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SUPERVISED EXCHANGE POLICY AGREEMENT

Supervised exchange allows parents and guardians to exchange children without the face-to-face confrontation of parental encounters and provides the children with a comfortable and secure transition from one family member to another.

PAYMENT

There is an administration setup fee of \$50 per parent/guardian. Supervised exchange fee is \$40 per exchange (transfer of child(ren) from one parent/guardian to another.) Fees must be paid 48 hours in advance by credit card or Venmo. All cancellations must be made 48 hours prior to the exchange. If the client does not give a 48-hour cancellation notice or does not show up for the exchange (No Show), there will be no refund nor credit given.

CONDUCT

All parties will conduct themselves in a respectful manner. If there is any disruption or conflicts during the exchange or a parent appears to be under the influence of alcohol or drugs the Case Supervisor will cancel the exchange and law enforcement may be contacted.

GENERAL INFORMATION

The Receiving parent will arrive 15 minutes before the scheduled time of the exchange. The Case Supervisor will complete the exchange and fill out an "exchange transfer form" documenting the date, time and manner of the exchange. The Delivering parent will drop-off child(ren) to Case Supervisor and leave immediately. Case Supervisor will wait up to 15 minutes past previously agreed on time that Delivering parent was due to drop off child(ren) for their arrival. If Delivering parent is more than 5 minutes late there will be a \$1/minute additional charge to that parent for every minute they are late past the agreed upon drop off time. If parents are late due to weather or other delays, they must call the Supervisor to make arrangements to wait. If they do not call and are not there within 15 minutes the exchange will be considered a No Show. The Receiving parent will wait at least 10 minutes before leaving after the delivering parent has left. Case Supervisors and Family Care are not responsible for any lost or stolen property during the exchange and are not responsible for the safety of the children once the exchange has taken place. In the event of non-compliance with the above policies we reserve the right to discontinue the supervised exchange.

SUPERVISED EXCHANGE CONTRACT

I, _____ have read the Supervised Exchange Policy Agreement above
PARENT/GUARDIAN NAME

and agree to all terms and fees specified in this policy for the supervised exchange of my child(ren):

_____ between me and
CHILDREN'S NAMES AND AGES

their other parent/guardian, _____, as per the requirement of the court order
PARENT/GUARDIAN NAME

dated _____ which specifies the following conditions be followed: _____

Signed, _____ Date: _____
PARENT/GUARDIAN SIGNATURE

Credit Card Information:

_____ Card Type: _____
Name on Card _____ Visa _____ Mastercard
_____ American Express
_____ Exp. MM/YY _____
Card# _____ Sec. Code # _____ Billing Zip code _____

I authorize Family Care Inc. to bill the above credit card as payment to Family Care Inc. for Supervised Exchange at the time services are provided as specified in the conditions in the above contract:

Signed: _____ Date: _____