

PARENTS: PLEASE KEEP THIS PAGE FOR FUTURE REFERENCE

Welcome to the Kids First program. Please complete this packet to the best of your ability and review and initial the policies and procedures before you return it to the proper office by mail, fax or in person. Once the completed packet is received a member from the Kids First staff will contact you to set up an intake interview to review the information, court order, etc.

Complete: Fill in all areas of information to the best of your ability.
Review: Read and initial each item to indicate you have read and understand each policy and procedure.

Return the completed paperwork to the proper office by fax, mail or in person:

1. Copy of most recent court papers relating to Kids First visitation or exchange
2. Proof of household income. (2 most recent pay stubs or last year's tax return)
3. A picture of your child(ren) to be put in the Kids First File.
4. Copy of picture ID.
5. \$75 intake fee. Payable to Centers for Children and Families. We accept cash, check, money order, debit or credit card payment. (If you are solely responsible for Kids First fees, you will be required to pay both yours and the other individual's intake fee.)
6. Certified copy of protective order (if such is in effect)
7. **Court documents signed by the judge.**

If you do not have access to a copy machine, we will make copies of the items listed when you come for your intake interview.

The fee structure has been included for your review and will be determined during your intake interview.

Services will be scheduled after both parties have completed the intake interviews and as space is available.

We do realize this is a difficult time for you. Kids First encourages you to make the most of this difficult situation and try to set aside your painful emotions during your visits. Remember that play is the natural form of communication for children; follow your child's lead for a child centered visit.

Midland Clients:

Return packet and court documents to:
Kids First
3701 Andrews Highway
Midland, TX 79703
Office: 432-570-1084, Ext 17
FAX: 432-570-4069
Contact: Becca Arons
Midland Kids First Coordinator

M-Th 8 am to 12 pm, 1 pm to 6 pm & Fri Call for hours

Odessa Clients:

Return packet and court documents to:
Kids First
835 Tower Drive, Suite 1
Odessa, TX 79761
Office: 432-580-7006, Ext 16
Fax: 432-332-4745
Contact: Rachel Dobbs
Odessa Kids First Coordinator

Kids First Intake Packet

Date of Interview: _____

Staff: _____

Parent Information

PLEASE PRINT CLEARLY

Name: _____ Date form completed: ____/____/____

Address: _____ Apt: _____ City/Zip: _____

Email address _____ Date of Birth: ____/____/____

Place of Employment: _____

Your Contact Information:

Phone: Home : (____) _____ Work: (____) _____ Cell: (____) _____

Emergency Contact Name: _____

Relationship: _____ Phone : (____) _____

Attorney Information

Name: _____ Phone: (____) _____

If the children have been appointed an 'Ad Litem' attorney, please complete:

Name: _____ Phone: (____) _____

Child/Children

Name: _____ M / F DOB: ____/____/____

Name: _____ M / F DOB: ____/____/____

Name: _____ M / F DOB: ____/____/____

Please list any allergies (food, drugs) and medical conditions that the child(ren) may have.

Do the children live with you? _____ Co-Parent Name: _____

Court Documentation

Is there a protective order in place? No Yes (Please provide a copy.)

Who referred you to the Kids First program? (Check one)

Court Child Protective Services Attorney Voluntary Other

Type of Court Orders: (check one)

custody divorce temporary modification protective

Is there a history of: (check all that apply to **YOU**)

family violence sexual abuse mental illness criminal history

substance abuse child abuse flight/abduction emotional abuse

Explain in detail _____

Have you ever been investigated for child abuse? yes no

Is there an open CPS case currently? yes no

Case worker's name: _____ Work: (____) _____ Cell: (____) _____

Would you be interested in participating in a parenting class? yes no

Would you be interested in participating in counseling? yes no

If you or your children are receiving counseling, please complete:

Counselor's name: _____ Phone: _____

Marital Status

If currently married, provide spouse's name: _____

Co-Parent Relationship

Describe your relationship and contact to your co-parent:

How would you rate the present relationship between yourself and your co-parent?

excellent good fair poor non-existent

Please explain what the child(ren)'s contact with the other parent/party has been like:

What have the children been told about the Kids First Program?

List any concerns you may have about the co-parent:

Have the children been separated from either parent for a prolonged period of time?

Kids First Fee Structure as of March 2016

Unless otherwise specified in the Court order, custodial and non-custodial parties are equally responsible for Kids First monthly fees. All clients are responsible for their own additional fees and fines. All client fines and fees are non-refundable.

Unless otherwise specified in the Court order, each client is responsible for the following costs before a supervised visitation/exchange service will be scheduled:

INTAKE FEE \$75.00 NONREFUNDABLE DUE AT INTAKE APPOINTMENT

Gross Monthly Income Range	1-2 Children	3-4 Children	5+ Children
\$0 – \$1,700	\$75.00	\$80.00	\$85.00
\$1,701 – \$2,400	\$100.00	\$105.00	\$110.00
\$2,401 – \$4,000	\$125.00	\$130.00	\$135.00
\$4,001 +	\$150.00	\$155.00	\$160.00

Supervised Visitation/Exchange fees are due by the first Tuesday of each month. The responsible party must call, mail, or come to the office to make payment. Midland Clients pay at Midland office; Odessa Clients pay at Odessa office.

Additional Fines and Fees:

- \$100.00 Court Subpoena (covers first hour per staff member subpoena)
- \$100.00 Hourly rate thereafter per staff member
- \$20.00 Copy of video tape (per disc)
- \$25.00 Copy of documentation per 100 sheets
- \$10.00 Visitor Fee (per person)
- \$25.00 Return check fee (per check)
- \$50.00 No-Show (per violation)
- \$10.00 Late payment Fine

Please Note: Failure to show for scheduled Supervised Visitation is considered a violation of your court order. The Kids First program will document attendance, payment of dues and fines and overall compliance with the program policies. This information is available by subpoena to the courts.

Both Custodial and Non-custodial must initial and sign below:

_____ I agree to these payments, fees, and/or fines. I understand that if I do not pay my fees by the first Tuesday of the month, Kids First services can be suspended and/or terminated.

_____ I understand that both custodial and non-custodial parents are responsible for no-show fees regardless of who is ordered to pay for Kids First supervised visitation/exchange services.

Parent/Guardian Signature

Date

KIDS FIRST POLICIES & PROCEDURES

Please read and initial each item to indicate you have read and understood each policy. These Policies and Procedures are subject to change.

The Kids First Program Goal:

The Kids First program aims to shield children from unnecessary risk and stress while preserving the bond with the non-custodial parent through play in a neutral and child appropriate environment.

Hours of Operation and Kids First staff

_____ The Kids First program administrative business hours are Monday- Thursday 8:00am-6:00pm and Friday 8:00am-12:00pm, by appointment only. All other hours are dedicated to providing supervised visitation and supervised exchanges to families, by appointment only.

_____ The Midland Kids First program office is located at 3701 Andrews Highway, Midland, TX 79703. The Odessa Kids First program office is located at 835 Tower Dr., Suite 1, Odessa, TX 79761.

_____ Supervised visitation location and times:

- Midland's supervised visitations take place at the Center Midland office at 3701 Andrews Highway, Midland, TX 79703. Midland visits occur on Thursday evenings from 6:00 p.m. to 8:00 p.m. and on two Saturdays a month from 10:30 a.m. to 12:30 p.m.
- Odessa's supervised visitation take place at First United Methodist Church located at 415 Lee St. Odessa, TX 79761. Odessa visits occur on Thursday evenings from 6:00 p.m. to 8:00 p.m. and on two Saturdays a month from 2:30 p.m. to 4:30 p.m.

_____ Supervised exchange location and times:

- Friday and Sunday at 6 pm twice a month. Thursdays or Saturdays at regularly scheduled supervised visitation times and locations.
- Supervised exchanges that occur on a Friday and Sunday will take place at the Kids First office located in Midland or Odessa. Supervised exchanges that occur on a Thursday or Saturday will take place at the supervised visitation location.
- Supervised exchanges will follow the same schedule as supervised visitation and weekends may differ according to holidays. Accommodations may be made for exchanges that occur during summer and Spring Breaks and Thanksgiving and Christmas Breaks with a 30 day notice provided to Kids First.

_____ These are the only times that Kids First provides visitations/exchanges. A calendar is issued to parents and should be referred to at all times. Supervised visitations/exchanges may change according to holidays. Always refer to the calendar for visitation/exchange dates unless instructed otherwise.

_____ In the event of inclement weather, The Kids First program follows the closures of MISD and ECISD school districts, accordingly.

_____ The Kids First program receives a high number of phone calls daily. Clients are advised to

contact the program during business hours at: Midland- 432-570-1084, Odessa- 432-580-7006, Ext. 16 and leave a voice message. Messages will be returned within 72 business hours.

_____ Kids First staff may be reached at visitation and exchange times at 432-638-9655. Use this phone for contacting a Kids First staff person if it affects the supervised visitation/exchange on the day of the scheduled visitation/exchange.

_____ I agree to treat the Kids First staff and volunteers with respect. I will not use inappropriate language or gestures at any time toward Kids First staff or volunteers. I will not physically or verbally attack Kids First staff and volunteers. I agree to be respectful of the Kids First program and every person associated with the program. I understand that offenders may be asked to leave the Kids First program or denied access and the case referred back to the court.

Scheduling

_____ All parties must complete the intake process before visitations or exchanges begin. After completing the attached packet, return it to the office by fax (Midland- 432-570-4069, Odessa- 432-332-4745), mail, or drop off at front desk. Signed court documents must be completed before an intake interview can be scheduled. An intake appointment will be made for each parent separately and must be attended before visits begin. Phone intakes are provided for individuals living outside the immediate area.

_____ Children may not be present during the intake. This appointment covers adult information and provides opportunity for the client to ask questions as well as review program policy and procedures.

_____ If a party is more than 20 minutes late for an intake appointment, that appointment will be cancelled. It will be up to the client to call and reschedule the missed intake appointment. If a party misses three intake interviews, they will be denied access to the Kids First program, and the case will be referred back to the court.

Cancellations and Missed Visits or Exchanges

_____ The canceling party will be charged the full fee of the visit/exchange if they fail to arrive for the scheduled supervised visit/exchange. A fine of \$50.00 will be assessed to the cancelling party if parties fail to notify the Kids First program of cancellation 24 hours prior to the scheduled visit/exchange. This balance will be due within three business days or services could be suspended.

_____ In order to cancel a visit/exchange due to illness, the Kids First program must be provided with written instructions signed by a physician that specify that the visit/exchange with the other party should not occur and/or will be left up to Kids First discretion. A letter from the physician must be provided to the program in a timely manner.

_____ Cancellations and no shows are documented. If three scheduled visits/exchanges have been missed or otherwise do not occur, the Courts will be alerted, and the case may be removed from the schedule.

_____ A supervised visit/exchange will be cancelled in the event that either party is more than 5 minutes late. The Kids First's clock (Cell phone time) determines the correct time concerning appointments, services, lateness, or cancellations.

_____ If it is decided that the parties will not be using the Kids First services any longer, the parties must notify the Kids First program. Failure to notify the Kids First program 48 hours in advance of a scheduled visit/exchange will cause each party to be responsible for an equal portion of the full amount of the visit/exchange.

How Supervised Visits Occur:

Visiting Parent arrives 30 minutes prior to visit.
Custodial Parent drops off child(ren) 15 minutes before visit.
Visit lasts two hours
Visiting Parent departs promptly at the end of the visit.
Custodial Parent arrives 15 minutes after visit.

How Supervised Exchanges Occur

1st Exchange: Custodial Parent drops off child 15 minutes before exchange and promptly departs.
Visiting Parent arrives at time of the exchange and departs with child.
2nd Exchange: Visiting Parent drops off child 15 minutes before exchange and promptly departs.
Custodial Parent arrives at time of the exchange and departs with child.

_____ The premises of the Kids First program include the parking lot of the building in which supervised visitation and/or exchanges take place. Before and after arrival and departure, parties must leave the premises immediately and be out of sight of the Kids First program building entrance. This applies to all visitors. It will be the client's responsibility to make sure their visitors understand this policy.

_____ Parties are to arrive at the scheduled time, no earlier than 5 minutes prior to and no later than 5 minutes after the scheduled time. This is strictly enforced to prevent undue stress on the children.

_____ Custodial Parent is to sign the child(ren) in upon arrival and sign out upon pick up.

_____ Visiting parent/party/guests must sign in upon arrival and sign out when leaving.

_____ During Supervised Visitation, a 10 minute notice will be given to the visiting parent and child(ren) before the visit is scheduled to end. The visiting parent and children will be expected to clean the area and prepare to say good-bye.

_____ Guests are allowed only with consent of the custodial parent and approval of Kids First staff and in accordance with the Court order. A fee of \$10.00 per visit applies to each guest and is payable by the visiting parent regardless of whom is ordered to pay for Kids First services. A request for a guest(s) must be presented to a Kids First staff member at least 48 hours in advance to the scheduled visitation. It is the responsibility of the parent to inform the guest(s) of Kids First policies and procedures.

Parent consent

_____ I understand that Kids First is not a legal advisor nor are they able to enforce the terms of my Court order if the other party is not cooperative. Such situations will be recorded, and I may seek to discuss my concerns with my attorney.

_____ I am aware that the Kids First program has made every effort to select and screen the volunteers that monitor the visit. I understand they have passed a background check and have been properly trained as monitors for observation.

_____ I understand that the Kids First program and volunteers are here to provide safe, positive visits/exchanges for my child(ren). They are here to strive for excellence in all aspects of the service. If I am dissatisfied with the services I am receiving, I am welcome to voice those concerns to my case manager or the Director of Kids First. If my concerns are not adequately addressed, they will provide me with a complaint or grievance form.

_____ I understand I have the option to use the Co-Parent communication form. With this form, parents may communicate questions or concerns regarding the child ONLY. Utilizing this form MUST BE DONE WITH RESPECT.

_____ I understand that Kids First will provide supervised visitation/exchange services for my family and me. I also understand that The Kids First program has the right to modify, suspend, or terminate any visits or services if I fail to adhere to the Kids First policy and procedures.

Interaction during Visits

_____ Visiting Parent is responsible for supervising the children's behavior during a visit/exchange.

_____ Visiting Parent is responsible for the essential needs of the children during a visit or exchange. The Kids First staff does not change diapers, administer medication, or feed the children. The Custodial Parent will provide diaper bag and appropriate snacks for children who are not toilet trained.

_____ Visiting Parent is expected to set limits and discipline appropriately when needed. However, physical discipline of any type (spanking, swatting, pinching or any other type of corporal punishment) is not allowed.

_____ Children should not be allowed to interfere with other visits, harm other people or property or engage in other inappropriate behaviors. The Visiting parent will be responsible for property damage that occurs during the visit.

_____ Excessive tickling, touching, rough housing, running and screaming is not allowed.

_____ Children who are toilet trained will use the restroom privately without the Visiting Parent present and will be escorted by staff.

_____ During supervised visits, the visiting parent is expected to interact with the child(ren) in a positive and supportive manner. Visiting parents are expected to cue appropriately with their child(ren), maintain appropriate physical boundaries and participate in child directed play.

_____ Any communication or behavior that is emotionally or physically threatening to the child will not be allowed. Profanity will not be allowed. Derogatory comments or remarks to portray the other parent or Kids' First staff in a negative fashion will not be tolerated. Parents are not to engage in conversation involving the child's relationship to the other parent or extended family.

_____ Discussion of litigation, the current legal situation, or issues involving the Court with the child or other adults during visits/exchanges will not be allowed.

_____ Discussion about emotionally harmful future or past events should be avoided. Any conversation about potential future issues that are not currently authorized by the court, such as "When we go home together"... "When we go to Disneyland"... "When we get to visit other family members or friends" is not allowed and will be interrupted by monitors and counted as an intervention.

_____ Cell phones may be brought into the visit if photos have been approved. Phone calls, FaceTime, Skyping, text messaging, instant messaging, emailing, and other forms of communication are not allowed during a supervised visitation. Social media such as Facebook and Instagram are prohibited during visitation. The cell phone is for approved photographs and approved age appropriate games only. No video or audio recording may be made or shown.

_____ Computers are allowed to show age appropriate movie or video game. If a parent chooses to bring a commercial video or game to the visit, it must be G Rated, unless both parents agree on a PG movie.

_____ All conversations between parties and the child must be audible to the monitor. It is the parent's responsibility to speak loud enough for the camera microphone to pick up. All conversations must be in English unless the observer speaks fluently in the language of the party.

_____ Gifts may be given to child(ren) at the visitation designated to celebrate Christmas, Valentine's Day, Easter, Halloween and the child's birthday and/or otherwise stated by Kids First Staff. Birthday cakes are allowed on the visit designated for celebrating the child's birthday. A gift of money, gift card or membership for the child is prohibited. Gifts are given with the understanding that the gift is the child's to keep, i.e. gifts go home with the child, NOT i.e. gifts go home with noncustodial parent until child comes to live with them, etc. An 'unbirthday' gift may be given to siblings participating in the birthday visitation. Please advise Kids First staff during the intake interview if you and your family observes other religious holidays.

_____ Photographing the child(ren) is permitted during the supervised visitation time. If there is any reason why a child should not be photographed, the custodial parent is responsible for discussing that with Kids First Staff, but ultimately, it is the staff's decision.

_____ Smoking, chewing tobacco, illegal substances, or alcohol use is not allowed at any time during the supervised visit or exchange. In the event that a staff member suspects abuse of illicit substances or

alcohol, the supervised visitation will not be allowed to continue.

_____ Personal video recording or auditory recording is not permitted to occur on Kids First program premises. “Premises” refers to the parking area located adjacent to the building, the building exterior, within the building and within the agency itself or telephone conversations. Only Kids First staff may audio-video record participants in the program, as defined within the intake packet rules.

_____ Weapons are not allowed on the Kids First premises, with the exception of law enforcement personnel that provide security during visits. This includes pocket knives.

_____ Snacks are provided by the program. Visiting parent may bring sealed food items for their children from a grocery store or restaurant only. These items are subject to be inspected by Kids First Staff. A visiting parent may order food items during visits (i.e., pizza) and will be responsible for payment at the time of delivery. The order must be placed prior to arrival. **Peanut products are not allowed in Odessa visits, this includes items fried in peanut oil.**

Staff duties

_____ The Kids First staff reserves the right to inspect any items brought by either party prior to presentation to the child(ren).

_____ The Kids First staff functions to observe and record the behaviors and interactions between visiting adults and child(ren). Kids First staff may interact and intervene when necessary at their discretion.

_____ The Kids First staff will remain neutral in all interactions with adult clients. Parties are not to involve the Kids First staff in discussion that is critical of or attempts to put down the other party, providing personal information regarding the other party, getting the staff to 'take sides', or discussing the Court's order.

_____ Parents are not to ask personal questions of the Kids First staff. Gift giving or 'bartering' with staff and developing a personal relationship with staff is strictly prohibited. Attempting to contact staff outside of the agency can be grounds for immediate termination, with possible legal charges filed against the individual.

_____ The Kids First staff is required by law to report any reasonable suspicion of child abuse or neglect. This includes physical, sexual, or emotional abuse of the child. I understand that the Kids First staff will question and note any obvious injuries or child initiated reports, but will not inspect the children upon arrival or departure of every visit or exchange.

Case Management and Record Requests

_____ Copies of files will only be released to parties by way of subpoena. Records research (copying the file, preparing information) is charged at a rate of \$25.00 per file. All addresses and personal information will be de-identified. The file will not be released until Centers for Children and Families receives the payment for the file. The records research fee will be charged whether or not the file is

picked up. A parent may review their files by making an appointment with the Director of Kids First during business hours. Parties are encouraged to keep their own documentation as well. Kids First needs a two week notice to prepare the file.

_____ Attorneys may subpoena video of visits at a rate of \$20 per disc. The copies of the discs will not be released until Centers for Children and Families receives the payment for the discs. The client is responsible for payment. Kids First needs a two week notice to prepare the discs.

_____ The Kids First staff will only testify in Court if subpoenaed. The charge for appearing in Court is \$100.00 per hour, per staff member subpoenaed including travel time to and from Court. A nonrefundable minimum of \$100.00 is due by close of business prior to the scheduled Court appearance. The fee applies for each Court visit, whether or not testimony actually takes place. The attorney issuing the subpoena will be invoiced for the remaining balance due within 14 days.

Policy and Information Changes

_____ I understand these policies and procedures are subject to change and maybe updated by the Kids First and Centers Staff.

_____ I understand I am responsible to reporting to Kids First if any of my contact information changes.

I, _____ (Please Print Name), hereby agree to use the services of the Kids First program. While in the program I agree to follow the policy and procedures that have been set up by Kids First a program of Centers for Children and Families.

Parent's Signature

Date

Kids First Staff member

Date

The Kids First Odessa program relies upon grant money in addition to other sources of revenue in order to provide this service free of charge. Please take a moment to complete the following demographic information required in order for us to meet the requirements of grant proposals.

1. **Race:** ___ Asian ___ African-American ___ Native American ___ Caucasian ___ Hispanic ___ other
(Please list) _____
2. **Gender:** ___ Male ___ Female ___ Other
3. **Please check your status:** ___ Married ___ Widowed ___ Divorced ___ Separated ___ Never Married ___ Common law Marriage ___ Cohabiting (Living together)
4. **Education:** Highest level of education: ___ Less than High School degree ___ High School degree or GED ___ Some college but no degree ___ Associate degree ___ Bachelor degree ___ Graduate degree
5. **Employment status:** Employed ___ 1-39 hours per wk; ___ Employed working 40 + hrs per wk; ___ Full time student; ___ Part time student & working; ___ Full time stay at home parent; ___ Part time stay at home parent; ___ Retired; ___ Disabled, not able to work; ___ Not employed, NOT looking; ___ Not employed, looking for work; ___ Other: _____
6. **Household:**
 - a. Number of people currently living in your household: (Enter number of people for each age group)
 - b. ___ 0-18 years; ___ 19-21 years; ___ 22-65 years; ___ 66 and older
 - c. Is anyone in household using: (check all that apply): ___ Medicaid; ___ Medicare; ___ CHIP; ___ Affordable Care Act (Obamacare); ___ Private Insurance ___ Lone Star (Food Stamps)
 - d. Household Annual Income: ___ \$0- 20,000; ___ \$21,000 - 25,000; ___ \$26,000 - 30,000; ___ \$31,000-35,000; ___ \$36,000-40,000; ___ \$41,000-45,000; ___ \$46-50,000; ___ 51,000-55,000; ___ 56.000(+)
7. **Residence:**
 - a. Please list your zip code: _____
 - b. Do you ___ Rent ___ own your home?
 - c. Check which county you live in: ___ Ector County ___ Midland County
___ Resident outside of Midland or Ector County:
List County & State: _____
8. **Participation**
 - a. ___ Court Ordered Participation ___ Attorney Referral ___ Voluntary Participation ___ CPS Referral ___ Parole Office ___ Centers
___ Other (Please list) _____