

## Conduct and Behavior Policy

1. All persons on the premises shall always have their East Valley Family Center identification card or driver's license. Services will not be provided if all parties cannot provide identification.
2. All persons on the premises shall conduct themselves in a professional, safe and appropriate manner. This includes no yelling, stalking, harassing, intimidating or otherwise harming any employee or person on Center property.
3. Parents or Guardians shall not speak to each other for any reason. All potential communication between parties while on center property shall be directed toward an employee of East Valley family Center. If the employee deems the communication necessary, they will convey the message to the other party.
4. Any person over the age of 15 who has not completed necessary intake documents is prohibited from stepping foot on Center property. Family members, friends or guests who are present at the exchange or visitation but have not completed the necessary intake paperwork must remain off premises and in a vehicle, if a vehicle is present.
5. No pets or non-service animals are permitted on the premises. If you have a service animal, please include proper documentation with your intake paperwork.
6. Nobody is permitted to enter the Center without a scheduled and confirmed appointment. We are not a drop-in office.
7. No child(ren) are ever to be left alone at the Center. The parent who is dropping off the child may not leave the private area until they receive confirmation from a center employee that their child has been picked up by the other party. If a child is left alone at the center, an employee will contact the necessary authorities and any scheduled services will be canceled.
8. Snacks are permitted in the Center. The parent or guardian who provides the snack is responsible for cleaning any mess associated with the snack.
9. Both parents or guardians shall make a good faith effort to make visitations and exchanges a positive experience for the child(ren). The center expects all parties to refrain from speaking negatively of the other parent or guardian in front of the child(ren) prior to the exchange or visitation. The center also asks that all parties

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refrain from acting overly emotional or upset about the exchange or visitation in front of the child(ren).

10. All parties, including children, shall be fully clothed and wearing shoes if they are on center property. Reasonable exceptions will be made for infants who are not yet walking.
11. All payment for services is due at the time of service. The center will assume that parties will split the costs of all services 50/50 unless otherwise specified in a payment agreement signed by both parties or appropriate court documentation is provided.
12. Parents or guardians using center services are expected to bring any items such as diapers or medication that may be necessary during the service. East Valley Family Center is not responsible for providing any item to parties or children using services.
13. All parties are to follow guidelines and procedures for supervised visitations and exchanges.

I understand that failing to follow any of the above rules can result in the termination of current and future services at East Valley Family Center.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please Note: This is not an exhaustive list. East Valley Family Center reserves the right to terminate any services or prohibit access to the center for any reason at any time. Neither the owner of the Center location nor East Valley Family Center is not responsible for any conflict or injury that occurs as a result of its services or on its property. East Valley Family Center will contact necessary law enforcement if hostile, violent or otherwise dangerous situations ensue at any time while anyone is present at the location of the exchange and supervision facility.