



# FAMILY FOCUS INSTITUTE, LLC

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## Additional Visitation Guidelines

By: \_\_\_\_\_, the (PLEASE INITIAL BY APPROPRIATE DESIGNATION):  
*Parent Name*

\_\_\_\_\_  
Initials CUSTODIAL PARENT (or Guardian).

\_\_\_\_\_  
Initials VISITING/NON-CUSTODIAL PARENT

The welfare of the child(ren), which is of paramount importance, shall be carefully monitored throughout the visit. Any blatant or perceived violation of the following Guidelines may result in termination of a visit, without fee refund. This Additional Visitation Guideline agreement provides additional terms to the Family Focus Institute, LLC Service/Fee Agreement. By signing/initialing, you agree to the following (please initial each section, below):

\_\_\_\_ 1. Exchanges will take place separately whenever possible. The visiting/non-custodial parent shall arrive first and, after making contact with the Visitation Supervisor, shall be directed to the appropriate waiting area within visitation venue (and away from the exchange location) to await the child(ren)'s arrival. The custodial parent will drop the child(ren) off with the Visitation Supervisor at the agreed upon location at the visit start-time. The Supervisor strives to avoid tense/hostile situations/interactions in front of the child(ren); thus, the parties are discouraged from bringing anyone to exchanges who could cause any discomfort, or whose presence may prolong the exchange. **Each parent is responsible for the conduct of any other person they bring to the exchange/visit.** All persons present at exchanges must cooperate fully and follow all Visitation Supervisor directions to minimize the possibility of negative experiences for the child(ren). All persons present shall make no negative remarks to or about any other party present. Prohibited remarks include, but are not limited to: derogatory comments, threats, and/or statements that may give rise to fear, distrust anger, or suspicion in the child(ren).

\_\_\_\_ 2. All specific details and plans concerning the visit will be confirmed by the supervisor and shared with both parties. Additional individuals are not allowed to participate in a visit unless preauthorized by Family Focus Institute; requests for additional attendees must be made 7 days in advance of the visit, and authorizations are only applicable to that visit (even if the same individual has been authorized before). All aspects of the visit are subject to Supervisor approval.

\_\_\_\_ 3. The visiting/non-custodial parent is not permitted to take video or audio recordings of the child(ren) during visits. Taking pictures of the child(ren) is not permitted at any time **if there is a Restraining or No-Contact Order in place.** Taking pictures of the child(ren) shall only occur with Visitation Supervisor's permission and shall be kept to a minimum. Taking pictures, videos or audio recordings of the Visitation Supervisor is not permitted at any time or for any reason.

\_\_\_\_ 4. Neither the visiting/non-custodial parent, nor the child(ren), will make or receive phone calls during the visit. Use of devices (smart phones, gaming devices, headsets, etc.) is discouraged during visitation. It is highly recommended that custodial parents have the child(ren) leave their devices at home (especially children under age 12), so that they are able to focus on the visit.

\_\_\_\_ 5. All parents are prohibited from sending or attaching any GPS tracker, GPS monitor or audio recording devices with the child(ren) during visitation time with the other parent, except as required by Court Order.

\_\_\_\_ 6. If the visiting/non-custodial parent is planning on bringing gifts for the child(ren), the Visitation Supervisor must be alerted of this in advance via email. Money, checks or funds of any type identified as 'Child Support' shall

not be given to the child(ren) during visits, nor shall these be contained in any item/gift given to the child. Animals are not permitted to be given as gifts during visitation.

\_\_\_\_ 7. Neither parent will question their child(ren) to obtain information about the other parent. Visiting/ non-custodial parents will avoid making demands for physical contact from the child(ren), and will not pressure or bribe the child(ren) for hugs (or for compliance of any kind). Inappropriate touching, whispering, or speaking so softly that the conversation cannot be overheard by the Visitation Supervisor is not permitted during visits.

\_\_\_\_ 8. Once a Visitation Supervisor has been assigned to you and your child(ren), an email of introduction will be sent separately to both the custodial and visiting/non-custodial parent, and the Visitation Supervisor will contact each shortly thereafter to introduce themselves and to coordinate/clarify visit details.

\_\_\_\_ 9. A "Supervised Visit Contact Sheet" report will be completed by the Visitation Supervisor during each visit, and an identical copy provided to the custodial and visiting/non-custodial parent at the end of each visit; a third copy will be kept in Family Focus's files. Additional copies of any/all visitation documentation can be provided to either parent, upon email request, for an additional pre-paid fee of \$5.00 per page.

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I have read and agree to cooperate with the Additional Visitation Guidelines as outlined herein. I understand that this is not an exhaustive list of conditions, and that, if the Visitation Supervisor determines, in their sole judgment, that additional conditions must be met for the safety and welfare of all involved during the course of any particular visit, compliance with any instruction of the Visitation Supervisor is mandatory. The Visitation Supervisor may also choose to terminate a visit at any time if, in the Visitation Supervisor's sole judgment, the well-being of the child(ren) may be at risk.

Further, I understand that the Visitation Supervisor may offer feedback to either parent following a visit to improve the quality of the next visit for the child(ren). I agree that any concerns about and instruction or feedback given by the Visitation Supervisor must be raised by email with Family Focus only after the visit has ended, and the child(ren) have left the visitation venue with the custodial parent; under no circumstances will I challenge the authority of the Visitation Supervisor directly, either before or after a visit.

Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
Day Month Year

By (*INITIAL BY APPROPRIATE DESIGNATION*):

\_\_\_\_ CUSTODIAL PARENT (or Guardian).  
Initials

\_\_\_\_ VISITING/NON-CUSTODIAL PARENT  
Initials

\_\_\_\_\_  
*Parent's Printed Name*

\_\_\_\_\_  
*Parent's Signature*

Submit form by clicking this button when form is complete: