

Welcome to the Kids First Program. Kids First hopes you have come directly from court to pick up your intake packet. It is the parents' responsibility to contact Kids First. We realize you will have many questions. We will be able to answer them during the intake interview and guide you through this process. In the meantime, you are welcome to call after you have completed the intake packet.

These are the steps that the **custodial AND noncustodial** parties must complete **before** Kids First visitations or exchanges can begin:

1. **Pick up Kids First Intake Packet at the Centers for Children and Families office in Odessa or Midland** (or call and request one via mail or email):

Office Hours: M-Th 8 am to 12 pm, 1 pm to 6 pm & Fri 8 am to 12 pm (call first on Fridays)

Midland Office: 3701 Andrews Hwy
Midland, TX 79703

Odessa Office: 4241 Tanglewood, Ste. 1
Odessa, TX 79762

MAIL: 3701 Andrews Hwy Midland TX 79703

FAX: (432) 570-4069 (Midland)

EMAIL: rarons@centerstx.org

DELIVER: 3701 Andrews Hwy Midland OR 4241 Tanglewood Odessa

Contact: **Becca Arons, Kids First Director**

2. **Complete the entire packet. PRINT clearly!**
 - Read the entire packet.
 - Complete all the blanks on pages 2-4.
 - Initial beside each policy to indicate that you understand and agree to follow each policy.
 - Sign and date pages 5 and 12.
 - Complete page 13. We use this statistical information to obtain funding for Kids First in an effort to keep program costs low.
2. **Return the packet to a Centers office and ask that it be date stamped, or mail/fax it to the Midland Centers office (info above).**
3. **As soon as you have court orders signed by the judge, submit a copy to Kids First.**
4. **Schedule an Intake Interview**
 - **After** both parties have submitted their intake paperwork, and we have received the court orders, we will schedule separate interviews for each party.
5. **Complete intake interview - Bring the following to the interview:**
 - Copy of most recent court papers relating to Kids First visitation or exchange
 - Proof of household income. (2 most recent pay stubs or last year's tax return) **REQUIRED**
 - A picture of your child(ren) to be put in the Kids First File.
 - Copy of picture ID
 - \$75 intake fee per party. 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.)
 - Certified copy of protective order (if such is in effect)
6. **Both the custodial AND noncustodial parties must complete all of the above before visits are scheduled or the family is placed on a waiting list.**
7. **Letters of Compliance, Non-compliance, Completion, and/or Termination will be sent to the court as needed or for cause.**

CLIENTS: PLEASE KEEP THIS PAGE

Date of Interview: _____
Staff: _____

Date Packet Received: _____
Packet Received By: _____

Kids First Intake Packet

PLEASE PRINT CLEARLY

Parent Information

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

Address: _____ Apt: _____ City/Zip: _____

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

Place of Employment: _____

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: _____

Co-Parent contact information (if known and you want me to attempt contact.): _____

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 **the child/parents' relationship**)

____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?

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 before/during the visits. Remember that play is the natural form of communication for children; follow your child's lead for a child-centered visit.

Kids First Fee Structure

All client fines and fees are non-refundable. Whomever the court order states is responsible for payment will be charged. If the court order does not specify, custodial and non-custodial parties are equally responsible for Kids First intake and monthly fees.

Each party is charged an intake fee of \$75 for paperwork and processing. This is due at the time of the intake interview.

INTAKE FEE \$75.00 each NONREFUNDABLE DUE AT INTAKE APPOINTMENT

A monthly fee is charged based on the sliding scale below. **This fee is due by the first Tuesday each month.** This fee is due regardless of any visit cancellations that occur during the month. This fee maintains your spot on the Kids First schedule. The responsible party must call or come to the office during office hours to make payment. If payment is mailed, it needs to arrive by the due date.

MONTHLY FEE SLIDING SCALE

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

Additional Fines and Fees:

\$125.00	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)
\$50.00	Copy of documentation
\$10.00	Visitor Fee (per person)
\$25.00	Return check fee (per check)
\$10.00	Late payment Fine
\$50.00	No-Show (per violation)

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. (See page 12 for more details.)

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's Signature

Date

KIDS FIRST POLICIES & PROCEDURES

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

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 8am-6pm (closed 12-1pm) and Friday 8am-12pm, by appointment only. All other hours are dedicated to providing supervised visitation and supervised exchanges to families, by appointment only.

_____ The Kids First program office is located at 3701 Andrews Hwy, Midland, TX 79703. The Odessa Centers office is located at 4241 Tanglewood, Ste. 1, Odessa, TX 79762.

_____ Supervised visitation locations and times:

- **Midland's** supervised visitations take place at Centers: 3701 Andrews Hwy, Midland 79703. Midland visits are offered on **ONE** of the following schedules: 1st&3rd THURSDAYS (6-8pm); 2nd&4th THURSDAYS (6-8pm); **OR** 1st&3rd SATURDAYS (10:30am-12:30pm)
- **Odessa's** supervised visitation happen at First United Methodist Church: 415 Lee St. Odessa 79761. Odessa visits are offered on **ONE** of the following schedules: 1st&3rd THURSDAYS (6-8pm); 2nd&4th THURSDAYS (6-8pm); **OR** 1st&3rd SATURDAYS (2:30-4:30pm)

_____ Supervised exchange location and times:

- 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 (see above).
- **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 visitation/exchanges. A **calendar** is issued to parents and should be referred to at all times. Supervised visitations 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 monitors the **closures of MISD and ECISD** school districts. You will be contacted by Kids First if the visit is cancelled due to weather.

_____ The Kids First program receives a high number of phone calls daily. Clients are advised to contact the program during business hours at **432-570-1084**, and leave a voice message if necessary, or email the Director (rarons@centerstx.org). Messages will be returned as soon as possible.

_____ 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 rude 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. 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 should not be present during the intake interview. 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 15 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.

Cancellations and Missed Visits or Exchanges

_____ A fine of **\$50.00** will be assessed to the No Show party if party fails to notify the Kids First program of cancellation prior to the scheduled visit/exchange. This balance will be due by the end of the month or services could be suspended.

_____ In order to cancel a visit/exchange due to illness, the Kids First program should 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 should 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 and are **unexcused**, the Courts will be alerted, and the case may be removed from the schedule. The Program Director determines the excused/unexcused status.

_____ A supervised visit/exchange may be cancelled by Kids First 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. The parties will park in their assigned lots and will not go onto other areas of the property not related to their portion of the visit. This also 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.

_____ **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 who 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. **(No visitors will normally attend the first 2 visits.)**

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 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 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 appropriate snacks for small children and a stocked diaper bag for children who are not toilet trained.

_____ Children who are toilet trained will use the restroom privately.

_____ Visiting Parent is responsible for supervising the children's behavior during a visit/exchange. 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), yelling/screaming, or cussing/put-downs are not allowed.

_____ Children should not be allowed to interfere with other visits (running, screaming, etc), 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, is not allowed. Follow the child's lead in all physical interactions (hugs, etc) and ask for permission when appropriate or instructed 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.

_____ Communication or behavior that is emotionally or physically threatening to the child will not be allowed. Profanity will not be allowed. Derogatory comments to portray the other parent, other family members, 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 videos/games only. **No video or audio recording may be made other than supervision video.**

_____ Computers/tablets/phones are allowed to show age appropriate movies or video games. If a parent chooses to bring a commercial video or game to the visit, it must be age-appropriate. The monitor must be able to see/hear the video/audio.

_____ All conversations between parties and the child must be audible to the monitor. All conversations must be in English.

_____ 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, still photos (except during the visits), or auditory recording are 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.

_____ Snacks are offered by the program. Visiting parent may bring 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 needs to be placed prior to arrival. Peanut products are not allowed in Odessa visits, this includes items fried in peanut oil.

Staff duties (The word “Staff” below includes Centers staff, contract staff, and volunteers.)

_____ The Kids First staff reserves the right to inspect any item(s) 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 or attempts to have the staff to 'take sides.'

_____ 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 \$50.00 per file. All addresses and personal information will be de-identified. The file may 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 may not be released until Centers for Children and Families receives the payment for the discs. The client is responsible for ensuring 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 \$125.00 for the first hour and \$100.00 per additional hour, per staff member subpoenaed including travel time to and from Court. A nonrefundable minimum of \$125.00 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 Program relies on grant money in addition to other sources of revenue to provide services. Please take a moment to complete the following demographic information in order for us to meet our grant requirements.

How many people are **currently living in your household?** _____

Please provide your **total annual household income:** _____

Residence:

- ____ Ector County resident
- ____ Midland County Resident
- ____ Other _____

Participation:

- ____ Court Ordered Participation
- ____ Voluntary Participation

Please complete for all household members:

(include yourself and all other family members living in the household, including grandparents, etc):

***please note – names of individuals are not needed**

<u>Household Member:</u>	<u>Gender (M/F):</u>	<u>Date of Birth:</u>	<u>Race (H / B / W/ or other):</u>	<u>US Veteran? (Y/N)</u>
Person 1				
Person 2				
Person 3				
Person 4				
Person 5				
Person 6				
Person 7				
Person 8				
Person 9				
Person 10				

If there are more than 10 people living in your household, please continue on the back.