of the visit for them to arrive.*

The Visiting Party (VP) is required to arrive 30 minutes prior to the scheduled time the multi-family visit is scheduled to begin. The VP will remain in the visitation area until all children have left the premises or when released to leave by ABC staff. If the VP is being dropped off and/or picked up by someone else, this person cannot remain on the premises, remain in the parking lot, or remain on the streets bordering either location during the visitation period or prior to the time the visit is scheduled to begin and end. Additionally, this person cannot come into the building at the end of visitation. The VP will be released at their designated time to go out to their vehicles and/or rides. *Note: If the VP has not signed in by 1:15 pm or has not called with a valid reason for being late, the visit will be documented as a No Call/No Show and will not take place. The VP will be required to pay the No Call/No Show fee. If the VP calls with a valid reason (determined by the Location Manager) for being late, we may allow the VP to arrive no later than 1:30 PM unless the RP has been contacted and agrees to allow a later arrival time.*

#### **ALL VISITATIONS:**

Upon arrival of the scheduled visitation, the visitation fee in accordance with our sliding fee schedule will be assessed to the visiting party, unless otherwise ordered by the court. The visitation fee can be paid online through our website or on the date of the visit via money order or credit card. Accepted forms of payment are credit card or money order only. No cash or checks.

Upon arrival to the scheduled visitation, cell phones and car keys are to be relinquished to the Location Manager. Any exceptions must have prior approval by the Location Manager. If cell phone usage is observed during a visit, immediate termination of visit and/or termination of future visits will occur.

No Visiting Party will be allowed to leave the building or return to their vehicle once they have signed in without approval from the Location Manager or Program Director and they must be accompanied by a visitation monitor.

Photographs may be taken at the visitation by a member of the ABC staff for the Visiting Party only.

All participants and guests of ABC, including but not limited to, all their belongings brought into the visit are subject to being searched. Being searched includes but is not limited to, physically emptying out all items brought into the visit, emptying pockets, removing belts, removing shoes, removing hats, being wanded with the security wand, and being patted down. Anyone who refuses for them or their belongings to be searched will be required to leave the visit immediately and the visit will be terminated. Any items found that are not allowed in the visit will result in immediate termination of the visit or prohibited items will be given to the Program Director or manager in charge of the visit to hold during the duration of the visit. Prohibited items found will be dealt with at the discretion of the program director or manager for the visit. Any and all refusal will result in termination of visit. If a visit is terminated, the visit fee will not be refunded or transferred.

No electronic devices (iPads, iPods, tablets, DVD players, smart watches, Nintendo DS, laptops, etc.) are to be brought to the visits.

No homemade or home cooked food or drinks are to be brought to any visit (no yetis, tumblers, etc.). ABC staff, at our discretion, maintains the right to disallow participants from bringing certain foods or drinks to the visit.

No live animals of any kind will be allowed with the exception of service animals.

No cigarettes, vapes, smoking or tobacco use of any kind is allowed on the premises.

No audio/visual recording equipment or cameras of any kind are allowed. Any exchange or viewing of photos not previously taken at the ABC visit must have prior approval by the Location Manager.

No weapons (knives of any kind, scissors, etc.) are allowed. The right to carry a concealed weapon is denied while participating in the group or private visitation and is strictly enforced.

No drones

No hoverboards

No lighters

No bicycles. Scooters and roller blades are permitted if the proper safety gear is worn.

No medication of any kind is allowed in the visit with the visiting party and/or children. If the visiting party and/or children are prescribed medication that is absolutely necessary to take during the duration of the visitation then you must bring it in a clear plastic bag with your name on it. Loose pills/medication will not be accepted and allowed into the visit. All medication must be in its original packaging with your name on it showing it is prescribed to you and have the information regarding the required dosage. If you are wanting/need to take over the counter medication, it must be brought to the visit in a clear plastic bag with your name on it and it'll be administered as needed according to the directions. The program director or location manager will hold onto all medication during the duration of the visitation.

For any and all other items brought into the visit, the Program Director or Location Manager has the right to determine what is prohibited during a visit. Any item deemed prohibited will be taken and held by the Program Director or Location Manager for the duration of the visit.

The Visiting Party (VP) is required to bring interactive activities and games which encourage participation during the visitation. ***Note: These activities and games are to go home with the Visiting Parent.***

Playpens, blankets and other special need items for infants and toddlers are the responsibility of the visiting party.

Gifts for the child(ren) are allowed on holidays, birthdays, special occasions and on the first visit of ABC. They should be moderate, reasonable in number and size, age appropriate and must be taken home with the child(ren) after a visit. No money is to be given to the child(ren) unless prior approval is received from the ABC Program Director or the Location Manager. ***Note: Prior clarification by the Program Director or the Location Manager regarding gifts is highly recommended. Neither ABC, nor OJJCC are responsible for any lost or damaged items.***

#### Guest Regulations:

- Visits are scheduled for the Visiting Party only or persons otherwise named in the court order.
- After the Visiting Party completes four visits, a *Guest Request* may be submitted for review on our website ([accessbuildschildren.com](http://accessbuildschildren.com)).
- The guest(s) requested cannot be a person named in the court order as someone who is enjoined from being around the children.
- The VP must submit a request form each time they are requesting a guest/guests to attend a visit regardless if they have been a guest before or not.
- Guests are only allowed to visit once per month. However, there may be some circumstances where a guest is permitted more often.
- There is a fee of \$20.00 per guest.
- ABC staff will review the request, determine if the guest(s) will be allowed to attend the visit and will notify the VP prior to the scheduled visit to inform the VP if the guest(s) has/have been approved or denied.
- All guest requests are due **by 5:00 PM the MONDAY prior to the weekend visit**. Any requests made after the deadline will be denied.
- All guests are required to follow all rules and policies of ABC. Failure to comply will result in termination of visiting privileges for the guest(s).
- If the guest request is approved and the guest(s) does not attend the visit, the VP is still responsible and required to pay the guest fee for each guest that was approved and scheduled to attend the visit.
- If the VP cancels a visit or does not show up to a scheduled visit, the VP will be responsible and required to pay the guest fee for each guest that was approved and scheduled to attend the visit along with their no-show fee/cancellation fee.
- The RP is not notified when guests are requested or approved to attend a visit by the VP.

The ABC monitors and supervisors observe and document visits. These reports are released by subpoena from the participant's attorney accompanied by our Records Fee (please refer to our Fee Schedule) and a Business Records Affidavit. If the participant is Pro Se, ABC requires proof of this status before releasing any documents. Records will be released within 20 business days from day the Records Fee is received.

Parties must be able to be seen at all times. No parent may accompany a child to the restroom without a monitor and this is only when a child requires assistance in their toileting.

If a child discloses any form of abuse or if any physical signs of abuse are observed during a visitation; by law, a call to Child Protective Services (CPS) will be made.

There is to be NO CONTACT between the parties while on the Oscar Johnson Jr. Community Center property. If either party is observed attempting to contact the other in any manner, necessary action will be taken and further visitations may be suspended.

All Parties are responsible for informing ABC of any changes in address, phone, attorney and/or legal issue as soon as possible by calling 936-203-8297 during regular business office hours.

## PARTICIPATION BEHAVIOR

No party will be allowed visitation if his/her behavior compromises a safe and conflict-free environment. Threatening, aggressive or argumentative behavior with children, staff and or other participants of any nature will cause immediate termination of the visit or future visits, and may result in the filing of a police report. **All parties must conduct themselves in a manner that clearly demonstrates that the well-being of the child(ren) is the highest priority.**

Visiting Parties are expected to take care of and be responsible for their children during visits. Parties are expected to set limits and discipline appropriately when needed without the use of physical discipline. Children should not be allowed to interfere with other participant's visits, harm other people or property, or engage in other inappropriate behaviors. However, interactions between children and families during group visitation will be allowed if those individuals agree to interact with one another during a game or activity. ***Note: Use of any physical discipline will result in immediate termination and/or a report to CPS.***

Visits held in a group setting make it impossible to hear all conversations; however, such monitoring is done to the absolute best of the ability of ABC staff. During visitation, inappropriate questioning of the child(ren), derogatory comments about the opposing party, ABC staff or the ABC program, promises made that may not be able to be kept, discussion regarding the litigation and/or the court, questions about where they are living, going to school or who they are living with, statements about unsupervised visits, or their living arrangements, or any other statements the monitor may interpret as negative and inappropriate will not be tolerated. Conversations should be neutral and directed by the child's interest, not the adults. If your child has a question regarding the family situation, please notify a monitor and they will assist in addressing any questions the child may have. ***Note: Whispering or low tone conversations and/or foul language will not be tolerated.***

If drug or alcohol use by the Visiting Party prior to or during a visit is suspected, the visit will be immediately terminated. ABC has the right to request that you submit to an alcohol or drug test prior to resuming your visitation if your visits are suspended. Failure to comply with the request may result in termination of your visits and any further use of our services.

A child will not be released to a Residential Party or their designee if the use of drugs or alcohol is suspected. The Party will be required to arrange for someone to come on the visit site to pick up the child and the Party; then have someone pick up the vehicle, or return later to get the vehicle. If the Party refuses to follow these requirements, law enforcement and CPS will be called and all attorneys involved in the case will be notified on the next business day.

The Parties are not to discuss their case, the other party to their suit, or anything inappropriate during the exchange of their children or during the duration of the visitation.

The ABC staff will not discuss a party's case, concerns, or complaints during or immediately after the visits or exchanges. Only questions relating to the well-being of the child during a particular visit will be addressed. Any other questions or information must be directed to the office during business hours.

Notes, gifts, money, etc. to be given to one party from another party will not be allowed to be passed through the child(ren) or given to the Location Manager or monitors. Items may not be left in the lobby, in the parking lot, by vehicles, etc. Participants are to make arrangements for such items exchanges with the help of their attorney or a third party not connected with the ABC program.

No clothing with inappropriate language, symbols, and/or pictures will be allowed. Clothing must be tasteful and appropriate for a monitored visit with your child(ren); nothing low-cut, too short and/or too tight is acceptable.

Residential Parties, Visiting Parties, designees, and guests will treat all staff of Access Builds Children with respect and will not argue with staff, use inappropriate language or make disparaging remarks or comments to staff or other participants in the program.

ABC staff has the right to determine appropriate and/or inappropriate behaviors, conversations, clothing, items, etc. between parties and the children or in front of any child.

## CANCELLATION AND NO-SHOW POLICY

Proper cancellation of a visit can be made 24 hours a day, 7 days a week by calling or texting the office number, (936) 203-8297, and talking to staff, leaving a voice message, sending a text, or emailing the ABC email. Visit cancellations should be made **no later than 5:00 pm the Wednesday prior to the Saturday visit** and no less than 48 hours prior to a private scheduled visit. Calls after 5:00 pm on Wednesday for multi-family visits or less than 48 hours for private visits will result in a late cancellation fee assessed to the cancelling party.

- In the case of an emergency, parties are responsible for contacting their Location Manager at least one hour prior to the scheduled visit with proof of the emergency or the cancelling party will be assessed a fee in accordance with the provisions contained herein below.

### Visiting Party:

- The first No Show/Late Cancellation will result in a \$50.00 fee assessed to the Visiting Party if the VP is a no show for the scheduled visit or if the VP cancels the visit after the cancellation deadline.
- The second No Show/Late Cancellation will result in a fee being assessed, that fee being the full amount of the visiting fee (\$110-\$165) that the Visiting Party pays per visit.
- The Third No Show/Late Cancellation will result in a fee being assessed, that fee being the full amount of the visiting fee (\$110-\$165) that the Visiting Party pays per visit, and for each confirmed visit thereafter the Visiting Party must prepay for that visit by the Wednesday prior to that visit by 5:00 pm or that visit will not be confirmed.

### Residential Party:

- The first No Show/Late Cancellation will result in a \$50.00 fee assessed to the Residential Party if the RP does not cancel the visit or is a no show for the scheduled visit or if the RP cancels the visit with less than 48 hours' notice.
- The second No Show/Late Cancellation will result in a fee being assessed, that fee being the full amount of the visiting fee (\$110-\$165) that the Visiting Party pays per visit.
- Fees assessed against the Residential Party will be deducted from the deposit made by the RP at registration. In the event the deposit balance is not enough to cover the fees due, the RP must pay the fee-balance due and pay an additional \$100.00 refundable deposit.
- ***Note: ABC requires proof for the reason the visit was cancelled for the protection of both parties. Examples of such proof include, but are not limited to: a doctor's note, executed camp enrollment form, family member death notification or certificate. If proper documentation is provided, no fee will be assessed.***

All fees from both parties are due prior to the next scheduled visit or the visit will not be confirmed.

If a visit is not completed due to the Residential Party not attending, the Visiting Party's fee that was paid for that visit will be transferred to the next scheduled visit.

If a visit is not completed due to the visit being terminated early, the Visiting Party's fee will not be refunded.

ABC staff does not have the right to give permission for a visit to be missed. The reason for a missed visit is documented and make-up visits may be arranged with the agreement of both parties and with the availability of ABC staff.

If the Residential Party and the Visiting Party mutually agree on the cancellation of a visit with ABC or visit at a location other than ABC, proper notification must be given to ABC by both parties. Failure to give notice will result in a No Call/No Show fee of \$50.00 assessed to the party failing to provide notification and this fee is to be paid prior to or at the next scheduled visit.

If a family will no longer be utilizing the services of the ABC Program, we request you notify the office within three (3) business days of that determination. ABC is not a party to the suit; therefore, the court does not notify the program of hearings or changes in visitation arrangements. A No Call/No Show Fee will be assessed to both parties until proper notification of termination is provided to the office.

## ADDITIONAL CONDITIONS FOR PARTICIPATION

**DISTINCTION:** I understand that Access Builds Children is **not psychotherapy**. Access Builds Children is a non-profit organization that provides supervised visitations to families. Since Access Builds Children has been ordered by the court or as a stipulation of the parties, I understand that the **process is not confidential** and that periodic reports may be sent to the attorneys and possibly the court regarding ABCs compliance.

All conditions of the "Agreement to Participate" are subject to modification by the ABC Program Director with or without notice to the parties.

I understand fees may be adjusted based on program income changes.

I understand these policies, procedures and rules are subject to change at the discretion of the ABC Program Director or to accommodate special circumstances or court orders.

I acknowledge that if I am notified when changes occur in this Agreement or the Fees associated with utilizing Access Builds Children's services I will be required to sign and agree to the changes made in order to continue participating in the ABC Program.

**I understand that if any of the conditions in this agreement are violated in any way, it will be documented in a report and filed in my chart with ABC, attorneys for each party may be contacted and informed of the violation and issues, visits may be suspended, parties may be required to attend individual and/or group services for educational purposes, and fines may be assessed according to our fee schedule for not adhering to this contract. The proper consequence for violating the agreement will be determined by the Program Director and/or the Location Manager.**

I hereby give consent for my child(ren) to participate in this program and all activities. I release the ABC Program, the staff and all paid employees of the ABC Program, the Board of Directors, the assigned facility, the security officer, all monitors, and volunteers against any claim of liability arising out of my participation and/or my child(ren)'s participation in the ABC program(s).