

Access Builds Children

Monitored Visitation Program

“Agreement to Participate”

THE REGISTRATION PROCESS AND USE OF SERVICES

Each party must complete the registration process before visits can be scheduled. Please email at abc@counselingcentermoco.com 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 Directors). The registration process is done entirely online and a comprehensive list of steps is located on the Access Builds Children (ABC) website (www.accessbuildschildren.com).

A non-refundable registration fee of \$100.00 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. This is put in place to cover incidental fees that could be incurred by the Residential Party. 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 the rates determined by the ABC Board of Directors. 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.

Visits will not be conducted until **payment has been received in full**. Late payments will not be accepted. Payments will not be accepted on the day of the visit. No refunds will be made under any circumstances. Visits that were paid for and not completed will not be refunded. Any paid visit fees will not be transferred to future visits.

If the Visiting Party has any outstanding fees due to ABC, they will be required to pay those fees prior to booking their next 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 renewal fee of \$40.00 will be assessed to the Visiting Party at the first visit of each year following the year they registered. Visiting Parties that register in December will not be subject to an annual fee the following month, but it will apply to the following months of the January after.

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 an additional three months. In order to be removed from Inactive Status, the Visiting Party must pay a \$40.00 Inactive Status fee.

If the Visiting Party does not attend a visit during a six-month period of time or discloses they will no longer be utilizing ABC services, 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 re-register and pay a \$100.00 Re-registration 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

Access Builds Children

Monitored Visitation Program

“Agreement to Participate”

attend an intake orientation. Following a period of 3 months of being archived, the RP will be refunded the remaining balance of their deposit.

If a Visiting Party is currently on probation, parole, or out on bond, a copy of the conditions must be provided to 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 either the District Attorney’s office or Judge presiding over the case.

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

Note: ABC is not a party to the lawsuit. If the ABC Monitored Visitation 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 themselves or others, demonstrates behaviors that indicate the individual may create regular conflict, or violates this contract in any manner.

POLICIES AND PROCEDURES

Visitation schedules will be established within the capacity and limitations of the ABC and the Oscar Johnson Jr Community Center facility with the intention of meeting the needs of the participants. The party’s visit time will be delegated by ABC in accordance with the language in the court order or a time otherwise delegated by ABC.

MULTI-FAMILY VISITATION SCHEDULE:

The standard visit schedule for our multi-family visits is: the Saturdays following the 1st, 3rd, and 5th Friday of the month from 8:00 AM to 12:00 PM. The schedule may have to change reflecting the availability of the Oscar Johnson Jr. Community Center. Participants will be notified of any changes to the Visitation schedule (i.e. cancellations of visits, additions of new visits, etc.).

Visiting Parties (VP) are to confirm whether or not they will be exercising their right to visitation **by 5:00 PM the WEDNESDAY prior to the weekend visit**. To book their visit, VPs can reserve their spot on the website (www.accessbuildschildren.com). VPs are required to pay for their Visitation at time of booking using their assigned code. It is a VPs responsibility to ensure they have entered the proper information at time of payment; ABC is not responsible for any errors in payment. To ensure quality recordkeeping by ABC Monitors, there is a standard limit of 20 open spots for VPs available per visit. If sufficient staff are able to work a visit, more spaces may be added accordingly. If a visit is full, the VP will have to wait until the next scheduled ABC Visit.

If VPs choose to request a guest, they must submit a guest request form **by 5:00 PM the TUESDAY prior to the weekend visit**. The fee to bring a guest is **\$25 per person**. All guest requests will be approved or denied **by 5PM the WEDNESDAY prior to the visit**. No guests will be permitted if a

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Access Builds Children

Monitored Visitation Program

“Agreement to Participate”

guest request has not been submitted and approved. No refunds will be given for denied guest requests. **Payment alone does not constitute approval of visitation or guests if prior conditions are not fulfilled.**

All Residential Parties (RP) are given access to a visit roster with their unique visit ID to inform them of their visit status. RPs must confirm their attendance by **5PM the THURSDAY prior to the weekend visit**. If the RP does not confirm their status and **does not** bring the child(ren) to the scheduled visit, a no show fee will be assessed to the RP for the amount of the standard MFV fee. If the RP does not respond to the message and **does** bring the child(ren) to the scheduled visit, a \$50.00 fee will be assessed to the RP.

MULTI-FAMILY 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 multi-family group visitations, the visit begins at 8:00 AM and ends at 12:00 PM. 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 in the car line and immediately leave the location. A fine will be assessed to RP for non-compliance if the above rules are not followed.

Note: A \$75.00 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 the VP calls with a valid reason (determined by the Visit 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 that the multi-family visit is scheduled to begin. It is extremely important that arrival times are staggered in order to avoid contact between RP and VP. VPs can begin arriving at the morning multi-family group visitations at 7:15 AM. At the end of the visit, the VP will remain in the visitation area until all children have left the premises or when released to leave by ABC staff. This is to ensure all RPs have left the premises before VPs are allowed to leave. 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 invoiced No Call/No Show fee before another visit can be booked. If the VP calls with a valid reason (determined by the Visit Manager) for being late, we may allow the VP to arrive no later than 8:00 AM. All arrivals after 7:45 am will be subject to the \$75.00 Late Arrival fee.

PRIVATE/OFF-SITE VISITATION SCHEDULE:

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

Access Builds Children

Monitored Visitation Program

“Agreement to Participate”

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 \$50.00 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 the VP calls with a valid reason (determined by the Visit 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 visitation is scheduled to begin. The VP will remain in the visitation area until the child(ren) and RP 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.

Private/Off-site visits cannot be conducted until both parties have signed the Private/Off-site Visit Contract.

Note: If the VP has not signed in by the scheduled time 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 invoiced No Call/No Show fee. If the VP calls with a valid reason (determined by the Visit Manager) for being late, we may allow the VP to arrive no later than 15 minutes past the scheduled start time.

VIRTUAL VISITATIONS:

Virtual Visits lasting 1 hour are offered via Zoom and may be scheduled contingent upon our availability and the availability of the Residential Party. Virtual Visits may be requested for any day between 9am and 6pm; a Virtual Visit will **only** be scheduled if there is a staff member available to monitor **and** the other party consents to the requested time and day.

The Visiting Party may submit a request with payment online for a Virtual Visit. The request must be made a minimum of 4 days in advance of the requested date. Virtual Visits cannot occur the day of the Multi-Family Visitation. A Virtual Visit cannot occur the same week as the Multi-Family Visitation; the ABC week starts on Mondays. Therefore, a VP may attend a Virtual Visit the Sunday prior to the Visit and attend the Multi-Family Visitation that upcoming Saturday. A VP may NOT attend a Virtual Visit the Monday prior to the Visit and attend the Multi-Family Visitation that upcoming Saturday.

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Rev 01/2023

Access Builds Children

Monitored Visitation Program

“Agreement to Participate”

Any Virtual Visit requests that are submitted outside of working hours will be handled at the start of the next working day; requests made after hours on Friday will be viewed Monday morning. Guest requests are due the same day a VP submits the Virtual Visit request; any guest requests received on a different day than the Virtual Visit request will be denied. No refunds will be issued for denied Guest Requests. There is a limit of 1 Guest per Virtual Visit; guests must either be present in the room with the VP or log on at the same time as the VP. Late arrivals will not be admitted.

Both parties have a window of 15 minutes to log on for the Virtual Visitation. The RP will be admitted first, followed by the VP and their guest if applicable. The RP will not be allowed to remain in the same room the call is taking place; the VP cannot have unapproved people in the same room as them when they are on the call. If an ABC Monitor suspects there are unauthorized parties on the call, they will immediately end the call. An ABC Monitor will be present for the call and may have their audio and video turned off. The monitor will message the VP to inform them of the remaining time for the visit. Chats are monitored by ABC and any attempts to send private messages to the child(ren) will result in immediate suspension, no exceptions.

Late arrival will NOT extend the visitation slot; the Virtual Visit will end at the scheduled end time regardless of when any party has logged on. Both parties must be in a secure and private location. Any violations will result in a suspension of services and an appropriate fee. If a VP fails to appear for a Virtual Visit, they will be invoiced a No Show Fee and visits of any kind will be suspended until the fee is paid.

Both parties must be in a location with stable internet connection. ABC is not responsible for the quality of the call.

No refunds or credits will be issued for incomplete or canceled visits.

ALL VISITATIONS:

All VPs are required to pay for their visitation when booking. The visitation fee can be paid online via credit card. No refunds or credits will be offered. No cash or checks are accepted. **The visit will not take place without payment.**

Upon arrival at the scheduled visitation, cell phones, car keys, and other prohibited items are to be relinquished to the Visit 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 the visit has begun. VPs are encouraged and instructed to ensure they have all they will need with them prior to 15 minutes before the visit start time.

Photographs may be taken at the visitation by a member of the ABC staff for the Visiting Party only. Photos are for private use only and may not be posted to social media sites or apps including but not limited to Facebook, Twitter, or Instagram. If it is determined that the Visiting Party has posted photos from a visit onto social media sites such as the ones mentioned above, a fine will be assessed

Access Builds Children

Monitored Visitation Program

“Agreement to Participate”

and there may be a suspension of services.

All participants and guests of ABC are subject to having all their belongings brought into the visit 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 prohibited items found during the visit will result in immediate termination of the visit and prohibited items will be given to the Program Director or manager in charge of the visit. Prohibited items found will be dealt with at the discretion of the Program Directors or manager for the visit. Certain items will be permissible (e.g. scissors) but must remain in possession of ABC Staff until the end of the visit. Any and all refusal to comply will result in termination of visit. If a visit is terminated, the visit fee will **not be refunded or transferred**.

Some common items that are prohibited at any in-person visitation includes but is not limited to the following:

- 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 maintains the right to disallow participants from bringing certain foods or drinks to the visit at our discretion. Food may be brought that is store bought and prepackaged. If there is any indication that packaging has been tampered with, the item will not be allowed.
 - The kitchen has an accessible microwave, stove, oven, refrigerator, and freezer. For foods that require heating or preparation in the kitchen, VPs must clean up after themselves and remove remaining food from the refrigerator at the end of the visit. Failure to do so will result in a loss of kitchen appliance privileges.
 - No cooking utensils, pots, pans, cooking sheets, plates or eating utensils are provided. VPs must supply all necessary items to be used in the kitchen.
- No live animals of any kind will be allowed with the exception of service animals. Proper documentation must be provided to the Program Director for service animals prior to the visit.
- No cigarettes, vapes, smoking or tobacco use of any kind is allowed on the premises. Any VP observed violating this policy will be fined and may have their visit canceled.
- 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 Visit 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 or gas tanks, air or otherwise.
- No human remains (e.g. ashes). Mementos or other items that serve to honor the memory of the deceased are permitted.
- No bicycles. Scooters and rollerblades are permitted if the proper safety gear is worn and the

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Rev 01/2023

Access Builds Children

Monitored Visitation Program

“Agreement to Participate”

child is supervised by the parent at all times.

- 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 it must be brought in a clear plastic bag with your name on it. Loose pills/medication will not be accepted nor allowed into the visit. All medication must be in its original packaging with your name on it showing it is prescribed to you and must have the information regarding the required dosage.
 - If you are wanting/needing 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 Directors or Visit 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 Visit 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 Visit 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. Many Visiting Parents choose to bring a wagon or cart in order to bring all of the visit activities in at once instead of having to make multiple vehicle trips. ***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. If the Residential Party would prefer to pack these items, that would be allowed with valid reasoning determined by a Program Director.

Gifts for the child(ren) are allowed on special occasions such as holidays, birthdays, and on the first visit with 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 Visit Manager.

Note: If the Visiting Party is intending to bring gifts, they must notify the Program Directors a minimum of 2 days prior to the visit. ABC reserves the right to prohibit gift giving if it is deemed inappropriate or excessive. Neither ABC nor OJJCC are responsible for any lost or damaged items.

GUESTS

The Visiting Party is allowed to bring guests to a visit after they have **fully** completed four (4) visits. Any and all guests must be approved by ABC; guests who are not approved will not be admitted to the visit. Guest Requests are made online via the ABC website. Notifications provided verbally or via text, email, and/or phone call are not accepted.

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 on our

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Access Builds Children

Monitored Visitation Program

“Agreement to Participate”

website for review.

- The guest(s) requested cannot be a person named in the court order as someone who is enjoined from being around the children.
- The guest(s) must be blood relatives to the children; step-siblings and step-parents are permitted to attend.
 - This does not extend to persons a Visiting Party is dating or living with. If it is determined that a guest has been brought to a visit that is not legally the spouse of the Visiting Party, a fine will be assessed, visits will be suspended for a period of time, and the person in question will be **permanently banned** from attending future visitations.
- 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. Prior approval does not extend to future visitations.
- Guests are subject to the same Policies and Procedures as VPs; failure to comply will result in termination of visiting privileges for the guest(s) and possible suspension of the VP. The VP will be held responsible for any fees incurred by the guest.
- There is a fee of \$25.00 per guest and a maximum of 3 guests are allowed per VP. Children under the age of 2 are exempt from the fee and do not count towards the guest total.
- ABC staff will review the request, determine if the guest(s) will be allowed to attend the visit and will notify the VP if the guest(s) has/have been approved or denied.
- All guest requests are due **by 5:00 PM the TUESDAY prior to the weekend visit**. Any requests made after the deadline will be **denied** and a refund will **not** be issued.
- 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. If RPs would like to be notified of guests, a formal request must be made to the Program Director with valid concerns.
 - RPs do **not** have the right to deny guest requests unless there are named parties in the court paperwork that are prohibited from attending visitations.

All guests approved by Program Directors must adhere to ABC’s Policies and Procedures, failure to do so would result in denied access to future visits.

Supervision

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 the 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.

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Access Builds Children

Monitored Visitation Program

“Agreement to Participate”

Parties must be able to be seen and heard at all times. No parent may speak to children in a low whisper or secretively as monitors must be able to hear all conversations clearly. This includes a restriction on passing of notes. Refusal to abide by this rule will result in visit termination and/or suspension.

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. Visiting Parties will not be allowed near any windows during drop-off or pick-up. If either party is observed attempting to contact the other in any manner, necessary action will be taken and further visitations may be suspended. **No exceptions.**

All Parties are responsible for informing ABC of any changes in address, phone, attorney and/or legal issue as soon as possible by email.

PARTICIPATION BEHAVIOR

No party will be allowed visitation if their behavior compromises a safe and conflict-free environment. Threatening, aggressive or argumentative behavior of any nature toward children, staff and or other participants will result in immediate termination of the visit, a suspension of 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.***

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, providing false hope or making promises that may not be able to be kept, discussion regarding litigation and/or court, questions about where the children are living, going to school, or who they are living with, statements about unsupervised visits, 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 redirect the question and notify a monitor so that they can 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. Failure to stay awake will be considered suspected drug use and the visit

Access Builds Children

Monitored Visitation Program

“Agreement to Participate”

will be terminated if the parent is unable to stay awake after 2 warnings. 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 to 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 Visit 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 item exchanges with the help of their attorney or a third party not connected with the ABC program. ABC and Oscar Johnson Jr Community Center are not responsible for any items left on the premises after a visit.

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

For many policy violations, a Visiting Party will first be issued a formal warning. Upon a second offense, a Visiting Party will be issued a suspension, the length of time will begin at a minimum of 3 months and increase based on severity of the offense. Upon a third offense, a Visiting Party will be issued a second suspension, the length of time beginning at a minimum of 6 months and increasing based on severity of offense. The next offense by a Visiting Party will result in expulsion from the program. Depending on the severity of the offense, a formal warning may be eschewed and a suspension will be issued instead.

CANCELLATION AND NO-SHOW POLICY

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Rev 01/2023

Access Builds Children

Monitored Visitation Program

“Agreement to Participate”

Formal cancellation of a visit can be made 24 hours a day, 7 days a week by texting the office number, (936) 203-8297, or emailing the ABC email. Visit cancellations should be made **no later than 5:00 pm the Thursday prior to the Saturday visit** and no less than 48 hours prior to a private scheduled visit. Calls after 5:00 pm on Thursday for multi-family visits or less than 48 hours for private visits will result in a late cancellation fee of \$50.00 to be assessed to the canceling party. Visitation fees will not be refunded.

- In the case of an emergency, parties are responsible for contacting their Visit Manager at least one hour prior to the scheduled visit with proof of cancellation or you will be assessed a \$50.00 fee.
- In the event a child is sick and the visit needs to be canceled, a doctor's note is required in order to waive the \$50.00 cancellation fee for the RPs.

A No Call / No Show fee equal to the amount of the MFV rate will be assessed to the Residential Party or Visiting Party who does not call to cancel and is a no show for the scheduled visit. Fees are due before the next scheduled visit.

If the Residential Party does not bring the child(ren) to the visit with proper cancellation notice or is late in bringing the child(ren) to the visit then they must pay the fees listed in their signed Fee Schedule. Fees will be deducted from their penalty deposit balance. In the event the deposit balance is not enough, fees are due at that visit or before the next scheduled visit. ***Note: ABC requires proof for the reason the visit was canceled for the protection of both parties. If proper documentation is provided, no fee will be assessed.***

ABC staff do not have the right to give permission for a visit to be missed. The reason for a missed visit is documented.

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 equal to the amount of the MFV 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

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Rev 01/2023

Access Builds Children

Monitored Visitation Program

“Agreement to Participate”

DISTINCTION: I understand that Access Builds Children is **not psychotherapy**. Access Builds Children is a nonprofit 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 ABC’s compliance. I understand that any legal concerns I may have are not within ABC’s scope of practice. I understand that ABC cannot control what occurs outside of the provided visitations. I understand that ABC cannot force a party to attend a visit. ABC is committed to adhere to the Federal Fair Housing law by providing equal professional service without regard to the race, color, religion, gender (sex), disability (handicap), familial status, national origin, sexual orientation, or gender identity of any prospective client, customer, or of the residents of any community.

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 visits will not proceed until both parties have completed all steps of the registration process.
- I understand these policies, procedures and rules are subject to change at the discretion of the ABC Program Director or the ABC Board of Directors without prior notice.
- I understand these policies may be amended in order to accommodate special circumstances and/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 acknowledge that no refunds or credits will be given for any payments made to the ABC program, with the exception of the Residential Party Refundable Deposit, the balance of which will be refunded upon cessation of ABC Visitation services.
- **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 Visit 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).

My signature below indicates I have read, understood, and agree to abide by the policies and procedures stated in this document.

PRINTED NAME

SIGNATURE

DATE

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