

# VISITATION CENTER GUIDELINES

## What are the Rules of Conduct during visits?

1. Visitation hours are specifically for parents to visit with their children.
2. These hours are not for DFCS workers or ProFamily workers or anyone else to have scheduled and/or unscheduled appointments with parents and/or children involved in visitation

## Who is allowed at visitation center during visitation hours (all day Wednesday)?

1. ProFamily workers
2. DFCS approved visitors
  - a. For example: Parents, grandparents, guardians, siblings, etc
  - b. These must be approved in writing by DFCS

## Who is not allowed at visitation center during visitation hours?

1. DFCS workers
2. Any unapproved caretakers and/or visitors
  - a. No more than 4 individuals
    - i. 2 adults and 2 children
    - ii. 3 adults and 1 child

## Who is allowed to use the Visitation Center facility?

1. ProFamily workers (approved by our office)
2. DFCS workers (anytime outside of visitation hours)
3. No other agency may use visitation center without the express written permission of ProFamily due to liability concerns
4. A designated keyholder must be in the building at all times. No exceptions.

## What is the drug screen policy?

1. ProFamily is not responsible in any way for requiring parents to have drug screens prior to visitation. That responsibility lies with DFCS and their designated workers.
2. ProFamily responsibility is to ensure that parents have in fact undergone drug screening on visitation day via a confirmation phone call from DFCS caseworker
3. If a parent comes to the visitation center after having tested positive for drugs of any kind. The primary ProFamily worker is responsible for calling 911 and having the parents removed from the property if they do not voluntarily leave.
4. Unless otherwise approved by a court order / judge, these rules are non-negotiable

## What are the expectations of primary and secondary workers?

1. Visitation no show policy
  - a. If a child is at the visitation center and his or her parents do not show for the visit or are unable to complete visit due to failed drug screen 1 unit of grant visitation will be used
  - b. Visitation occurs on Wednesday. If the parent is a no show or visitation must be cancelled due to unexpected events, visitation will not be rescheduled for that week. Regular visitation will be resumed the following week.
2. Transportation policy and expectation
  - a. It is expected that ProFamily staff will be responsible for ensuring that all children are at visitation. However, foster parents are strongly encouraged to provide transportation whenever possible
  - b. Any transportation that occurs outside of grant funds will be covered under wraparound funding

## What is the referral policy?

1. ProFamily accepts referrals from DFCS, the court, DJJ, etc.
2. Any referrals outside of this grant can be arranged through the ProFamily office by calling (706) 259-4961.