

# Visitation Center Agreement

The purpose of the Visitation Center is to foster healthy family relationships by providing a safe and comfortable environment for children and their families to visit and bond with one another.

## VISITATION CENTER CONTACT INFORMATION:

The Visitation Center is located in the Family Law Center. The Visitation Center operates on the first, third and fifth weekend of every month as determined by Fridays. Visits occur each hour on corresponding Saturdays and Sundays. To cancel a visit, participants may call the Center during operating hours prior to the scheduled time.

Location	Contact	Operating Hours
Tarrant County Family Law Center 200 E. Weatherford Fort Worth, Texas 76196	Visitation Center: 817-212-7296 During Operating Hours Only  <a href="mailto:fcsvisitation@tarrantcountytx.gov">fcsvisitation@tarrantcountytx.gov</a>	1 <sup>st</sup> , 3 <sup>rd</sup> , and 5 <sup>th</sup> Weekends (As determined by Friday)  Sat. 8:30 a.m. to 6:15 p.m. Sun. 12:30 p.m. to 6:15 p.m. (Supervised Visits Hourly)

Participants may call the Domestic Relations Office during regular business hours at (817) 884-1616 for general questions, to update any change to their address, phone number or email address, and to report a known cancellation to an upcoming visit.

## FEES, PAYMENTS, & COSTS

Startup Fee: \$50.00 paid one time only.  
Per Visit Fee: \$15.00 assessed for each scheduled week-end visit  
NOTE: *The court is the only one that can waive or reduce the visitation fees.*

Fees can be paid in two ways.

1. **CASH** paid at the Visitation Center the day of the visit.
2. **CREDIT** paid via a payment link before arriving at the visits. There is a \$1.00 non-refundable convenience fee for each payment received by credit card.

Testimony Fee: \$55.00 per hour, two-hour minimum.

Supervisors are paid \$55.00 per hour by any party requesting the supervisor to appear for testimony, with a \$110.00 minimum paid in advance of the hearing. Time over the two (2) hour minimum spent in court will require an additional \$55.00 per hour. Testimony fees are paid for the onset of each hour and are not prorated.

## SCHEDULING VISITS

There is a 30-day waiting list for visits in the Visitation Center. **Your case will not be placed on the waiting list until intake is completed and initial fees are paid by ALL PARTIES.** Due to high demand, the visitation day and time is subject to available openings. Time slots are scheduled by the Visitation Coordinator. All parties will

receive notice of the day and time of the week the visit will occur by email. Once the visit day and time are assigned, the time slot will remain the same.

- All visits at the Visitation Center are for one (1) hour. NO EXCEPTION.
- Missed / Canceled Visits are lost; time slots are fixed and cannot be rescheduled.
- Any change to your phone number, address or email MUST be reported immediately.

## ARRIVING FOR THE VISIT

**VISITING PARTY: ARRIVE 30 MINUTES BEFORE THE ASSIGNED VISITATION TIME.**

The door closes at the 45-minute mark. Failure to check-in before the doors close results in a cancelled visit.

**CUSTODIAL PARTY: ARRIVE 5 MINUTES PRIOR TO THE ASSIGNED VISITATION TIME.**

- Custodial party may designate a competent adult not otherwise prohibited by the court for dropping off and picking up. Identification and notification of the designated adult must be emailed to [fesvisitation@tarrantcountytexas.gov](mailto:fesvisitation@tarrantcountytexas.gov) before the visit.
- Custodial party is 100% responsible for the actions of the designated adult and must ensure that such designated adult is aware of and follows the rules set out in this agreement.

Parties and designees must provide a driver's licenses, State I.D. or Passport upon request when checking in or out of the visitation center.

## CANCELATION OF VISITS

If there is an emergency and you need to cancel a visit, please notify Visitation Services immediately.

## REVOCAION OF VISITATION CENTER USE

Use of the visitation center is contingent upon following the policies. Violations of policies and consecutive missed / cancelled visits result in notifications to the court and the possible revocation of your case's use of the visitation center.

Upon review, if it is determined that the Visitation Center cannot accommodate your case you will need to seek a new court order and or an alternative provider.

Reinstatement will require a new court order. Accommodations for your case is at the discretion of Visitation Services Coordinator.

## RULES FOR ALL PARTIES

1. Do not argue or be disrespectful with the Visitation Center Staff or other participants.
2. Do not wear clothing that may be considered revealing, including crop tops, midriffs, plunging neck lines, micro shorts, micro skirts, overly tattered, or sheer.
3. Do not bring friends or family to the Visitation Center.
4. Do not attempt contact with the other party or interfere with the visit of the children. If you, your family, or friends attempt to contact the other party or the children, visitation privileges may be terminated. This includes non-physical contact such as waving, watching, gesturing, talking, yelling, and recording.
5. Do not loiter. Participants and designees are not allowed to remain in the vicinity of the Visitation Center outside the immediate start /end time for their hour. Participants and their designees are expected to park a block away as not to be visible from or disrupt the Weatherford Street Visitation Center entrance.

6. Visitation Center staff will check all bags and packages. Participants will be asked to leave the bag in the car or to leave the premises should they refuse a search.
7. Visitation Center staff will read cards, books, and letters before the item is given to the child to determine if it follows the standards of the court.
8. Participants may not video or audio record a visit.
9. You are to remain in the building or vacate the building as directed by the staff.
10. Questions and concerns unrelated to the immediate safety of the children will not be addressed during the Visitation Center's operating hours. Please contact the Domestic Relations Office during regular business hours to discuss your questions and concerns.

## RULES FOR THE PARENT AND CHILDREN DURING THE VISIT

Do not argue or be disrespectful with the Visitation Center Staff. Visitation Center Staff, at their discretion, may terminate a visit if a participant argues or continues inappropriate conversations or behaviors after being redirected. Visitation Center Staff will redirect conversations and behaviors they consider inappropriate. Do not continue with any behaviors or conversations that a supervisor has asked to stop.

**Questions regarding terminated visits or concern with the actions of Visitation Center Staff will only be addresses with the Visitation Coordinator during the Domestic Relations Office's regular business hours, Monday through Friday 8:00 AM to 4:00 PM.**

Monitored Interactions: Visitation Center staff will determine the appropriateness of interactions.

1. Speak so the staff can hear conversations clearly, do not whisper, mumble, or signal.
2. Do not talk to or question the child(ren) about the case, including topics such as child support, custody, and the other parent, the other parent's family, or activities that occur in the other parent's house.
3. Do not talk about future plans with the child(ren).
4. Do not use profane or vulgar language.
5. Do not use physical force to discipline the child(ren), including but not limited to spanking.
6. Do not swing, toss, or roughhouse with the child(ren).
7. Do not physically examine the child(ren), clip nails, cut hair, apply lotions, administer medication, or change the clothes of the child.
8. Visitation Center staff may prohibit touching between participants and the child(ren).
9. Visitation Center staff will accompany your child(ren) to the restroom with you.

General Rules:

1. Do not bring electronics including but not limited to phones, laptops, smart watches, digital cameras, gaming systems, and tablets.
2. Do not use a cell phone or a digital camera. Participants may request to take still photographs of the child using a disposable or instant camera approved by the supervisor. The center also has a digital camera participants may use.
3. Do not bring or consume food or drink during the visit.
4. Do not bring animals, except for medically necessary service animals.
5. Do not bring guests to the visit unless specifically named in the court order.
6. Visiting parties and their child(ren) are responsible for cleaning any messes created by the parent or the child(ren).

7. Bouncing balls, riding toys and noisy toys are not allowed at the center to avoid interfering with other families' visit. Staff will determine the appropriateness of a toy.

All parties and designated adults must follow the directions of the staff and remain in the Visitation Center until instructed to leave by the staff.

Visitation Center staff may impose additional restrictions not enumerated herein for any case in which additional restrictions are deemed necessary by the Visitation Center staff.

#### NOTICE TO PARTIES

1. THE SUPERVISOR MAY STOP ANY VISIT IN WHICH INAPPROPRIATE BEHAVIOR IS OBSERVED OR IF A PARTY APPEARS TO BE UNDER THE INFLUENCE OF ALCOHOL OR DRUGS.
2. THE VISITATION COORDINATOR MAY TERMINATE SERVICES INDEFINITELY IF DETERMINED THAT THE VISITATION CENTER CANNOT ACCOMMODATE YOUR CASE. IN THE EVENT OF TERMINATED SERVICES, THE DOMESTIC RELATIONS OFFICE WILL FILE A NOTICE WITH THE COURT. THE DOMESTIC RELATIONS OFFICE DOES NOT RECOMMEND OR OTHERWISE FACILITATE THE SECURING OF AN ALTERNATE PROVIDER FOR YOUR CASE. HOWEVER, THE PARTIES OR THEIR ATTORNEYS MAY IDENTIFY AND PETITION THE COURT TO NAME AN ALTERNATE PROVIDER FOR VISITATION SERVICES.

BY SIGNING BELOW, YOU ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THE VISITATION CENTER VISITATION AGREEMENT AND THAT YOU HAVE HAD THE OPPORTUNITY TO ASK QUESTIONS AND SEEK CLARIFICATION.

SO, ACKNOWLEDGED:

*Transporting Party*

*Date*

*Visiting Party*

*Date*

*Witnessed by the Domestic Relations Office*

*Date*