

Brockton Family & Community Resources, Inc.
18 Newton Street, Brockton, MA 02301
Visitation Center Ground-Rules

*To utilize the Visitation Center, these rules must be signed
by both the custodial adult and the non-custodial adult.*

CUSTODIAL ADULTS - When arriving for your child(ren)s visit, please park on Newton Street and come to the front door located on the side of 18 Newton Street. Please precisely at the time of the scheduled visit and no earlier.

VISITING ADULTS - Please park in the lot behind the 18 Newton Street building and enter through the back door. You need to arrive at the center 15 minutes before your visit is to begin. For example, if your visit is scheduled to begin at 3:00 p.m., you need to arrive by 2:45, but no earlier. You must come right into the building when you get here. Once you are in the building you will not be able to go back outside until after your visit has started.

FAMILY BASED SERVICES PROGRAM PARTICIPANTS ONLY – As a visiting adult you need to call the Center to confirm each of your visits. If the visit takes place after 2:00 p.m., you need to confirm the visit by 11:00 a.m. on the day of the visit. If the visit is to take place before 2:00 p.m. you need to call and confirm your visit no later than 5:00 p.m. the previous evening. If you do not call to confirm your visit as indicated, we will have to cancel the visit since we cannot authorize transportation for the children to get to the visit until you call us to confirm that you will be there.

1. All visiting adults must arrive and be inside the Center 15 minutes prior to their scheduled visits. If a visiting adult is not inside the Center 15 minutes before the scheduled visit, the visit may be cancelled at the discretion of the Center's staff. Late arrivals to the visits will be noted.
2. If staff detects alcohol and/or drug use prior to or during any visit, the visit will be cancelled or ended. Alcohol tests may be administered by staff.
3. Loitering, fighting and/or harassment of any kind, verbal or non-verbal threats or confrontation toward any child or adult associated with the Center, any staff person, volunteer or representative of Brockton Family & Community Resources, Inc. will result in immediate termination from the Center's visitation services.
4. Possession of a weapon will result in immediate termination of services from the Center. The security staff will conduct periodic pocket checks. Visiting adults may also be required to open their purses/ bags and empty out the contents. Visiting adults may also be asked to empty out the contents of their pockets. Refusal to cooperate in any manner will result in the cancellation of your visit.

15. You may not give your child your phone number, pager number or address.
16. Child support and alimony payments may not be passed through the center. Even if there is a court order that states otherwise.
17. Information relayed through children will not be permitted.
18. Swearing and yelling will not be permitted at the Center.
19. Physical discipline is not allowed.
20. Cell Phones and beepers may not be used during the visit and must be shut off.
21. Please do not pass notes during visits.
22. Whispering or talking in low tones by the visiting adults will not be permitted.
23. Cameras may be brought only with prior approval from the custodial adult and/or DSS. No tape recorders or video cameras are allowed at the Center.
24. Visiting adults may not bring pictures to the visit unless this is specified in the court order and has been approved by the custodial adult.
25. Lap-top computers may not be brought to visits.
26. Visits are intended as a time for the visiting adult and child(ren) to interact. Please do not bring videos for you and your child(ren) to watch during the visit as this does not allow for active interaction.
27. No foreign language will be spoken at the Center unless staff is proficient in that language.
28. Visiting adults must provide a healthy snack, lunch or dinner depending on the time of your scheduled visits. You should speak with a staff person prior to the visits if this poses a problem for you or if you have any questions. You may not bring food such as, chocolate candy, which are not considered to be healthy snacks. If your child(ren) has a particular food allergy, you as a parent will be expected to make sure that the child with the allergy remains away from that particular food or foods.
29. Visiting adults may not wear shorts or skirts higher on the leg than the knee.
30. Visiting adults must remain in the Center for a minimum of 15 minutes after the custodial adult and/or children have left the Center. Security or staff will advise you when you may leave the building.

31. Cancellations of visits will not be re-scheduled. This includes the days the Center is closed due to holidays or inclement weather.
32. It is the responsibility of the visiting adult and custodial adult to call the Center if you think the Center may be closed due to inclement weather.
33. It is the responsibility of the visiting adult and custodial adult to be aware of dates that the Center is closed due to a holiday. If the holiday falls on a Monday, the Center will typically be closed the weekend prior to the holiday.
34. Unsupervised on-site clients may go outside only when staff is able to accompany them.
35. Children who are able to go to the bathroom by themselves may do so. Visiting adults may not accompany them to the bathroom. If necessary, the visiting adult and a Center staff member will accompany those children who cannot use the facilities alone. The door, in this case, will remain partially opened. In those cases where the visiting adult may not accompany their child(ren) to the bathroom, the Center staff shall do so.
34. Visiting adults and their child(ren) may not interfere with other ongoing visits. If your child(ren) become involved in another person's visit it is your responsibility to focus them back to your space and visit. This disrupts time other parents are trying to spend with their child(ren).
36. Visiting parents may not bring gifts unless it is one of our specified gift-giving days. You are able to give new clothing or shoes at any time (not wrapped) Gifts from any other family member or friends may be given only with prior approval from both your DSS Social Worker and the Center's staff only.
37. Visiting parents may bring games, books, or activities from home. You need to show staff prior to the visit and the staff will then determine if they are appropriate. However, these things may not be given to the child(ren) to bring home. You are not allowed to keep any activities at the Center.
38. There is no smoking permitted at the Center, inside of the building or on the grounds.
39. Missed and or cancelled visits will be dealt with in the following manner:
Family Based Services Program Participants - If you cancel or miss two or more consecutive visits, or two visits in one month are missed or cancelled, your visits will be placed on hold. The visits will remain on hold until the Center can contact your DSS social worker and determine whether or not the visits will continue or your case will be terminated. NOTE: Three unexcused misses/ cancellations, which do not have to be consecutive or occur in or particular month's time, may result in your termination from the Center's visitation service.

Court Ordered Visitation Participants -- If three or more visits are cancelled by either party, attendance becomes inconsistent, you fail to show up for two visits (which do not have to be consecutive), or you receive three written warnings from staff, your case may be terminated.

40. Any inappropriate behaviors will be reported to DSS, the Court and/or referring agency.

41. If you have a change of address and/or phone number, please notify the Center staff immediately so that we can update our records.

If you have any questions regarding any of these ground-rules, please speak with the Center's staff prior to signing them.

I have read, understood, and will abide by these ground-rules. I understand that any violations to any of the above ground-rules could result in the cancellation of my visit and/or termination from The Visitation Center's services.

Signed: _____ Date: _____

Print your name here: _____

Witness: _____ Date: _____