

HARMONY HOUSE PROGRAM

1005 Michigan Avenue, LaPorte, Indiana 46350

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AGREEMENT FOR SERVICE - VISITING PARENT PARTICIPANTS AGREE TO THE FOLLOWING TERMS AND CONDITIONS

IT IS AGREED THAT ALL PARENTS/RELATIVES AND STAFF WILL MAKE EVERY EFFORT TO ENSURE CHILDREN HAVE AN ENJOYABLE VISIT WITH FAMILY MEMBERS

The undersigned parent or legal guardian (hereinafter "Parent"), in consideration of being allowed the privilege of using the Harmony House facility, for himself/herself, his/her children, hereby agrees as follows:

To abide at all times by the Client Guidelines and Visitation Policies of Harmony House (a copy of which Guidelines and Policies having been received and reviewed by parent);

To waive any claim of parent and/or of his/her child(ren), real or imagined, known or unknown, against Harmony House and its staff (including its officers, directors, and employees) for negligence (other than gross negligence or willful misconduct] related to or in any way arising out of the use by parent and/or his/her child(ren), of the Harmony House grounds, facilities and/or services.

To pay a reasonable fee for use of the facility per visit(s) to compensate, or partially compensate, Harmony House for the expense of providing such facility in an amount to be determined by representatives of Harmony House. Unless otherwise agreed in advance, this fee shall be collected at the time of visitation(s).

That your use of the Harmony House facility and services constitutes an agreement on your part that all reports prepared by Harmony House may become part of the court records in your case. The Director of Harmony House will provide an additional sworn statement summarizing visits and records of attendance upon written request with reasonable notice, which statement will also become part of the court records.

That if either parent calls the Director or other Harmony House Staff as a witness in a

hearing in your case, that parent will be required to pay Harmony House a witness fee of Seventy-five (\$75.00) dollars per hour. A minimum fee of one (1) hour will be charged for each appearance.

That this Agreement may be terminated by written agreement between the parties only, and such termination shall only be effective prospectively and only upon actual delivery of such termination to an officer or employee of Harmony House.

CLIENT GUIDELINES FOR VISITS:

Representatives of Harmony House may terminate this Agreement, with or without cause, for any reason.

1. SAFETY

- a) The Harmony House staff request that only one person enter the building to drop-off/pick-up the child (ren).
- b) Visiting parents/relatives will not have consumed either illicit drugs or alcohol prior to the visit.
- c) Staff reserves the right to check all parcels and baggage. Harmony House prohibits the use of verbal aggression (e.g. Profanity, abusive language, etc.), physical aggression, or acts of intimidation. Weapons are not permitted.
- d) If weapons or illegal drugs are found, law enforcement will be called immediately.
- e) Participants are required to visit or wait in assigned area and they must remain in this area until notified by staff.
- f) Each participant is to arrive and depart at the specified times. Visiting parents/relatives are expected to arrive prepared for the visit and not to leave Harmony House during the visit. The arrival and departure times of the participants will be staggered by at least fifteen (15) minutes.
- g) It is the expectation of the Harmony House staff that proper child restraint devices (car seats, seat belts) will be used by all parents when transporting children.
- h) Children are not to be removed from Harmony House except as previously agreed to for an exchange.

In the event of a medical emergency a child may be removed only when accompanied by the Coordinator or designated staff person.

2. MEDICATION

If medication is needed during visits, written consent from the custodial parent is required, giving permission to the visiting parent/relative to administer the medication. Arrangements are to be made with the Coordinator or designate prior to the visit otherwise the custodial parent is to remain on site (in a separate area) and be available to administer the medication. Harmony House staff will not be responsible for the supervision/administration of any medication.

3. SCHEDULING

- a) The frequency and duration of visits will be subject to the availability of Harmony House.
- b) All visits must be approved and scheduled by the Coordinator.
- c) Parents/authorized visitors are to arrive at and depart from Harmony House precisely at the prearranged times. Repeated lateness could result in extended arrival times or services being discontinued.

4. CANCELLATIONS

- a) If a cancellation of a visit/exchange is necessary, the participant must notify the Coordinator or designate as soon as possible. Failure to do so may result in a cancellation fee; which is equal to the hourly rate.
- b) When it is necessary for a visit to be cancelled, the canceling parent shall make arrangements for a make-up visit by calling the Coordinator or designate on the next business day. Consensus among all parents will be required prior to scheduling.

5. PICK-UP AND DROP-OFF OF CHILDREN BY CUSTODIAL PARENT

- a) The custodial parent will be responsible for the drop-off/pick-up of the child(ren), unless otherwise specified by the court order. At the time of intake the custodial parent provided the names of two emergency contact people who may be designated to provide transportation, if necessary. These individuals will be required to show photo identification.
- b) Should the custodial parent fail to pick up the child (ren) at the scheduled time, the emergency contact person will be notified. If Harmony House staff is unable to reach the designated persons, CPS will be contacted.

6. CUSTODIAL WHEREABOUTS DURING VISIT

The custodial parent is responsible to inform the Harmony House staff of his/her whereabouts during the visit. The custodial parent may provide a phone number where he/she can be reached.

7. VISITORS

Visitors will not be permitted to attend. Unless visitors are court ordered, both parents must agree to the attendance. Attendance at visits are subject to space availability, therefore the visiting parent must contact the Harmony House staff in advance.

8. VISITING PARENT/RELATIVE VISITATION GUIDELINES

Visiting parent/relative and guest agree to the following:

- a) The visit should focus on the present so that the child experiences a calm and pleasurable visit. References to past events and future plans should be avoided in discussions with the child. (Past events may have caused stress/trauma and the child is uncertain about the future.)
- b) Visitors can invite, but not demand or coerce, physical contact with the child.
- c) Visitors are not to be alone with the child or engage in whispered conversations.
- d) Visitors are not to speak ill of the other parent - or his/her relatives, friends or loved ones.
- e) Visitors are not to ask children for information about the other parent's household, friends, income or activities.
- f) Visitors are not to ask the children for information about where they go to school, where they live or any other identifying information.
- g) Visitors shall be responsible for the clean up of toys, food and beverages at the end of the visit.
- h) From time to time individuals other than Harmony House staff may be in site.
Example: students and assessors.
- i) Smoking is not permitted on Harmony House property.
- j) The custodial parent is requested to supply clothing, bottles, formula or whatever else is needed for good care of the child(ren) during the visit. A Well loved stuffed toy; blanket or game can be sent with the child(ren) to Facilitate his/her emotional comfort while at Harmony House.
- k) Cameras for still photography are permissible unless the court order states otherwise. The camera is to be used according to Harmony House rules. The use of cell phones, or any other recording devices are not permitted during visits. Our responsibility is to ensure a safe visit to all participants. We

strive to provide services in a sensitive and thoughtful manner reflective of our concern for the well being of children and families. At any time should you have any questions or concerns regarding the service you receive, we would appreciate hearing about these. We encourage you to contact the Harmony House Staff .

9. RELAY OF INFORMATION BETWEEN CUSTODIAL AND NON-CUSTODIAL PARENTS

- a) We encourage the use of communication between parents for information exchange regarding the children for visits outside Harmony House.
- b) During on site visits the staff will only pass written information from one parent to the other concerning the immediate care of the child (ren). Staff will read all correspondence and communication. Staff reserves the right to photocopy all correspondence.

10. FEES FOR SERVICE

a)Visiting

- b) Fees will be assessed to each parent during intake procedures.
- c) The fee for service is payable at the beginning of each visit and a receipt will be issued. Parents are asked to bring the exact amount, as making change is not always possible. They are expected to adhere to the agreed upon fee unless otherwise discussed with Harmony House Staff. If 2 visits occur without payment your visits will be suspended until your payment is made in full.
- d)If requested in writing, we will provide a summary report/copies of the observation notes to the parent and/or their lawyers regarding factual observations of the visits/exchanges. A fee of 1.00 per page is required upon request and all outstanding fees must be paid in full prior to the request of observation notes.

11. WITHDRAWING SERVICE

Harmony House reserves the right to refuse access, cancel or terminate a visit when there exists a violation of the Agreement for Service or when the Harmony House staff feels it is not in the best interest of the children and/or others involved with the Harmony House Program

I have read the **Agreement For Service** and I agree to comply with these policies. I understand that failure to comply may result in immediate withdrawal of the service being offered.

Parent's Signature

Date

Staff Signature

Date

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