

Please initial to indicate acceptance

Parent Initials Monitor Initials

The programs of Children’s Rights Collaborative of Northwest Ohio’s (CRCNWO) is located inside Hope United Methodist Church 4069 W. Sylvania Av., Toledo, Oh 43623. The phone number of our office is **419 / 473-8955**. If a visit will not occur, the parent or canceling party **MUST** call the site **no later than 2 HOURS BEFORE THE VISIT**. CRCNWO will notify the other parent or party. **If parents talk to each other, they should BOTH call the CRCNWO office to notify us, and DO NOT CALL CHURCH OFFICE.**

2. CRCNWO follows equal opportunity standards.

3. Parents will provide CRCNWO with current address and phone number information plus emergency numbers. **Any changes must be reported promptly.**

4. 15-MINUTE Rule:

One parent brings the child (ren) 15 minutes before the scheduled parenting time, signs in, and then leaves. The other parent arrives at the scheduled parenting time. Returns are handled in reverse with the visiting parent returning the children to our exchange room, signing out, and leaving. The other parent arrives 15 minutes later for pick-up of the children.

It is important to follow the time schedule. There are no early drop-offs or late pick-ups.

If a parent is consistently late there will be a child-care fee charged to the tardy parent of \$2 per child for every 15 minutes past the scheduled pick-up or visit time. Parents must leave promptly after dropping off or picking up the children.

DO NOT SIT IN YOUR CAR IN THE PARKING LOT.

Please notify the security guard if you have any problems regarding this policy.

5. If the visiting parent has not arrived by the scheduled time, the Lead Monitor will call the absent parent to find out the reason for the delay. Children will not wait for an absent parent for more than 15 minutes beyond the scheduled visit time. In that case, the custodial parent will be notified to come back to pick up the children.

Documentation of such incidents will be kept on file.

6. Services to families are NOT free of charge but may be reduced whenever possible. If a family is not covered by one of our sources of funding, reimbursement to CRCNWO may be required by one or both parents. You will be charged for the visit if you do not call to cancel prior to visit and a monitor is here waiting.

PAYMENT MUST BE MADE IN CASH BEFORE THE VISIT BEGINS.

7. If a child becomes ill during a visit, the custodial parent will be called to return and pick up the children. The ill child will be monitored in a separate area for the comfort and safety of all children and families. Children should not be sent with chicken pox, head lice, pink eye, or other contagious conditions.

8. Information between parents must be **WRITTEN** and about the **children ONLY**. Please bring written communication with you or use our Parent Information Exchange form. The intent of the form is to communicate important information **about the child**. Notes may be edited in order to comply with our policies. If you’re unsure, please ask. A copy of all communication will be kept in CRCNWO’s files with both parties receiving a copy.

DO NOT PASS MESSAGES (written or verbal) **THROUGH THE CHILDREN.**

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9. Be courteous of other families. Please respect other families' privacy with their children. _____

10. CRCNWO reserves the right to restrict certain equipment within the visits. CELL PHONES ARE ONLY ALLOWED, FOR TAKING PICTURES. NO TEXTING, NO CALLS, NO GAMES, NO MUSIC. No video or recording equipment of any kind. Still cameras are generally allowed. Allowance of cameras and other equipment will be determined by the Lead Monitor. _____

11. There is no smoking **anywhere in the building. Or outside** of the building. PLEASE DO NOT SMOKE IN THE RESTROOMS. Smoking is allowed only in your car. _____

12. The scheduling of monitors is done ahead of time. Monitors will be rotated so that observations are fresh and consistent. The scheduling of rooms is also done ahead of time. Rooms are rotated among families with all needs taken into account.
Families cannot request monitors or rooms.
In the best interest of the children: Monitors will inform you to stop any behavior or conversations they determine to be inappropriate. **Parents must comply.** _____

13. One-on-one time with a child is encouraged in order to develop and maintain the parent-child relationship and bond. Effective February 1, 2014, the policy for persons who may visit with a child have changed. **Only persons who may visit are those named in the court order, UNLESS BOTH PARENTS ARE IN AGREEMENT.** _____

14. Supervised and monitored parents are responsible for bringing food for the children for the visits. Microwave oven, are available to use. Sorry, we cannot provide table service. **Parents are also responsible for room cleanup – including bringing garbage back to hallway outside exchange room, and running vacuum when necessary.** _____

15. Monitors are not counselors or attorneys. Do not discuss your case with the Monitors or other parents. Problems and program concerns must be addressed with CRCNWO Executive Director or her designee at 419/473-8955. **Written documentation is provided only to the Courts, private attorneys, Guardians ad Litem, CASAs, and other professionals upon request.** Please talk to the Executive Director if you are going to Court without an attorney. **There is a \$5.00 fee for copies.**
Your signature gives CRCNWO permission to talk to any professionals involved in the case. _____

16. Families may be removed from the program at the discretion of the Executive Director or her designee. Reasons for removal may include but are not limited to:
- Excessive absences or tardiness
- Failure to follow program rules
- Non Payment of fees for services
Please notify our office if you no longer require the use of CRCNWO services. _____

17. CRCNWO services are for children and adults only. Pets may not be brought to the visits. Arrangements for visitation with pets or exchange of pets from one household to another must be made independently from any services provided by CRCNWO. _____

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18. FIREARMS OR WEAPONS OF ANY TYPE ARE NOT ALLOWED ANYWHERE ON THE GROUNDS OF CRCNWO SITES. PLEASE LEAVE WEAPONS AT HOME. DO NOT BRING THEM, EVEN IN YOUR CAR.

19. Use of the gym may be limited. The monitor will advise you of times available.

I have read the Parent Instructions and Rules and I agree to abide by the rules of the program

I understand that violation of the rules is cause for removal from the program

Signature _____ Date _____

For Safety measures as well as compliance with insurance company guidelines, Children may NOT use roller blades, roller skates, skateboards, bikes, or other wheeled equipment either in the gym or the parking lot area. Moreover, regulation basketballs may NOT be used in the gym. Any parents wishing to have their children play ball should use the lightweight balls.

Gym participation waiver:

Parent

_____, or Guardian of _____

(parent/guardian's name)

child (ren)'s name(s)

Understands that neither Hope United Methodist Church, nor the Children's Rights Collaborative of Northwest Ohio nor its staff and volunteers are responsible for injury sustained to my child (ren) during their supervised or monitored visit.

I give permission for my child (ren) to participate in the gym/playground areas.

Children's Rights Collaborative of Northwest Ohio reserves the right to determine acceptability into our programs.