

COMMUNITY PARENTING TIME EVALUATION/COACHING AGREEMENT:

Community Parenting Time Evaluation/Coaching does not take place in a center. It can take place at the non-residential parents' home, in a public place, or another place that has been agreed upon by all the parties, other professionals and court officials or has been court ordered.

*** **and** *** (the Parties") agree to purchase Community Parenting Time Evaluator/Coaching services from A.C.F.-Assisting Changing Families; LLC and to follow the following provisions:

1. Role of the Community Parenting Time Evaluator/Coach: Ms. Davis will serve as a Community Parenting Time Evaluator/Coach to the Parties. The Parties understand that Ms. Davis will assist them with facilitation of the Evaluation parenting time, such as setting up transportation, scheduling involving their child or children. Ms. Davis will communicate with the referring agent, parent, attorneys, social worker, guardian ad litem, therapists regarding the best interest of the child, contents of court orders, and logistics of the parenting time.

Ms. Davis will **not** be a conduit for transferring personal property, personal notes/notebooks unless the notes are directly related to the child (ren) Ms. Davis will **not** offer you legal advice.

2. Duration of Appointment: Ms. Davis's appointment does not begin until the signed agreement and intake form are returned. Ms. Davis's appointment will end when 1 or both parent(s) do not wish to continue receiving services or by court order. Ms. Davis may also end her appointment at her sole discretion if any Party is not fully complying with this agreement, or by court order.

3. Decision Making: The Parties understand that Ms. Davis will **not** make any decisions that deter from the court order. Unless the parties, their attorney's or the court make or request changes to the parenting time access schedule. Any changes must be in writing and agreed to by both parties.

4. Conduct in the Community Parenting Time Evaluator/Coaching Process: Before evaluation/coaching commences, a brief intake will occur, time and dates will be agreed upon and transportation will be resolved. The issue of payment for services will also be addressed and resolved. The Community Parenting Time Evaluator/Coaching process will be conducted in the manner that Ms. Davis believes will best and most quickly permit full understanding, discussion, and resolution to ensure quality. Ms. Davis may meet or communicate with the Party together or separately, in person, by telephone or through electronic means, such as e-mail.

5. Confidentiality: No information provided to or obtained by Ms. Davis is confidential **with the exception of communications and information received from children's therapists.** Any information received by any means may be shared with the other parent, Attorneys and the Court; at the discretion of the Community Parenting Time Evaluator/Coach.

6. Safe Harbor: If the children are receiving mental health services, and the court requests that the Community Parenting Time Evaluator/Coach receives information from their mental health provider. In order to preserve the safety and confidentiality of children's therapeutic environment, it is essential that children feel free to speak openly with their therapist without fear of their statements being disclosed, so that the therapist's office may serve as a "safe harbor" for the child. Therefore, any information given the Community Parenting Time Evaluator/Coach by any mental health provider for the children will be maintained as confidential. Any documents containing information provided by a mental health professional treating the children shall be kept in a file separate from the Community Parenting Time Evaluator/Coach file. Neither parent shall, nor will either parent permit his or her attorney to, subpoena the information contained in this separate file. Any party (or his or her attorney) who seeks to interrogate the Community Parenting Time Evaluator/Coach about or to subpoena the information in this separate file shall be liable for all attorney's fees and costs incurred to resist answering discovery requests or to quash a subpoena.

7. Authorizations for Release of Information: The Parties agree that they will sign whatever authorizations for release of information Ms. Davis decides is necessary for her to fulfill her duties.

8. Cancellation Policy: If you are unable to keep the scheduled appointment, you must notify our office 24 hours in advance. Cancellation must occur 24 hours in advance or you will be charged for the missed session.

A. On time policy: If either parent is not present at the designated start time-that time is still counted as time spent.

9. Payment for Community Parenting Time Evaluator/Coach:

Payment for the visit will be made before the session takes place. **A.C.F. accepts cash/money order or cashier's check /credit or debit cards, PayPal or VENMO ONLY as forms of payment. NO personal checks are accepted.** If payment falls behind due to the paying party, all services will be discontinued until payment is made in full. A service fee of 3% will be added to PayPal, Venmo, Credit/debit card payments.

PLEASE CHECK ONE OF THE FOLLOWING THAT IS APPLICABLE TO YOUR CASE:

- FEES WILL BE SPLIT 50/50 BETWEEN THE PARTIES _____
- FEES WILL BE PAID IN THERE ENTIRETY BY: _____
- INTAKE FEE WILL BE SPLIT 50/50 _____, VISIT FEES WILL BE PAID ENTIRELY BY: _____
- COURT ORDERS EACH PARENT TO PAY A PERCENTAGE. PARENT: _____ PAYS _____%, PARENT: _____, PAYS _____%.

Fee for intake is a flat 1-time rate of \$70.00 per parent or \$140.00 in total. This includes all phone calls, emails, or other correspondence required to **begin**.

A. **Fee for services** is charged from the start of travel time, for the duration of the session, and ends at the conclusion of the session The fee rate is as follows:\$80.00/hour charge in 15 minute increment.

11. Administrative Costs: If requests are made for faxing, mailing, long distance calls, or copying, the costs incurred in these services will be transferred to the parties(s) required to pay for Ms. Davis' services at the following rate: copying or faxing \$1.00 per page. \$80.00 per hour preparation time.

12. Non-Payment:

(a) Absent other agreement, Ms. Davis reserves the right to suspend all services, including provision of any written documentation, until payment of any unpaid balance.

13. Court Appearances: In the event either party wish to have the Community Parenting Time Evaluator/Coach testify in court; a fee of \$145.00 per hour will be charged. Any preparation work for court appearances will be charged at a rate of \$80.00 hour. Payment will be the responsibility of the party that wishes to have the Community Parenting Time Evaluator/Coach testify. Payment for the additional time; will be expected at the conclusion of each day of testifying. Please indicate whether you enter into this contract voluntarily/by court order.

My signature below indicates that I have received, read and understand the information in this Agreement and the parenting time guidelines and that I agree to retain A.C.F.-Assisting Changing Families; LLC specifically Ms. Davis or an associate as Community Parenting Time Supervisor under the conditions described in this agreement and to abide by the parenting time guidelines.

Parent signature

Date