

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 1st floor of the Family Law Center at 200 E. Weatherford, Ft. Worth, Texas, 76196-0258. Entrance is through the front door on Weatherford Street.

The Visitation Center is open for exchanges and supervised visitation on the first, third and fifth weekend of every month (determined by Friday). Supervised visitations occur on Saturday from 8:45 a.m. to 6:15 p.m. and Sunday from 12:45 p.m. to 6:15 p.m. Exchanges occur on Friday from 5:45pm to 6:15pm and throughout the supervised visitation weekend.

You may call the Visitation Center at **(817) 212-7296** during its open hours. 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 delivering party 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 party** shall arrive at the scheduled time, sign in, and take the child from the Center. If a visiting party has not retrieved the child 15 minutes after the scheduled time, the delivering party will be called and asked to return to pick up the child.

Returning the Child:

The visiting party shall return the child to the Center at the scheduled time, sign in, and then leave the premises. **The retrieving party** shall arrive at the Center 15 minutes after the scheduled time, sign in, and pick up the child.

SUPERVISED VISITATION:

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

The delivering party shall arrive at the designated hour, sign the child in, and leave the Center. **The retrieving party** shall arrive promptly at the end of the designated hour of visitation, retrieve the child and leave.

Alternative adults dropping off or picking up the child: Any competent adult may be designated to drop off or pick up the child 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 party cancels the visit, there will be no make-up visitation provided. If the non-visiting party cancels the visit, the visiting party may be given make-up time, if possible, as arranged by Visitation Center staff.

CANCELLATION OF VISITATION CENTER USE:

If the visiting party does not consistently attend visits at the Center, use of the 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 party routinely fails to deliver the child for visitation, use of the Center will be cancelled and the visiting party 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.

Visiting Party shall NOT:

- Bring or consume food or drink in the Center.
- Bring electronics, including cell phones, laptops, or Smart watches.
- Bring pets/animals, except for service dogs.
- Bring other parties to the visit.
- 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 the other parent or activities that occur at the other parent's house.
- 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.
- Physically examine the child, clip nails, cut hair, apply lotions, administer medication, or change the clothes of the child.
- Complain to the staff about your legal case.
- Argue with the staff.
- Stay longer than the time allotted for visitation.
- 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.

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 party. **If you arrive early and want to wait in your car, please park where you are not visible from the Visitation Center entrance on Weatherford Street.**

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.

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 party 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.

You may take still photographs of the child. **Only disposable or instant 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

Signature

Date