

ALTERNATIVE HOUSE VISITATION CENTER

**Monitored Exchange Policy**

The Visiting Parent must arrive 15minutes before the scheduled exchange. The Custodial Parent brings the child(ren) to the Center and leaves. The Visiting Parent and child(ren) then wait in a designated area for 15minutes before they are permitted to leave the Center.

The Visiting Parent and child(ren) have their visit and return to the Center at a prearranged time, 15minutes before end of visit. The Custodial Parent picks up the child(ren) and immediately leaves the Center. The Visiting Parent waits a minimum of 15minutes before they are permitted to leave.

Pick-ups and drop-offs are monitored by staff.

The charge for a Monitored Exchange is a flat rate of \$15 per exchange, each way. Should either the Custodial Parent or Visiting Parent cancel or no show for a scheduled exchange that person is responsible for the fee of that scheduled exchange.

In the event that either the Visiting Parent returns late to the Center with the child(ren) or the Custodial Parent arrives late to pick up the child(ren) a fee of \$5 for every 15minutes will be charged, which must be paid prior to any future exchanges.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_