



Intake Form For Clients of Supervised Visitation

Provide 8 items for the Intake Appointment:

Complete all lines on intake form. Print and Bring copies.

1. Copy of Court Order or written instructions for supervised visitation
2. Copies of Police Reports within the past 12 months, TPO, Violence, Abuse, Drugs, Alcohol. Weapons,
3. Copies of Arrest or Convictions Records within the past 12 months
4. Copy of Driver's License , Current Car Insurance Card, Car Tag number, copy of Registration
5. Completed Intake Form. Keep a copy for yourself
6. Photo of children
7. Fee for Intake: \$75 Cash or Cashier's Check % Georgia Preferred Family Resource
8. Fee for First Visitation: Based on contract agreement

Georgia Preferred Family Resource

or

Carolina Preferred Family Resource

Mailing address:

12195 Hwy 92

Suite 114-133

Woodstock, Georgia 30188

GAPFRC@gmail.com

Mailing address:

980 Cipriana Drive

Unit A-1 #133

Myrtle Beach, South Carolina 29572

SC.PFRC@gmail.com

Client Information: **PRINT ONLY**

Name:

Date:

Address:

Phone:

Email:

Birthday:

Driver's License Number:

TAG #:

Current car insurance Name and policy number:

Observers remain neutral and do not diagnose or recommend future visitation arrangements unless there has been an infraction resulting in termination of service. Monitors will not report opinions, or make assumptions. Monitors will report facts of events and activities. PFR is held harmless in any accidents or negative results during appointments or service.

Preferred Family Resource

*Please provide \$40 in advance for Observation Reports to GAPFRC@gmail.com or SC.PFRC@gmail.com
Reports cannot be shared between clients. Copyright 2005 All rights reserve*

SV Fee agreement:

Please pay now for intake and upcoming SV

Collected Fee: Cash or Cashier Check: _____

Intake Fee: _____ **Visitation Date/Time:** _____ **Fee:** _____

Paypal Email Address:

Future payments will be invoiced from PayPal. Payments are due 7 days in advance. There is a handling fee. Service begins immediately after transaction. No refunds. Rescheduling is available always

Client Initial _____ **Name:** _____

Former/current Spouse or Parent of children:

Name: _____

Address: _____

Phone: _____

Email Address:

Phone: _____

Child Information (complete for each child)

• **Childs Name:**

• **Date of Birth:** _____ **age:**

• **Gender** _____ **Special Needs:** Provide Photo _____ **Medical Concerns:** _____

Childs Name:

• Date of Birth: _____ age:

• Gender: _____ Special Need: Provide Photo _____ Medical Concerns: _____

Additional children on back

Attorney Information

Name:

Address:

Phone:

*Email:

Guardian Ad Litem

Name:

Address:

Phone:

*Email:

Judge Information

Name:

County:

- Do the child(ren) have any physical challenges, developmental delays, areas of concern, medications, or special needs?
- Allergies?
- Name of medications taken:

Custodial parent must provide all medicine or special needs PRIOR to visitation. We will not administer any medication nor allow visiting parent to administer medication during services.

Yes I understand and will abide : Client initial: _____

Do the child(ren) have any emotional or mental health issues?

What is the grade level of the child(ren)? Are there any school problems or school-related behavioral concerns?

Is the child(ren) currently involved with a therapist or in a therapeutic program?

Contact information: Name: _____ Email: _____ Phone: _____

Scheduling the Supervised Visitation

Visitation Instructions:

- On Site: Location Address: _____
- Off Site: Initial Location _____

Date of first supervised visitation: _____, _____

Visitation schedule (weekly, monthly, other) and duration (e.g., 90 minutes, etc.)

Restate the exact verbiage from the official paperwork:

Adults Involved in visitation:

- No other Adults will be allowed to participate in visitation unless all parties agree or it is stated in the court order.
- Name and relationship to child(ren):

Emergency Contact: In the event there is an accident or concern, other than yourself, who do you give permission to assist with emergency:

Name

Phone

Relationship

- No recordings or photography of monitors during any event, appointment or service. This will be considered illegal recordings against our policies.
- No Spyware or tracking.
- No Weapons are allowed at any event, appointment or service.
- Are there any **criminal issues or security concerns** for yourself or other parent

- Do you carry a weapon? Explain:
 - Provide copy of permit:
 - Pending arrests or conviction: Explain:
 - Threatened to abduct child? ___
 - Weapons, ___
 - Drugs, ___
 - Abuse ___
 - Sex Abuse ___
 - Charges pending? _____
 - Explain: (Accusations also)
-

Is there a history of or current allegations of **Domestic violence**?

Explain:

Is there a history of **Anger Management issues**?

- Copy of Completion of Anger Management course?
 - Current Therapist: Name: _____ Email: _____

 - Does either parent have any **substance abuse issues** that could affect visits?
 - Current or past treatment facility or treatment plan. What are the instructions or directions from the court order;
-

-
- Does either parent have any **physical or mental health issues**, or special needs that could affect visits and that SV program staff would need to be aware of prior to visits?
 - Name of medication taken: (currently or in the past 12 months)
 - Occasionally we need to release records and information to official contact, GAL, attorney, judges, police or emergency personnel?
 - We also provide court officials with Original Observational Reports. Attached are photos or videos in the Legal Reports.
 - Observational Reports are \$40.00. Both Parents are required to pay for their own reports.
 - Does each parent have access to or need information about available community resources?

PFR would like to offer our services. Are you interested in receiving resources?

Parenting Class _____ Divorce Care Class _____ Parent coaching _____ Safe Exchange _____

Our staff wants to be sensitive to the diverse racial, ethnic, religious, and cultural influences that families bring to the program. What other concerns do you have about Supervised Visitation?

In the Event of inclement weather we follow all county school closings:(check your county school district site)

Check TV for business/school closings. Call Executive Director for confirmation. If schools are closed- So are we!

Specific Policies and Procedures.

These rules apply during any service rendered or appointment.

Failure to comply may cause immediate termination and/or actions will be reported to court officials. If termination is necessary observer will make notes within observational report, call PFR, and/or contact law enforcement for assistance to clear the area.

1.0 Administrative, Scheduling, and Payment

- I understand the results of noncompliance of these rules can be termination of visit and loss of payments.
- Termination procedure: **Monitors will offer warning of infraction which may result in immediate termination. OR 3 Warnings of minor infractions during a visit will result in immediate termination. Custodial parent will come retrieve child and monitor. Police may be called for assistance. There is a loss of payment. NO refund.**
- All personal information will remain confidential. There should never be an exchange or request for address, phone numbers, locations, or names from parents or children during any service or appointment.
- Services and appointments are restricted to the agreed location for duration no exceptions will be made.
- All fees are paid in advance. Payments can be made via Cash, cashier checks, PayPal (NO Echecks will be accepted) . Advance payment is at least 7 days prior to SV date. PFR will NOT hold a date unless payment has been received. A late fee may be charged after 7 days in advance of SV. There is a processing fee for invoicing. The minimum visit is 4 hours. The maximum visit is 10 hours. There are NO overnight visits. Visiting parent must text and request each visit receiving a confirmation that visit will occur. If there is no communication the visit will be canceled, and loss of payment shall occur. Visiting parent is required to contact custodial parent in advance of visiting dates to confirm visits (unless there is a TPO).
- Advance payment is required for all services: Intake Interviews, Reports, Services; SV,SE,PPP,DC,PE, Court Testimony, legal fees and other.

- ❑ 1.5 Cancellations are only allowed because of illness. Doctor's note is accepted for a rescheduled visit. No refund is allowed. If there is no doctors note the custodial parent will be responsible for the fee of the missed visit.
- ❑ 1.6 Participants shall always provide correct contact information for each appointment or service. Communication is primarily texting. Everyone must return a text immediately or as soon as possible. Communication is essential to accuracy of services.
- ❑ 1.7 All Participants must comply with scheduled times, dates, and locations. Failure to do so will result in termination. Staggered Arrival and Departure times are extremely important for safety for all participants. Visits will begin at scheduled time and end at scheduled time.
- ❑ 1.8 Off-Site visitations may incur more flexible guidelines. These will be agreed prior to appointment or visit. These written policies are considered default guidelines. Visiting parent is required to provide an agenda for the visit within 24 hours of SV. This is not shared with others. No stalking or compromising a visit.
- ❑ 1.9 Supervised Visitation is for parties that are mentioned in the court order. Typically non-custodial parent and children. NO Visitors Allowed.
- ❑ 1.10 Monitor may modify or change rules and guidelines to accommodate successful visits. Participants must cooperate with procedures stated by the monitor or visits may be cancelled. Infractions are reported to court officials.

2.0 Preparation for Visit

- ❑ 2.1 Participants are NOT allowed to bring gifts/toys or other items unless it has been agreed upon with all parties. (Birthdays are the exception).
- ❑ 2.2 Participants are NOT allowed to bring sick children to visitations; fever of 100, diarrhea, vomiting, unexplained or contagious rash. Parents should be free of contagious conditions. All must be symptom free for 24 hours or taken medicine for 24 hours. Must have Doctor's note to reschedule a visit. . NO REFUNDS. If custodial parent does not provide a doctor note they are responsible of payment for missed visit.
- ❑ 2.3 Custodial parent/caregiver have the option to administer medication prior to scheduled times. Medication is NOT allowed to be administered during visitations.
- ❑ 2.4 Participants are required to transport children and monitor if going Off-Site. Current, up-to-date car insurance, driver's license and vehicle registration must be present at all times while traveling. Vehicles must be properly prepared for travel; operating lights, battery, auto parts, plenty of gas and emergency kit.
- ❑ 2.5 We will NOT allow visiting parent to transport participants if driver's license is suspended, revoked, or restricted for any reason. We will NOT allow visiting parent to transport if there is no car insurance or vehicle is not in proper traveling mode. No refunds allowed. It is allowed to employ another driver; Uber, taxi, friend etc..... They are NOT allowed to stay for visitation.
- ❑ 2.6 Participants shall NOT bring pets/animals. (No pets allowed at Off-site locations. Some Observers are allergic to animals; CATS) All pets are to be placed out of sight while ON Site.

Tell your monitor if you have cats prior to the Onsite visit as some of the monitors are allergic to some pets.

- 2.7 Participants shall NOT use drugs or alcohol prior to or during visitation. Suspicion of narcotics/alcohol use will be noted in observation reports or result in termination of visit. No refunds will occur.
- 2.8 Participants are NOT allowed to bring unhealthy food, drinks or candy.
- 2-9 Participants are allowed to bring food, snacks or drinks when given permission by monitor; Picnic, Healthy snacks and meals are acceptable. Custodial parents need to make all aware of children allergies, likes and dislikes. (communicate with SV monitors).
- 2-10 Visiting Parent must provide an agenda for OFF site visits 24 hours in advance. Agenda must be approved by Executive, security staff, or monitor. Non approved sites: swimming pool, carnival rides, roller skating, any activities that monitors cannot hear or see visiting parent or child. They are Not shared with other parent. Should other parent or others appear at SV sites this will be considered staking.

3.0 Child Exchange Before and After Visitation

- 3.1 Participants shall NOT approach another person's vehicle unless given permission by monitors. Do NOT retrieve or return children to another's vehicle. **Stay in your car** unless you have received permission from monitor.
- 3.2 Participants shall NOT exchange words, verbal or nonverbal gestures, towards other parents unless agreed upon prior to appointment or visiting situation
- 3.3 If custodial parent fails to pick children at scheduled time, observers will wait 10 minute before calling police or assistance. Late fees will be charged at two dollars per minute. Party must pay fine before next visit can be scheduled. Custodial parent must provide written permission each time another adult is given permission to pick up children. This person must present their driver's license to monitor. Stay in communication with monitor to avoid confusion. Text your monitor.

4.0 During Visitation

- 4.1 Participants are expected to pay for monitor's items during visitation such as snacks, meals, entry to parks or other additional fees.
- 4.2 Do not photograph, record or tape any GAPFR events or activity. This will be considered illegal recording and we will prosecute offenders.
- 4.3 Participants are required to surrender car keys during visits. Especially during Off-Site visits. Please offer your keys to observer. Do not make the observer ask for your keys.
- 4.4 Participants shall NOT use cell phones or cameras (leave in your car).
- 4.5 NO texting, phone calls or becoming distracted while driving. Obey all safety rules. Do not turn around while driving and touch or assist your child. Monitor may assist child. Monitor may assist with GPS directions.

- 4.6 Participants shall NOT smoke or use inappropriate language.
- 4.7 Participants are NOT allowed to be alone with children. Observer will support bathroom needs or other situations.
- 4.8 Participants shall NOT engage observer or staff members in conversations regarding legal issues, court orders, or discussing other parent. Staff will remain neutral at all times.
- 4.9 Do Not Talk to monitors about your case. Please focus on your children!
- 4.10 Participants shall NOT discuss inappropriate topics with children such as: living situations and people at home, abuse allegations of any type.
- 4.10.5 If child becomes stressed, uncomfortable, or inconsolable the visitation may end before scheduled time. Do not display inappropriate behavior such as; forcing unwanted affection on children, displaying hostility or negative actions towards children or monitors. Do not discuss adult topics with children. Monitor may interrupt and issue a Warning. Three warning of minor infractions the visit may be terminated.
- 4.11 Participants are NOT allowed to use corporal punishment. No spanking, hitting, pinching to correct behavior. No inappropriate touches, fondling or suspicious physical contact.
- 4.12 Participants are NOT allowed to speak in a foreign language. NO whispering. NO passing notes or cards unless openly shown to observer for approval. The observer will be reporting conversations at all times and must be able to fully understand all participants.
- 4.13 Observers will wait 10 minutes for parents to arrive. Visitation will be cancelled after waiting for 10 minutes without communication. Please keep in touch with your monitor. No refunds.
- 4.14 All adults must remain in vehicles during drop off and pick up times.

5.0 Acknowledgement of Aforesaid Policies.

- 5.1 I have read and understand policies and procedures. I agree and will abide by all stated, written and discussed policy, procedures, rules and guidelines.

Observers remain neutral and do not diagnose or recommend future visitation arrangements unless there has been an infraction resulting in termination of service. Monitors will not report opinions, or make assumptions. Monitors will report facts of events and activities. GAPFR is held harmless in any accidents or negative results during appointments or service.

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- I accept the rules of this contract. I will give at least seven-day notice if Supervised Visitation is no longer required or lose advance fee. Please acknowledge contract:

Client name: PRINT: _____

Client Sign: _____

PFR Intake monitor Sign: _____ Date: _____

For Your Records:

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