



SUPERVISED PARENTING TIME INTAKE FORM

Please fill out the form entirely and return by email to: jofierstein@defendersofchildren.org

Referral source: _____

Date: _____

SUPERVISED PARENT/GUARDIAN

NON-SUPERVISED PARENT/GUARDIAN

Your name: _____

Name: _____

Date of Birth: _____

Date of birth: _____

Mailing Address: _____

Residence: _____

City _____ State _____ Zip _____

City _____ State _____

County _____ Is this your residence? Y N

Zip _____ County _____

Cell phone: _____

Cell phone: _____

Your email: _____

Email: _____

Relationship to child(ren): _____

Relationship to child(ren): _____

Current employer: _____

Last known employer: _____

Do you have criminal/domestic violence history? Y N

Does parent have criminal/domestic violence history? Y N

Legal Decision Making Status? (Joint or sole) _____

Attorney's name, if applicable: _____

Attorney's name, if applicable: _____

Attorney address: _____

Attorney phone: _____

Attorney phone: _____

Attorney email: _____

Attorney email: _____

Child(ren)

Child(ren)'s name: _____ Date of birth: _____

Name: _____ Date of birth: _____

Name: _____ Date of birth: _____

Does child(ren) have a court-appointed attorney? No yes

Attorney's name: _____

Defenders of Children, a 501c3 nonprofit agency

(602) 710.1903

www.defendersofchildren.org

staff@defendersofchildren.org



Guidelines for Parents

Parties acknowledge that they have read and received the following guidelines and agree to abide by them at all times on the Defenders of Children premises and during supervised parenting time sessions.

1. Encourage the child(ren)'s positive interactions with the other parent.
2. Keep adult matters between adults (ie: child support, asking about ex's new romantic relationship, etc.)
3. Comply with court orders including Orders of Protection (OOP). If you violate an OOP, we have to terminate services.
4. All communications with your child(ren) must be within eye and ear shot of the Supervisor.
5. Keep the Supervisor informed of any recent and/or new arrests, or law enforcement or Department of Child Safety (DCS) involvement.

YOU MAY NOT:

6. Interfere with Supervisor's duties or instructions.
7. Dictate to Defenders of Children the terms of the sessions/supervision.
8. Stay on site. All non-supervised parent(s) and caregivers must leave the premises (including both parking lots adjacent to the building) for the duration of the supervised party's session.
9. Video or audio record the sessions, including before or after sessions. Unless already, and specifically agreed to by the custodial parent, this includes Facetime, and similar videoconferencing applications.
10. Interrogate, threaten, tease, or harass your child(ren).
11. Criticize or name call the child(ren) or others, such as other parent, family members, Supervisor, court-appointed or court personnel, etc. in front of the child(ren) at any time during the duration of the court order.
12. Bully, swear, use vulgar language or attempt to control the other parent, family members, Supervisor, or Defenders of Children staff.
13. Ask the child(ren) information regarding the other parent, their spouse/partner, etc. or any information that might be sheltered by an Order of Protection or other protective order.
14. Discuss your case, or related activities during the SPT session or in front of/within earshot of the child(ren).

15. Bring weapons of any kind including, but not limited to guns, knives, or other dangerous objects to Defenders of Children premises or the session, whether in or out of the Defenders' environment.
16. Use hand signals, signs, whisper to the child(ren) or talk to the child(ren) in a language other than the language in which the Supervisor is fluent, etc.
17. Make promises to the child(ren) about when they will return home with you or bribe them with things they will get or do if/when they return home with you (ie: buying the child a new pet or promising that they will get to play video games more at their house than the other parent's house.)
18. Attend any session while under the influence of alcohol or any illegal (and in some cases, legal) substance, including medical or recreational marijuana.
19. Physically discipline the child(ren) or touch them in an inappropriate way.
20. Take the child(ren) from the playroom/office without prior permission of the Supervisor, including to the bathroom. All bathroom visits for your child will be chaperoned by the Supervisor only, and never the supervised parent.
21. Bring other people to the sessions who have not been **pre-approved** by the supervision court order, and/or the custodial parent and Defenders' Supervisor.

YOU MAY:

22. *Unless otherwise prohibited*, the supervised parent is permitted to take pictures or videos of the child(ren), except for Facetiming other family members, etc. This time should be spent only between you and your child, and others who miss him/her will simply have to wait.
23. Bring age-appropriate activities, games, toys, books, etc. which you will then take back home after the session.
24. Bring small, inexpensive gifts without being excessive, and without being burdensome on the custodial parent. Inappropriate gifts, without prior approval of the custodial parent, might include a pet goldfish, a bicycle or a drum set. Games, toys, stuffed animals would all be reasonable. If clothes are provided, the child will not be allowed to try them on at the session, so please do not ask them to do so.
25. Bring nutritious food/snacks or a meal if supervision occurs during a mealtime.
26. Help the child(ren) with their homework, school project, etc.
27. Listen to age-appropriate music or watch age-appropriate shows/movies.
28. Support the child in a sport, activity, hobby, etc. in which they are currently involved.

GROUNDS TO TERMINATE A SESSION AND/OR SERVICES:

29. Failure to follow the Guidelines for Parents by violating any of the behaviors listed above.
30. Raising your voice, yelling, screaming, etc.
31. Repeated failure to communicate with the agency, confirm sessions, copy the other parent on emails, and failure to attend sessions at the scheduled day, time, etc.
32. If you come late. Arriving more than 20 minutes late to a session without prior communication with and acknowledgement from the Supervisor and/or other parent may result in forfeiture of the session and additional fees/costs attributed.
33. **Fees are due 5 business days in advance.** For example, session fees would need to be paid by the Monday prior to a Saturday session. Failure to pay fees/costs will result in forfeiture of current or future sessions.

FEES AND COSTS

Fees and costs are payable as determined by court order or written agreement of the parties; if unspecified, the requesting party pays. Fees and costs must be paid in full one week prior to commencement of the services. *First and last sessions are payable at intake.* You must give at least 24 hours' notice to avoid any cancellation fees. "No shows" or late cancellations will be assessed the scheduled rate for full time and must be paid by the cancelling party prior to any subsequent sessions.

Supervised Parenting Time

Supervised session (includes session notes following each visit)	\$60/hour
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Therapeutically Supervised Parenting Time

Therapeutically supervised session	\$80/hour
Periodic reports to the Court, if requested or ordered	\$250
Final report, if requested or ordered	\$350

Other fees & costs, if applicable, for example:

Testimony (subpoena required)	\$200/ Hour (min. 2 hours)
Travel time & Mileage	\$45/hr. and \$.56/mile
Returned check fee, per occurrence	\$35
Photocopying	\$.10/page
Court costs	<i>actual</i>
Meals & entrance fees for off-site visits, if any	<i>actual</i>
Other costs incurred	<i>actual</i>
No show/Late cancellations (cancelling party pays)	Scheduled rate for full time

Lastly, it is not uncommon for parents to have disagreements throughout the course of the supervision process, regarding scheduling and any number of other issues. Parents' inability to cooperatively come to agreements on these issues can result in additional fees (as charges will be incurred for excessive and/or inappropriate calls and emails to this office), postponement and/or cancellations of sessions, and most importantly, distress to the child(ren) involved. Please be advised that, for the purposed of supervised parenting time, this agency solely provides supervision service. That does NOT include acting as a policeman, counselor or mediator between you. This agency also cannot enforce a court order; if you have a problem with the opposite parent's adherence to your supervision order, you must direct those issues to the Judge, and not Defenders of Children. If you have an issue for the Case Manager, within appropriate parameters as Supervisors, please send an email (versus a phone call), as all communications between the Case Manager and the parties must be transparent; any email you send us will be responded to and copied to the opposite party (outside of harmless, basic scheduling issues). **Please do not excessively email staff with problems you have with the opposite party – it will result in accrued, additional fees.** We know this can be a stressful process and are here to provide the highest quality supervision services for you and your child(ren).

We/I, the undersigned, acknowledge we/I have received, read, understand and had opportunity to ask questions regarding the above **Guidelines for Parents** and agree to abide by them at all times during supervision services.

Signature (Supervised Parent)

Print Name

Date

Signature (Non-Supervised Parent)

Print Name

Date