



**Defenders of Children**

# SUPERVISED PARENTING TIME

Intake & Consent Form

**IT IS IMPERATIVE THAT YOU READ EVERY LINE OF THIS INTAKE FORM SO YOU & THE OTHER PARENT KNOW EXACTLY WHAT TO EXPECT FROM THIS SERVICE.**

## ONBOARDING PROCESS & WHAT TO EXPECT:

- Our onboarding process is required so that we can answer your questions and explain our expectations from the supervised parent, the custodial parent (and/or guardian) to ensure visits are a time for parent and child to enjoy quality time together.
  - Onboarding Costs - \$100 (to be paid by the financially responsible parent as per your court Order) – includes up to 30 minutes via telephone with each parent to help ease into this process.
- The parenting time Supervisor is responsible for being present during the entirety of the parenting time to ensure the mental and physical safety of the child(ren), with their eyes and ears always on the child.
- If the Supervisor at any time feels the safety of the child(ren) is threatened in any way, or the communication to the child(ren), or in the child(ren)'s presence, is harmful to the child, based on her/his professional opinion, then the Supervisor has the obligation to terminate the parenting time visit.
- The Court Order dictates the financial responsibility of each party. The Judge is solely responsible for any decision about finances. Any dispute with financial responsibility is a legal issue that should be directed to the Court and not our office. No services will be performed without funds to cover them.
- No other persons may participate or observe the parenting time UNLESS the court order dictates otherwise.
- Financially responsible party or parties are to pay for first and last visit, including the travel charge if the visit is at an off-site location outside of our agency.
- For off-site visit, Supervisor's meals and any entrance fees must be paid in full by the supervised parent.
- Cancellation Policy: Late cancellation is when you give less than 48 hours, unless there is an evidenced emergency to excuse the missed appointment. Full fee. Non-refundable. *Parent that cancels or is the 'no-show' will be charged.*
- Late arrivals beyond 20 minutes after a visit has begun shall be cancelled (entirety of visit is non-refundable).
- TRAVEL/MILEAGE CHARGES – one charge covers round-trip visit, \$30 is the maximum charge.
  - 15 minutes = \$10; 25 minutes = \$15; 35 minutes - \$20; 45 minutes - \$25; 55 minutes - \$30

*These visits are ordered by the Judge (or agreed to by parents) to provide children with safe, regular visits with their supervised parent. We do not take sides, we do not judge the circumstances that brought you to our office, and it is totally unnecessary to disparage the other parent to us. For regular supervision (versus therapeutic), we observe and report. We know these cases can be very difficult, but please respect that our agency is solely here to provide this service.*

*Defenders of Children, a 501c3 nonprofit agency*

*(602) 710-1903*

[www.defendersofchildren.org](http://www.defendersofchildren.org)

**SUPERVISED PARENT**

**\*OR\***

**CUSTODIAL PARENT**

Your name: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Your email: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to child(ren): \_\_\_\_\_

Relationship to child(ren): \_\_\_\_\_

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) \_\_\_\_\_

Legal Decision-Making Status? (Joint or Sole) \_\_\_\_\_

Attorney's name, if applicable: \_\_\_\_\_

Attorney's name, if applicable: \_\_\_\_\_

Attorney phone/email: \_\_\_\_\_

Attorney phone/email: \_\_\_\_\_

***Child(ren)***

1. Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

2. Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

3. Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

**CONSENT TO SUPERVISION SERVICES**

I, \_\_\_\_\_, do hereby authorize and give consent to Defenders of Children to provide services to the minor child(ren), \_\_\_\_\_ for the purpose of court-ordered, **Supervised Parenting Time or Therapeutically Supervised Parenting Time**. I authorize Defenders of Children to investigate, review, and disseminate all information provided to Defenders of Children by the undersigned or others, relating to allegations of abuse and/or neglect involving the children. By signing this agreement, undersigned acknowledges that Defenders of Children's primary interest in this matter is the safety and well-being of the child(ren) and Defenders of Children will not align itself with any party, parent or guardian related to this matter although Defenders' staff will act to prevent harm to the child(ren), which may put them temporarily in conflict with an allegedly abusing or harmful parent or guardian. Defenders of Children determines that such alignment is in furtherance of the safety and well-being of the child(ren). While it is not the practice of Defenders of Children to disclose confidential information to others, we will make confidential information available to be used for the purpose(s) of current legal proceedings or for legal proceedings that may arise in connection with this/these child(ren) and this/these current issue(s). Thus, all supervision services are deemed NOT to be confidential.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Fees are payable as determined by court order or written agreement of the parties; if unspecified, the requesting party pays. Fees 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 48 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. Visit notes are provided to the parties following each visit, and NOT provided to the court directly unless specifically requested by Court Order. All other fees and costs, if applicable, are pay-as-you-go. Such fees and costs are outlined below, are not limited to, and may include the following:

### **Supervised Parenting Time**

Supervised session (2-hour minimum)	\$60/hour
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### **Therapeutically Supervised Parenting Time**

Therapeutically supervised session (2-hour minimum)	\$85/hour
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### **Guidelines for Parents**

1. Encourage the child(ren)'s positive interactions with the other parent.
2. Comply with court orders including Orders of Protection (OOP). If you violate an OOP *in any way*, we have to terminate services.
3. All communications with your child(ren) must be within eye and ear shot of the Supervisor.
4. Be polite. If you cannot be civil to the other parent and our staff, we will decline to keep your case.
5. Keep the agency informed of any recent and/or new arrests, or law enforcement or Department of Child Safety (DCS) involvement.
6. **DO NOT** interfere with Supervisor's duties or instructions.
7. **DO NOT** dictate to our staff your terms of the sessions/supervision.
8. **DO NOT** 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. **DO NOT** video or audio record the sessions, including before or after sessions (unless specifically agreed to by the custodial parent).
10. **DO NOT** interrogate, threaten, tease, or harass your child(ren).
11. **DO NOT** criticize or name call the child(ren) or others, such as other parent, family members, etc.
12. **DO NOT** bully or attempt to control the other parent, family members, Supervisor, or Defenders of Children staff.
13. **DO NOT** ask the child(ren) information regarding the other parent, their spouse/partner, etc.
14. **DO NOT** discuss your family court case with your children.
15. **DO NOT** swear or use vulgar language.
16. **DO NOT** bring weapons of any kind including guns, knives, tasers, etc. on the premises.

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[staff@defendersofchildren.org](mailto:staff@defendersofchildren.org)

17. **DO NOT** use hand signals, signs, whisper to the child(ren) or talk to the child(ren) in a language other than English.
18. **DO NOT** make promises to the child(ren) about gifts they will receive when they will return home with you or attempt to bribe them.
19. **DO NOT** attend any session while under the influence of alcohol, marijuana or any recreational drugs.
20. **DO NOT** physically discipline the child(ren) or touch them in an inappropriate way.
21. **DO NOT** 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.
22. **DO NOT** 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.
23. **DO NOT** arrive more than 20 minutes late or the session will be terminated at your expense.
24. **YOU MAY** take pictures of the child(ren), with the exception of 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.
25. **YOU MAY** bring age-appropriate activities, games, toys, books, etc. which you will then take back home after the session.
26. **YOU MAY** 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.
27. **YOU MAY** bring nutritious food/snacks or a meal if supervision occurs during mealtime.
28. **YOU MAY** help the child(ren) with their homework, school project, etc.
29. **YOU MAY** listen to age-appropriate music or watch age-appropriate shows/movies.
30. **YOU MAY** support the child in a sport, activity, hobby, etc. in which they are currently involved.
31. Your questions must be sent via email (not phone calls). Copy the other parent on EVERY email you send us.

*We know this can be a stressful process, and are here to provide the highest quality supervision services for your child(ren).*