

## **SCHEDULING OF VISITATIONS OR EXCHANGES.**

The purpose of the set schedule is to provide ample scheduling for all parties. The Supervised Visitation Monitor must be able to commit his/her availabilities to both parties in advance. Therefore, unless the clients involved do not have a set schedule provided by the court, the monitor must have the parties agree to a set schedule. There will be minimal changes made, if reoccurring situations occur, the parties must return to court for a new court appointed set-schedule. Which, will be costly to both parties involved.

1. If there is a T.R.O. in place, both parties must **not** be visible to the dropping off or picking up party and they must keep a 1-mile radius from the exchange location. If the returning party is late in returning the child/ren to the set schedule, the Sheriff's department will be contacted as a possible abduction is taking place. Unless, they have notified the Monitor with a valid and substantiated reason for their delay. Abuse of the set times will NOT be tolerated. At NO time are parties allowed to arrive early unless agreed by Monitor.
2. The fee for the Visitation Scheduling begins at: \$50 per hour weekdays with a 5-day advance notice. \$55.00 per hour for weekend rates.
3. The fee for EXCHANGES begin at \$40 per hour. If cases become problematic and parties uncooperative the rates will increase.
4. The Custodial Parent must make the child(ren) available to the Non-custodial for the specified time allotted as ordered by the Judges orders involved in the case. Non-Compliance will result in penalties by the court.
5. CP is not to schedule child(ren) for other activities during NCP's scheduled Visitation time.
6. Custodial Parent must provide the Monitor a set schedule for visitations with a minimum of 48 hours notice. It is the Monitor's responsibility to schedule all visitations and confirm visitations with 48 hours notice from CP, then notify the Non-Custodial Parent 32 hours with a final confirmation to both parties of 24 hours prior to scheduled Visitation.
7. All rules and modifications in general can only be changed if approved by the Court or representing attorneys.
8. If there are to be ANY changes or cancellations made to a specific day due to outing: family or school activity, etc. they must be made through the SVM only.
9. The Supervised Visitation Monitor must be able to commit his/her availabilities to both parties in advance. Therefore, unless the clients involved do not have a set schedule provided by the court, the Monitor must have the parties agree to a set schedule. There will be minimal changes made, if reoccurring situations occur, at that point the parties must return to court for a new court appointed set schedule. Which will be costly to both parties.
10. It is not acceptable for a Custodial or Non-Custodial parent to be represented by third parties: such as, Stepparent. Fiancé or Grandparent. The Visitations, email and text message must be between the Custodial Parent, Non-Custodial Parent and Supervised Visitation Monitor only.
11. The Custodial must make every effort to have the child(ren) ready and available for the visitation. Should the child(ren) decide that he/she does not want to attend the visitation/exchange, SVM will document. The cost for the cancelled visitation must be shared between both parties should this occur.
12. Child/ren must be returned with the clothes that they wore to the exchange or visit, this must be done prior to the scheduled drop-off time. This must NOT cause any delays.

CP - Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

NCP - Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

SVM - Signature: \_\_\_\_\_ Dated: \_\_\_\_\_