

NO CONTACT SAFE EXCHANGES PROCEDURE/POLICY at Parents Place



START OF THE EXCHANGE:

- The parent (parent #1) picking up the children arrives for the exchange. After being greeted by staff, the parent is brought into the building.
- The parent (parent # 2) dropping off the children arrives 15 minutes later.
- Staff takes the children to where parent #1 is waiting, while parent #2 leaves.
- Parent #2 is not allowed to linger in the parking lot.
- The children and parent #1 may leave 10 minutes after parent #2 leaves.

RETURN EXCHANGE:

- Parent #1 returns the children to the facility and is taken into the building.
- Parent #2 arrives 15 minutes later.
- Staff takes the children to parent #2, who is waiting outside where they are expected to leave immediately.
- Parent #1 leaves 10 minutes after parent #2 has left with the children.

1. I will arrive for and end all safe exchanges on time.
2. Each exchange has a fee of \$10.00. Payment is expected to be made in full prior to the exchange via credit card, cash, check or money order. If I do not have my payment, the exchange will not take place. If I do not have exact payment, any excess amount will result in a credit towards the next exchange. There is a \$30 bounced-check fee and that I will need to pay cash in the future if I bounce a check.
3. If either parent is more than 15 minutes late, the exchange will be canceled. Staff will not be required to wait more than these 15 minutes.
4. I understand that documentation will only include the arrival times of parents, critical incidents, and cancellations.
5. I understand that Parents Place is not responsible for what takes place away from the center.
6. I understand it is policy that a child will not be forced to go on an exchange.
7. I understand that staff will walk either parent to their car if requested or if staff feels it is in the best interest for the participants.
8. I understand there is a Zero Tolerance policy for alcohol and non-prescription drug use. If staff believes either party may be impaired, the visit will be canceled and police will be called.
9. Only the two parents involved in the exchange may be present and on the premises; no one else is allowed unless court ordered otherwise.

***I understand scheduling will begin upon receipt of the following 3 items:
\$75.00 intake, this signed policy form, and the referral form with contact information. Please note
that the intake fee is non-refundable.***

I have read and agree to the above expectations and requirements. I understand that violating any provisions of this policy or making any threatening actions or abusive comments can result in the termination of my exchanges on a permanent basis.

Signature

Date