

## Time Together Supervised Visitation & Exchange Center

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### Reminders

- Each parent must contact Time Together to initiate services.
- Each parent is responsible for ensuring that Time Together has a copy of the court order.
- Each parent must schedule and complete an intake prior to the start of visits or exchanges.
- Supervised visitation services typically begin, and typically continue, with visits of one-hour duration. The limited activities and space of the visit rooms is not generally suited to lengthier visits. On occasion, if requested, consideration will be given to increasing up to two hours per visit, contingent upon appointment availability, judgment of staff regarding child(ren)'s capacity for longer visits, and demonstrated compliance with program guidelines.
- Time Together provides supervised visitation/monitored exchanges services using a model of service provision that is designed for neutrality, safety, structure, and consistency. Therapeutic interventions are provided through Hope for Children (919.821.0790); therefore Time Together does not provide recommendations nor should staff or client records be subpoenaed. Instead, Time Together produces formal Case Reports for scheduled court hearings addressing visitation. The Case Reports are neutral, observational and non-recommending. Case Reports reflect factual patterns of behavior and document any non-compliance to program guidelines. Case Reports include cancellations, no shows, late and early arrivals of either party along with the reason provided for cancellation/no show/late arrival/early arrival. If supportive documentation is provided for the cancellation/no show/late arrival/early arrival it will be confirmed in the case report. Parents, or their attorneys, are responsible for informing Time Together at least two weeks prior to the scheduled court hearing such that adequate time can be given to produce the report. Time Together provides the reports to the visiting parent and the custodial parent and/or their attorneys directly, regardless of the source of request for the case report.

### Visit & Exchange Service Hours

#### **WEDNESDAY Visitation Hours: 3:00 p.m. until 7:00 p.m.**

*\*Any changes or additions to the visit schedule for Wednesdays MUST be made by Monday at 5:00 p.m.*

#### **FRIDAY Visitation Hours: 4:00 p.m. until 7:00 p.m.**

*\*Any changes or additions to the visit schedule for Fridays MUST be made by Wednesday at 5:00 p.m.*

#### **SATURDAY Visitation Hours: 9:00 a.m. until 5:00 p.m.**

*\*Any changes or additions to the visit schedule for Saturdays MUST be made by Friday at 12:00 Noon.*

#### **SUNDAY Visitation Hours: 1:00 p.m. until 5:00 p.m.**

*\*Any changes or additions to the visit schedule for Sundays MUST be made by Friday at 12:00 Noon.*

*Time Together Staff reviews each parent's availability and preferences, taking into consideration the child(ren)'s activities and developmental needs. However, Time Together determines the visit appointment times based on program availability.*