Access Builds Children

VP Procedures for PM 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 by the day of the visit, prior to start time, must be paid via money order or credit card. **NO CASH OR CHECKS.** If payment is not received, visits will be **CANCELLED.**

Arrive at the Oscar Johnson Community Center starting at 12:45 PM. If you are not standing in the lobby at 1:15 PM the visit will be **CANCELLED.**

Visits are held at Oscar Johnson Jr. Community Center - **100 Park Place, Conroe, TX 77301**

Form a line at the front desk and wait to be checked in by the supervisor:

- Sign in and pay any fees that are owed or show online receipt for payment
- Turn in your cell phone and your keys
- Submit to a random check of your person and your belongings

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

All food, snacks, and drinks must be store bought in unopened containers. You may call Pizza Hut, (936) 539-4040, on Friday before the visit to order pizza. Be sure to tell them you are ordering for delivery by **4:00 PM** – NO EARLIER – at OJJCC and provide them with ABC 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 it over, it is your responsibility to help clean up the facility, including sweeping and taking out the trash. Once all 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.

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