



Access Builds Children

301 N. Thompson Street
Suite 215
Conroe, TX 77301
936-203-8297
info@accessbuildschildren.com

VP Procedures for Multifamily Visits

You must contact ABC to confirm whether you will be exercising your right to visit by 5:00 PM the Wednesday prior to the visit. You can reserve your visit by registering online at www.accessbuildschildren.com. The password is **ABCVISITS**.

Guest Requests can be submitted after 4 visits have been completed and must be submitted by **5:00 PM the Tuesday prior to the visit**.

All fees must be paid and you cannot have any outstanding fees on your account. **If you book a visit without paying off any outstanding fees, the visit will be canceled.**

Arrive at the Alan B. Sadler Building starting at 7:15 AM. **If you are not standing in the lobby at 7:45 AM, and no contact has been made to ABC to inform them of circumstances detailing the reason for being late, the visit will be CANCELED.**

Visits are held at Alan B. Sadler Building - **501 N Thompson, Conroe, TX 77301**

Enter the building and wait to be checked in by the supervisor:

- Bring valid ID to show to the supervisor upon check-in.
- Turn in your cell phone and keys. Please leave any restricted items (including, but not limited to, tobacco products, smart watches, vapes, cameras, anything that can be used as a weapon, lighters, etc) in your vehicle.
- Submit to a mandatory check of your person and your belongings by either/both the visit manager and/or the monitor to which you are assigned.

It is your responsibility to monitor your children as well as provide games, activities, and food to utilize during the visit.

All food, snacks, and drinks must be store bought in unopened containers. You may call Papa Johns at (936) 756-8899 on the Friday before the visit to order pizza. Be sure to tell them you are ordering for delivery by 10:30 AM – NO EARLIER – at 501 N. Thompson and provide them with ABC's phone number. Pizza must be paid for before it is delivered. We will not allow parents to pay at time of delivery.

When the visit is over, it is your responsibility to help clean up the facility, including sweeping and taking out the trash. **If you do not contribute to cleaning up, a noncompliance fee will be assessed.** Once all of the children have left, the facility manager will do a site check. Any deficiencies will be corrected. Once the facility manager gives their approval, you will be allowed to leave.

Mailing Address: P.O. Box 3021, Conroe, Texas 77305