



## **S.A.F.E. Services**

**A Shared Parenting Program of St. Vrain Family Center**

**P.O. Box 2174 Longmont, CO 80502**

**PHONE: 303-776-5348, ext 102**

**FAX: 303-485-2055**

*Office hours are by appointment*

**\*\*Applications will only be accepted during the scheduled intake appointment, along with a \$25 non-refundable fee.**

*Our hope is to work together to make positive memories  
for you and your children.*

- SAFE Services provides a neutral setting for supervised visits between children and their parents when ordered by the court system following a divorce, foster care placement or their legal action separating children from their parents. Each family is screened by SAFE Services to determine if their situation is appropriate for the program.
- SAFE Services also assists in facilitating exchanges of children between custodial and non-custodial parents in a non-confrontational setting.

**This packet of information will explain the SAFE Services program, including rules, guidelines, fees and what to expect while working with SAFE Service**

# AGREEMENT REGARDING USE OF SAFE SERVICES FACILITY AND SERVICES

*Please note: Supervised parenting time (visits)/exchanges will be determined by SAFE Services based on the availability of staff and/or volunteer monitors and the time slots available. Court orders will be accommodated as closely as possible. SAFE Services reserves the right to limit the number of visits and set hours of operation for optimal staff and volunteer monitoring based on the safety and wellbeing of all concerned.*

**Your signature on the “Client Application” form (attached) indicates that you have received, reviewed and agree to the following guidelines and rules.**

\*\*The undersigned parent, legal guardian or other party (hereinafter referred to as “Parent”), in consideration of being allowed the privilege of using the SAFE Services Shared Parenting Program, and in further consideration of her/his child(ren) being allowed to use the facility, hereby agrees as follows:

- 1) To abide at all times by the “Client Guidelines for Supervised Parenting Time or Exchanges” and “SAFE Services Program Rules”. Both are included in this document.
- 2) To waive any right of confidentiality she/he and/or her/his child(ren) may otherwise have to the extent necessary to make adequate use of the services provided by SAFE Services. This includes, but is not limited to, a waiver of confidentiality to the extent necessary to permit any representative of St. Vrain Family Center and SAFE Services assigned to the case and/or legal representative of any of the above, to review any files, inner office documented phone or in-person conversations and to discuss the facts of the case with each other and /or with any other professional said person(s) deemed necessary or desirable. It is specifically understood and agreed that copies of documentation that is requested by a legal representative will be provided to all counsel of record, and other identified parties.
- 3) To waive any claim of the Parent and/or her/his child(ren), real or imagined, known or unknown, against SAFE Services and St. Vrain Family Center staff (including their officers, directors, employees and volunteers) for negligence (other than gross negligence or willful misconduct) related to or in any way arising out of the use by Parent and/or her/his child(ren), of the St. Vrain Family Center grounds, facilities and/or services.
- 4) To pay a reasonable fee at the time of the service for use of the facility. To compensate or partially compensate SAFE Services for the expense of providing such facility in an amount to be determined by the administration of SAFE Services. Upon termination of services, fees must be paid in full.
- 5) That the Parent’s use of the SAFE Services facility and services constitutes an agreement on their part that all copies of notes from SAFE Services will become part of the Court record in their case, if requested. SAFE Services staff will provide an additional sworn statement summarizing all activities and records of attendance upon subpoenaed request and with reasonable notice, 48 working hours.
- 6) That if either Parent or Counsel subpoenas a SAFE Service or St. Vrain Family Center staff member as a witness in their case, that Parent will be required to pay a deposit of the first hour of court time required on the date of the subpoena being served. The hourly rate of court appearance service is \$150 per hour, from portal to portal. The additional time will be billed to the Parent and must be paid within two weeks of the court appearance. No staff will appear without a subpoena.
- 7) SAFE Services reserves the right to determine the eligibility of each party who applies to receive services. **If there is a cause for concern regarding the safety of the children, staff, volunteers or other families, SAFE Services will choose not to provide service or suspend service if already started.**

- 8) That this Agreement may be terminated by representatives of SAFE Services with or without cause for any reason and at any time.
- 9) Weapons, including anything that can be used as a weapon, drugs and alcohol are strictly prohibited.
- 10) SAFE Services reserves the right to search person or property at any time for any or no reason. If you choose to decline, you will be asked to leave the property immediately and may have services terminated.

## **CLIENT GUIDELINES FOR SUPERVISED PARENTING TIME AND EXCHANGES**

The following guidelines must be followed during supervised parenting time and exchanges at SAFE Services. Failure to follow these guidelines will result in interruption of your supervised visits or exchanges, and you will be asked to stop the inappropriate behavior. Continued noncompliance may result in termination of privileges at SAFE Services.

- 1) **Parents and their attorneys, caseworkers, therapists, and other parties involved in their case will use our services in “good faith”.** Any manipulation tactics, threats or bullying to align against the other parent or hinder the visit/exchange process will not be permitted and services will be terminated.
- 2) SAFE Services will not act as a mediator or “go between”. All matters other than scheduling services at SAFE Services must be handled by attorneys, therapists, or other parties or parents involved.
- 3) All responsible parties are expected to provide payment for the services received through SAFE Services at the time of the service. **If payment is not received within two (2) services, your services will be suspended until the balance is received.** Time slots will not be reserved during suspension for delinquent accounts.
- 4) The following must be completed prior to supervised parenting time or exchanges being scheduled:
  - a) Client applications and intake appointment with \$25 fee, completed by both parties
  - b) Proof of income which can be 2 months of pay stubs, the most recent tax return or an affidavit proving yearly gross income and dependents claimed. Parents receiving disability or financial aid must provide proof
  - c) Copies of each Parents current drivers license, car registration and car insurance
  - d) Any court orders and restraining orders relating to the case must be provided with the application and a copy will be maintained in the client file
  - e) The agreement of both parties to the available time slot(s)
- 5) There will be no contact between the Parents, while using SAFE Services. The custodial or “drop off” Parent will arrive and sign in with their child(ren). The child(ren) will be left in the supervision of SAFE Services staff during the transition. **The Parent will leave the premises immediately and remain at least 5 blocks away during services.** The visiting or “pick up” Parent will arrive 15 minutes later and sign in. The visit or exchange will be supervised by SAFE Service monitors. At the end of the visit or exchange the Parent will leave the premises immediately and travel at least 5 blocks away. If either Parent is running late, they must call 303-776-5248 to report this so that the other Parent can be reached in order that they don’t arrive at the same time.
- 6) If either Parent is 20 minutes late, regardless of calling, services will be cancelled. This information will be documented in file. **Frequent tardiness will result in suspension of services.**
- 7) SAFE Services is not a child care facility and does not provide child care beyond the 15-min. intervals. A babysitting fee will be assessed to the Parent who arrives early or late. **This fee is \$1 per minute and will be charged whether the Parent is financially responsible for services or not.** This fee is in addition to the actual service fee.
- 8) If either Parent is late, the supervised visit will not be extended and will still end at the regularly scheduled time.

- 9) There is a \$25 fee for any Parent who is a No Call/No Show. If there is a second No Call/No Show, there will be a \$50 fee and services will be suspended. This also applies to scheduled intake appointments. Giving the reason that the other parent was “supposed to call to cancel” is not an acceptable excuse. Each Parent is responsible for communicating cancellations to the SAFE Services Coordinator. This also applies if there has been a new court order or ruling that the Parents no longer need services. SAFE Services must be contacted.
- 10) SAFE Services staff must be contacted at least 24 hours in advance of the supervised parenting time or exchange if cancellation is necessary. If the Parent does not reach the SAFE Services staff, the Parent must leave a message on extension 102 voicemail regarding why the service was cancelled. If the cancellation is less than 24 hours before the scheduled visit time, the Parent cancelling will be charged for the service. Three cancellations in a row or frequent cancellations will result in suspension of services.
- 11) Due to the high need of SAFE Services, make-up services will only be scheduled if deemed possible by the SAFE Services Coordinator. Make-up services must be requested by the Parent within one week of the cancellation. Both Parents must agree to the make-up service.
- 12) **If the child or Parent is ill, there will be no services.** This ensures that other families and staff are not exposed to the illness. A Parent must call to cancel as soon as possible. An effort will be made to inform all parties of the cancellation. No charges will be assessed for illness, however if it becomes habitual SAFE Services will require a doctor’s notice to continue services. If the SAFE Services staff becomes ill and there is no back up staff, the visit may require rescheduling and will be made up as soon as possible.
- 13) SAFE Services cannot guarantee anyone’s physical or psychological safety. If there is concern for the quality of the service or the safety of the child, SAFE Services staff or for any other reason, the services may be stopped at the discretion of the SAFE Services staff. Involved parties will be notified promptly.
- 14) **At no time is it permissible to serve legal papers to parents on St. Vrain Family Center property.** This facility is meant to be a safe, neutral site for children and this will not be tolerated. Services will be terminated immediately and a report will be filed with the Court, as well as all other parties involved.
- 15) Services will be cancelled if SAFE Services staff *suspects* that a Parent is under the influence of drugs and/or alcohol. The Parent will be asked to leave the premises immediately and the other Parent will be notified. The Parent retains the right to obtain a UA or BA at their own cost within 2 hours of the cancellation and bring the results to the SAFE Service Coordinator on the following business day. If the results confirm that the Parent was NOT under the influence, the services will be made up free of charge.
- 16) Services will be scheduled by the SAFE Services Coordinator based on the availability of staff monitors and time slots. Court orders will be accommodated as closely as possible.
- 17) Due to the extremely high volume of phone calls at SAFE Services, Parents who wish to speak with the SAFE Services Coordinator will need to leave a message on extension 102 voicemail. Calls will be returned in the order that they are received. Please Do NOT leave more than one message, as this is not necessary. The SAFE Services Coordinator is a part time position, so your call may not be returned immediately but it will be returned as soon as possible. All phone contacts and voice messages are documented by SAFE Services staff.
- 18) Exchanges may not be conducted on the St. Vrain Family Center outside property, including the parking lot. All services will take place in the visiting room or on the playground. Parents must accompany their child (ren) inside and sign in or out.
- 19) **Scheduling issues must be addressed with the SAFE Services Coordinator** and not the Executive Director or the staff monitors. If you have other concerns, it is advisable to make a conference appointment with the SAFE Services Coordinator. Conference time has a fee of \$10.

- 20) Transportation must be provided by the Parents. Parents may choose an alternate driver but this must be approved by the custodial Parent. If there are concerns about who has been designated to provide transportation, it is your responsibility to take this issue up with your attorney. All Parents and alternate drivers must provide copies of their driver's licenses, car registration and insurance information. This will be kept in the family file. Any changes in insurance or the automobile driven need to be reported to SAFE Services within 3 days or services may be suspended.
  - 21) Parents or alternate drivers will be responsible for meeting the Child Restraint Law as mandated by the State of Colorado, i.e. car seats, booster seats and safety belts. SAFE Services staff are not liable for checking every automobile for these items.
  - 22) Services will be scheduled on a first come/first serve basis. Based on the availability of time slots and staff, regularly scheduled services will be arranged.
  - 23) Additional guidelines may be added if deemed necessary by the Court, caseworker, therapist or other involved parties.
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## **CLIENT FEES FOR USE OF SAFE SERVICES**

### **1. INTAKE FEE**

Each Parent will be charged a \$25, non refundable fee for their intake appointment. This fee is for the initial screening, processing and opening of a file. This will include the processing of paperwork, an initial orientation, phone conversations with the attorneys or other pertinent professionals, a review of the court orders and an assessment of eligibility. If a parent makes the intake appointment and doesn't show up, they will be charged a No Call/No Show fee and this will be documented for the court. Each party is responsible for their own fee, unless it is specified differently in the court order. **SAFE Services staff does not make initial contacts with Parents; it is up to each parent to make the effort to secure services.**

### **2. SUPERVISED PARENTING TIME FEE**

All families will be required to pay a fee for each hour of supervised parenting time (visits). Unless the court order specifies that one party will pay the full fee, the cost will be split between the parties. The fee for supervised parenting is \$50 per hour. You may apply for a sliding scale fee based on your income, but we must have proof of income before services begin. We accept 2 months of pay stubs, the most recent tax return or an affidavit of income from the court. Those who receive disability or financial aid must supply proof as well.

### **3. SUPERVISED EXCHANGE FEE**

All families will be required to pay a fee for each supervised exchange. Each exchange is \$10 and parents will split this fee, unless there is a court order specifying that one parent is responsible for all costs. There are no sliding scale fees associated with exchanges.

### **4. COPY FEES**

A parent's legal representative can request copies of SAFE Services documentation of their services, contacts and phone calls for court purposes. Please request the dates needed and allow at least 3 days to process requests. Any requests for documentation will also ensure that copies are sent to the other party in the case. Copy charges will be billed to the Parent who makes the request and will include the cost of additional copies for the other Parent. Fees are: \$10 for the first 14 pages and 50 cents for each additional page. The minimum charge is \$5.

### **5. COURT FEES**

St. Vrain Family Center and SAFE Services charges \$150 per hour of court testimony. This fee begins upon leaving the agency and ends upon returning to the agency (portal to portal). Additional mileage may be charged if the court is outside Boulder County. Parents are expected to pay a deposit of the first hour when staff receives the subpoena. Additional time will be billed to the parent and must be paid within 2 weeks of the court appearance.

No staff will appear without a subpoena. Subpoenas must be received in person and within 48 business hours of the court case.

6. EARLY OR LATE FEE

Because we operate with the goal of Parents not having contact, we expect each Parent to arrive at their designated time. If a Parent is early or late, there will be a fee of \$1 per minute assessed. Parents may wish to align their watch with the SAFE Services clock, so that they don't risk breaking this rule. Habitual disregard of this rule may result in your services being suspended.

7. NO SHOW/NO CALL FEE

The Parent who doesn't call or attend their scheduled service will be charged a \$25 No Call/No Show fee. If this occurs a second time, they will be charged a \$50 fee and services will be suspended.

8. CONFERENCE FEE

Any time a case has been put on suspension, it is up to the offending Parent to make an appointment for a conference with the SAFE Services Coordinator to discuss a probation plan. Conferences should also be scheduled if a Parent has questions or concerns with services and/or needs that aren't being met by a short conversation on the phone. A fee of \$10 will be charged for a conference.

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## **SAFE SERVICES PROGRAM RULES**

- 1) The visiting Parent should provide healthy food and drink for their child(ren) while they are here. Parents should not rely on sugary, highly processed food as this affects some children greatly and may disrupt the visit. All food and drink brought to services will be listed in the documentation of services. Parents will also need to supply plates, cups, eating utensils and napkins if they are eating a meal. The custodial Parent should provide a diaper bag for infants and/or toddlers, which should supply necessary items such as diapers, food, formula, changing pad, extra clothes. The custodial Parent should dress children appropriately for outside weather if they choose to go out on the playground.
- 2) The custodial or "drop off" Parent must be available by phone for 30 minutes after bringing the child to the facility, in case the other Parent doesn't come. If service is cancelled and the drop off Parent is unreachable, that Parent will be charged a late fee resulting in \$1 per minute until the child is picked up.
- 3) Parent(s) may not undress the child (unless in diapers) or take the child to the restroom unsupervised. If the Parent accompanies a young child to the bathroom, they are to leave the door partially ajar, and the monitor will stand at the door. Older children may go to the restroom by themselves.
- 4) If the Parent needs to use the restroom, they must ask the monitor to watch the child(ren) while they are gone. Under no circumstances is a Parent to have a child with them while they are using the restroom.
- 5) There will be no passing of legal papers, notes, cards, photos, money or other items between Parents. Parents may pass a written note about a child's health or school needs, if there is no protective order in place and no other means of contact. SAFE Services staff will read this note and make a photo copy for the file before passing it. Notes that mention anything other than the subjects listed will not be passed and will be kept in the family file. It is up to each Parent who receives such a note, as to what they do with it.

- 6) SAFE Service staff must be able to hear and see everything during services. No whispering is allowed and parents must not intentionally turn away from staff or position themselves behind furniture or equipment to speak with their child. If staff cannot see or hear the conversation, they will ask Parents to comply and/or move closer to the visit in order to be able to document the visit.
- 7) At no time are secrets allowed. If your child attempts to tell you a secret, inform them that is against the rules and let them know that it is okay to be said aloud.
- 8) There are to be no promises made to your child. This includes, but is not limited to how long you need to be at SAFE Services, when you or the child(ren) will be coming home, where and when you'll go on vacation together, how you will decorate their room at your house, etc... This is unfair to the child and causes them pain when these things don't happen.
- 9) There are to be no discussions about court proceedings, child support and the current situation. No negative comments about other's involved, which includes but is not limited to the other Parent, SAFE Services staff, CFI's and/or Parent Coordinators and the Judge. If a negative conversation occurs, the monitor will tell the Parent to change the subject. If the conversation continues, the service will be stopped and the Parent will be asked to leave early and the custodial Parent will be called to pick up the child.
- 10) The visiting Parent is not to ask the child for the location of their present home, school or foster placement. They may not ask for locations of the children's doctors' offices, school or activities outside of SAFE Services.
- 11) If the visiting Parent has multiple children at the visit, it is that Parent's responsibility to ensure that the children stay together. At no time should the family separate so far that the monitor cannot see and hear all members of the family interacting.
- 12) No foreign language may be spoken unless the monitor is proficient in that language. If English is not a language spoken by the visiting Parent, SAFE Services will make an effort to find a monitor who speaks the foreign language, but this is not guaranteed.
- 13) There will be no hitting, kicking, spitting, spanking, threatening, biting, swearing or breaking of things. Time out, redirection and choices & consequences are accepted forms of discipline at SAFE Services.
- 14) No weapons of any kind are permitted on the SAFE Services premises. This includes but is not limited to the following: knives, firearms, sharp instruments and explosives. SAFE Services will report and support prosecution of any person involved in such activities.
- 15) The noise level must be kept down inside and outside at SAFE Services out of respect for other families also using the facility.
- 16) There is to be NO rough-housing, running or excessive tickling during play.
- 17) SAFE Services offers many toys, puzzles and games for family use. Parents are encouraged to bring a special toy or game that children enjoy, if they wish. Games, movies, toys should be age appropriate and safe for children.
- 18) Children's rights are to be respected. Do not force children to show affection if they choose not to.

- 19) Food and beverage are only allowed in the visiting room and kitchen. Parents may use the stove and microwave on premises. They must bring all cooking and serving utensils if they wish to prepare food. They are responsible for cleaning up after themselves and cannot use any food or supplies in the kitchen for their own use, as these are not SAFE Services property. Parents may also order food to be delivered to SAFE Services but must arrange this with their monitor.
- 20) Each family is responsible for cleaning up their area at the end of visits/exchanges. This includes wiping up spills, throwing away trash, putting toys away and sweeping/mopping the floor if necessary. This should be made into a family activity with the children helping.
- 21) No smoking or chewing tobacco is permitted inside or anywhere on St. Vrain Family Center property. This includes the sidewalk, parking lot and playground.
- 22) The telephone that may be used by SAFE Services visitors is in the entry to the building and may only be used with the permission of the SAFE Services staff.
- 23) Parents and children are prohibited from using cell phones in any way, while they are here for services. Please put your cell phone on vibrate and do not answer it. If you are expecting an emergency phone call, you need to alert your monitor.
- 24) Laptop computers are not allowed during services at SAFE Services
- 25) Cameras and handheld video cameras may be used only for the purpose of recording special moments. Examples: a birthday party, blowing out candles, opening a gift, briefly while playing. You must obtain permission from the monitor before this occurs and this should not be done for more than a few times. There is NO audio tape recording at any time. You may not show your child past photos that are saved on your digital camera. Videos and photos should only be taken of you and/or your family. Do not include staff or other families in the pictures.
- 26) Appropriate gifts are allowed for special occasions, i.e. birthdays, holidays. Please do not make this a habit. SAFE Services are for the interaction of Parent and child and children may begin to focus more on what they are getting, rather than the time spent with their Parent.
- 27) No pets or insects are allowed on the premises.
- 28) Guests may be allowed after the first 4 weeks of services. Parents must pre arrange guests with the SAFE Services Coordinator each time and they must be agreed upon by both parties or a court order. If a guest arrives without prior arrangement, they will be turned away at the door.
- 29) Parents must end the visit at the designated time. The monitor will give families a 10 min warning at the end of the visit to help judge the time left to clean up, pay for services, settle down and say appropriate goodbyes. Ending visits are sometimes difficult for children and they need this transition time. If a Parent continues to stretch out the visit time, fees will be charged and the services may be suspended.

# Application for Services

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

Request for:      Supervised Exchanges \_\_\_\_\_      Supervised Parenting Time \_\_\_\_\_

Have you used our services in the past?      \_\_\_\_yes \_\_\_\_no. If so, when \_\_\_\_\_

Information about you:

|  |                          |                                   |
|--|--------------------------|-----------------------------------|
| Full name:                                     | Address:                 | *County:                          |
| Cell phone:                                    | Home phone:              | Work phone:                       |
| Social Security number:                        | *Date of birth:          | *Gender:                          |
| Email address:                                 | *Ethnicity:              | *Marital status:                  |
| Employer's name & address:                     | *Salary:                 | Household income:                 |
| Vehicle information-make, model, year & color: | Vehicle License plate #: | Driver's license: state & number: |

Information about your court case(s):

|   |                   |                     |
|---|-------------------|---------------------|
| Order number:   | Judge/Magistrate: | *Judicial district: |
| Order number:   | Judge/Magistrate: | *Judicial district  |
| Order number:   | Judge/Magistrate: | *Judicial district  |
| Order number:   | Judge/Magistrate: | *Judicial district  |
| *Primary Reason you are required to use our services: | Attorney or CFI:  | Protective Order #: |

Please add any concerns or other problems that are related to your case:

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\*Have you or your child been a victim of an incident of domestic violence or child abuse that has resulted in notice to police or an arrest? \_\_\_\_\_ yes \_\_\_\_\_ no

Have you ever been convicted of a crime involving children? \_\_\_\_\_ yes \_\_\_\_\_no

Have you ever been convicted of, or are you currently under investigation for a sexual offense?  
\_\_\_\_\_yes \_\_\_\_\_no

Please explain your answers to the above questions, if you answered yes to any:

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- We must have a copy of any relevant court orders before we can schedule services.

Information about the opposing party on your court order:

|             |                  |             |
|-------------|------------------|-------------|
| Name:       | Address:         | *Age:       |
| Home Phone: | Email:           | *Gender:    |
| Cell phone: | Attorney or CFI: | Work phone: |

**We do not contact the other party to establish services, they must contact us.**

Are you allowed to have contact with the other party? \_\_\_\_\_yes \_\_\_\_\_no

please explain by what means (phone, email, in person) \_\_\_\_\_

Information about the child(ren) who will be using our services:

|               |      |       |          |             |
|---------------|------|-------|----------|-------------|
| 1. Full Name: | DOB: | *Age: | *Gender: | *Ethnicity: |
| 2. Full Name: | DOB: | *Age: | *Gender: | *Ethnicity: |
| 3. Full Name: | DOB: | *Age: | *Gender: | *Ethnicity: |
| 4. Full Name: | DOB: | *Age: | *Gender: | *Ethnicity: |

|               |      |       |          |             |
|---------------|------|-------|----------|-------------|
| 5. Full Name: | DOB: | *Age: | *Gender: | *Ethnicity: |
| 6. Full Name: | DOB: | *Age: | *Gender: | *Ethnicity: |

Please list any allergies or disabilities that we should be aware of with your child(ren):

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Emergency contacts:

|                 |                |               |
|-----------------|----------------|---------------|
| Name & address: | Phone numbers: | Relationship: |
| Name & address: | Phone numbers: | Relationship: |

Alternate Drivers, in case you are unable to pick up or drop off your child(ren)

|                 |                |               |
|-----------------|----------------|---------------|
| Name & address: | Phone numbers: | Relationship: |
| Name & address: | Phone numbers: | Relationship: |

- Alternate Drivers must be approved by the custodial parent and are subject to the same requirements as the parent. We must have copies of license, registration and auto insurance.

Please provide any additional information that you think is important about your situation:

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All information contained in this application will remain confidential.

\*Requests are for grant reporting only

**Other parties involved in case**

|  |               |
|--|---------------|
| <b><u>ATTORNEY:</u></b>                            |               |
| Name: _____  | Phone # _____ |
| Address: _____                                     | Fax # _____   |
| <b><u>THERAPIST/COUNSELOR:</u></b>                 |               |
| Name: _____  | Phone # _____ |
| Address: _____                                     | Fax # _____   |
| <b><u>CFI (CERTIFIED FAMILY INVESTIGATOR):</u></b> |               |
| Name: _____  | Phone # _____ |
| Address: _____                                     | Fax # _____   |
| <b><u>PARENT COORDINATOR:</u></b>                  |               |
| Name: _____  | Phone # _____ |
| Address: _____                                     | Fax # _____   |
| <b><u>GAL (GUARDIAN AD LITEM):</u></b>             |               |
| Name: _____  | Phone # _____ |
| Address: _____                                     | Fax # _____   |
| <b><u>ARBITRATOR/DECISION MAKER:</u></b>           |               |
| Name: _____  | Phone # _____ |
| Address: _____                                     | Fax # _____   |
| <b><u>OTHER (PLEASE SPECIFY):</u></b>              |               |
| Name: _____  | Phone # _____ |
| Address: _____                                     | Fax # _____   |

Once you've completed this application, please call to make an appointment for an Intake. The intake appointment with our SAFE Service Coordinator will take approximately 45 min to 1 hour and should only be attended by the parents. If you have a child, please check to see if we can accommodate him/her in the other room. There may be topics that need to be discussed and are inappropriate for your child(ren) to hear. We do encourage you to bring your child(ren) to see the visiting room before the services start but you will need to arrange this with staff.

Please bring this application with any court orders, protective orders, driver's license, car registration and insurance. There is a non refundable charge of \$25 for an intake. The intake is valid for 6 months. If you do not start services for 6 months or more, you will be required to complete a new intake.

**CLIENT CONTRACT**

This AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_ hereinafter called "Parent" and the SAFE Services hereinafter called "SS", hereinafter referred to collectively as "Parties" or individually as "Party".

The undersigned caretaker or legal guardian (hereinafter "Parent"), in exchange for the p[rivilege of using the SAFE Services ("SS"), with her/his child(ren) and other good and valuable consideration, does hereby agree and covenant with SS as follows:

Parent shall carefully read the SAFE Services rules and guidelines to understand SS rule and the financial agreement to understand their responsibilities.

Parent shall abide by the rules and guidelines at all times. Parent expressly acknowledges that she/he understands that a breach of any of the rules and guidelines by Parent or child(ren) of Parent, as determined by the SS Coordinator, is reason for that Parent's immediate and automatic termination from participation in SS. Parent understands that her/his participation in SS is at the will of SS and may be terminated at any time.

Parent waives the right of confidentiality she/he and/or her/his child(ren) may otherwise have to the extent necessary to successfully participate in SS. This includes but is not limited to, allowing any representative of SS to discuss the facts concerning any child involved with SS with Parent's legal counsel or other professionals involved in the case.

The Parent acknowledges and agrees that SS may, in its sole discretion, report any suspected or confirmed child abuse or neglect to the Department of Social Services. The Parent waives any claims against SS that she/he may have pursuant to such report being made by SS.

Parent waives any claim of Parent and/or of his/her child(ren), real or imagined, known or unknown, against SS, its staff (including its officers, directors, employees and volunteers) for negligence (other than gross negligence or willful conduct) related to or in any way arising out of the use by Parent and/or her/his child(ren), of SS grounds, facilities and/or services.

Parent shall be liable for payment of services as described more completely in the financial agreement attached hereto. Parent agrees to be responsible for any costs for collections should SS be forced to pursue collection activities to receive payments for services including but not limited to legal fees, costs and any costs charged by a collection agency.

A copy of this Client Contract or my signature thereon may be used with the same effectiveness as an original.

I, \_\_\_\_\_ (print name), have read all pages of SAFE Services Client Application packet and agree to the conditions contained therein.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Failure to provide ACCURATE and COMPLETE information could result in denial or termination of services.**