**SHILOH**

**Private Professional Child Visitation Monitor**

**AGREEMENT FOR SERVICES**

Parent/Guardian/Grandparent(s) full name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ D.O.B\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Custodial parent ⬜ Non-custodial parent ⬜

Contact number # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of minor child(ren) and D.O.B

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Emergency contact person: Name and phone number

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**It is agreed that each parent/guardian and the professional visitation monitor make every effort to ensure the child(ren) and visiting parent have a safe and enjoyable visit. To do so, the following procedures must be followed:**

**SCHEDULING**

* All parties must agree on locations, times, and guests.
* Frequency and duration of visits will be subject to the court order or mutual agreement between all parties.
* Parent must arrive and depart from specified location on time. Repeated lateness/earliness will result in termination of services.
* There will be no changes in the supervised visitation schedule unless approved by the court and/or monitor.
* If you are unable to bring your child(ren) or attend the visit with your child(ren) it is your responsibility to notify the monitor and the other parent. If adult parties do not have access to each other's phone numbers, the monitor will confirm cancellation. There is no fee if notice is given 48 hours prior to scheduled visit. After that, the fee will be 50$

**WRITTEN REPORTS, FEES, RULES & CONFIDENTIALITY**

* Observation notes will be kept by the monitor during each visit.
* The observation notes, heard comments, spoken information or any other information will be shared when:
	+ Requested by the court
	+ Required by CPS
	+ Required by law enforcement agency
	+ Requested by either person’s attorney
	+ Requested by either parent or guardian

* Types of reports and fees as follows: Critical incident report - 25$, Detailed summary of visit report - 50$
* Please allow up to 5 business days for reports.
* CRITICAL INCIDENT REPORT - Can be requested by either party about anything that happens during a visit or while setting up a visit.
* DETAILED SUMMARY OF VISIT REPORT - List of visitation dates, details of visit, comments from either party and comments from monitor.

**ADDITIONAL FEES**

* During planned activities parent will pay for monitors admission or other expenses.
* For public or off-site visits, a 20$ surcharge will apply per visit for destinations more than 10 miles.
* On major holidays the fee will be 50% higher.

**RULES**

* Use of drugs or alcohol will result in termination of the visit as well as aggression or verbal abuse of the children or the monitor.
* No inappropriate conversation such as, criticizing the other parent, discussing the court case or asking for information about the other parent.
* Above all, we want any visit to be safe, comfortable and pleasant for the children, so lets all work together to that end.
* CONFIDENTIALITY - No privilege of confidentiality exists between the monitor and myself.

Non - Compliance with any rule or challenging the supervised monitor will lead to termination of services.

Please sign and date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Thank you.