



Legal & Children Services Group Pty. Ltd.
 T/A Children in FOCUS (ABN 3361723737)
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 P.O. Box 1166
 Meadowbank NSW 2114

Application for Supervised Visit / Changeover

Once both parties have agreed about the supervised contact arrangements (location/time/date etc) please complete and sign this form and email it back to us with a copy of your **photo ID**. **Both parents must sign this form prior to commencement of the supervised visit.** It can be joined application or two separate forms. **We will not accept applications which are not signed and not agreed on the arrangements by both parties. PLEASE WRITE CLEARLY or TYPE IN THE INFORMATION.**

Date of the Application:

<p><u>Parent with whom Child/ren lives</u></p> <p>Country of Birth</p> <p>Fluent in English: Yes/No</p>	<p>Name:.....Surname(Mother/Father)</p> <p>Address:</p> <p>Mobile: Home phone:</p> <p>Email:</p> <p>Emergency contact: phone</p> <p>Solicitor/Firm:</p> <p>Email:.....</p> <p>Phone:</p>
<p><u>Parent being supervised</u></p> <p>Country of Birth</p> <p>Fluent in English: Yes/No</p>	<p>Name:.....Surname(Mother/Father)</p> <p>Address:</p> <p>Mobile: Home phone:</p> <p>Email:</p> <p>Emergency contact: phone</p> <p>Solicitor/Firm:</p> <p>Email:.....</p> <p>Phone:</p>
<p><u>Reason for supervision/ Specify Safety concerns</u></p> <p><i>(Circle relevant or you can type up on separate page and attache to the application specifying date of incident/ if child witnessed it/ any Police involvement etc.)</i></p>	<p>Assault of the child/family member Yes/No</p> <p>Sexual Assault of the child/family member Yes/No</p> <p>Criminal Charges/Convictions Yes/No</p> <p>Alcohol/Drugs use Yes/No</p> <p>Possession of Firearms Yes/No</p> <p>Stalking/Intimidation Yes/No</p> <p>Breached court orders Yes/No</p> <p>Other</p>
<p><u>Court Orders</u></p> <p><u>If there are Court Orders/ AVO/ Parenting Plan in place please provide us a copy</u></p> <p><u>If AVO conditions:</u></p>	<p>Court Orders Interim/Final/ Parenting Plan/AVO in place? <i>(circle relevant)</i></p> <p>Date the last Orders/Plan/AVO was made</p> <p>Next Court Datefor Mention/Interim/Final.....</p> <p><u>Independent Children Lawyer</u> Yes/No/Awaiting one</p> <p>ICL name/Firm:.....</p> <p>Phone:</p> <p>Email:</p>

Mother's signature:
Father's signature:



<p><u>Child/ren Details</u></p> <p>Child 1 F / M</p> <p>Name</p> <p>DOB</p> <p>Age.....</p> <p>Speak English Yes / No</p> <p>Country of Birth.....</p> <p>!!! Are you comfortable for the supervised parent to take the child to the toilet Yes / No</p> <p>or</p> <p>I prefer supervisor to take the child to the toilet? Yes/No</p> <p>!!! Are you comfortable for supervisor getting into supervised parent's car with the children and be transported by that parent Yes/No</p>	<p>Who the child lives with? Mother/Father/.....</p> <p>How long since the child spoken or seen contact parent.....</p> <p>Is child looking forward to seeing the other parent?.....</p> <p>Current arrangements</p> <p>Behavioural concerns/ safety concerns</p> <p>.....</p> <p>How would you describe your child's personality?</p> <p>How would you tell that your child is anxious of frightened?</p> <p>Has your child separated from you before and how did she/he react?</p> <p>Is there any other information that we need to know about your child (<i>Dietary requirements; food allergies; medical info</i>)?</p> <p>Anything specific you would like us to do when supervising?</p>
<p>Child 2 F / M</p> <p>Name</p> <p>DOB</p> <p>Age.....</p> <p>Speak English Yes / No</p> <p>Country of Birth.....</p> <p>!!! Are you comfortable for the supervised parent to take the child to the toilet Yes / No</p> <p>or</p> <p>I prefer supervisor to take the child to the toilet? Yes/No</p> <p>!!! Are you comfortable for supervisor getting into supervised parent's car with the children and be transported by that parent Yes/No</p>	<p>Who the child lives with? Mother/Father/.....</p> <p>How long since the child spoken or seen contact parent.....</p> <p>Is child looking forward to seeing the other parent?.....</p> <p>Current arrangements</p> <p>Behavioural concerns/ safety concerns</p> <p>.....</p> <p>How would you describe your child's personality?</p> <p>How would you tell that your child is anxious of frightened?</p> <p>Has your child separated from you before and how did she/he react?</p> <p>Is there any other information that we need to know about your child (<i>Dietary requirements; food allergies; medical info</i>)?</p> <p>Anything specific you would like us to do when supervising?</p> <p><i>*If there are more than 2 children please provide their details on separate page, please answer the same questions for all other children.</i></p>

Mother's signature:
Father's signature:



Date, Place and Time of the Visit Is this time and date Court Ordered or by agreement between the parents? <i>(circle applicable)</i>	Start Date Finish Date Start Time Finish Time Frequency Weekly/Fortnightly/Monthly/Other..... Number of Hours required per visit Location/Suburb of Visit/Changeover Have both parents agreed on the time, date and location Yes/No	
	Do you need us to transport your child? (at additional cost) Yes/No Pick up address Drop of address Car seat required Yes / No; Number of car seats required	
	Do you require Meet & Greet? (at additional cost) Yes/No *We recommend for the child to meet with the supervisor prior to the visit so they feel comfortable with the process and feel safe during the actual visit.	
	I Do/Don't have an issue of others being present during the visit. List people who can be present during supervision:	
	Payment Person responsible for payment of our service	Name/s.....(mother/father) Phone Court ordered/By agreement (% or dollar amount of responsibility)
How did you find us? <i>(please circle)</i> Have you used any other supervision agency?	Google, Facebook, Instagram, Lawyer, Friend, saw add, other Yes / No If Yes, Name of the Agency Reason for changing agencies.....	
Any further information that will assist us in organising and supervising the visit?		

By signing this application form **you agree** that all the information provided by you is true and correct to the best of your knowledge. You also agree that you have received, read, understood and signed Children in FOCUS's **Service Agreement** and agree to be bound by it.

! Children in FOCUS is not able to negotiate between the parties. Therefore all the negotiations must be done by the parties themselves or via their legal representatives.

DISCLAIMER

1. I agree to indemnify and release Children in FOCUS and it's employees/contractors from any liability, including negligence, arising directly or indirectly out of my participation in services provided by Children In FOCUS.
2. I understand and acknowledge that this indemnity covers, but is not limited to, any liability arising out of or as a consequence, direct or indirect, of any harm, damage, loss, injury or death sustained by myself, my child or children or any attendees as a result of participation in activities or presence at a premises utilised by Children in FOCUS for the purpose of contact supervision, changeover and/or transport services.

Parent Name (mother) Signature Date

Parent Name (father) SignatureDate

Mother's signature:
 Father's signature:



Fee Schedule

SERVICES	FEES
You can book our services for 1hr or entire day	
Contact Supervision	
Monday to Friday	\$69 per hour
Saturday	\$89 per hour
Sunday	\$99 per hour
Public Holiday	\$129 per hour
1 hour service	M-Fr \$85; Weekend \$120; Public hol. \$170
Supervised Changeover & Back	\$60 one way (at our location Meadowbank) \$120 on public holiday
Supervised Changeover	\$60 one way + \$1.2 p/km from Meadowbank to your preferred location
Meet & Greet child & parent meets supervisor	\$99 (max 1h) Recommended so child feels settled and comfortable.
Intake / Administrative fee	\$99 one off payment per parent
Report Writing	
Reports (compulsory)	\$25 for changeover \$39 (1-3 hr visit) \$69 (4+ hr visit)
Subpoena of Staff member to Court	\$150 per hour (min 2 hours) that includes waiting time
Swear an Affidavit	\$150 prepared by the requesting party \$300 we prepare an affidavit
Transport	
Pick up and drop off to and from the supervised location	\$1.2 per km + \$traveling time
Subpoenas	\$300 conduct money
*OTHER FEES may apply (Legal correspondence, teleconferences, etc)	\$69 per hour

Please Note:

- Payment for the services must be made 3 days prior for the contact to occur.
- *Prices may change at any time without notice, please refer to our web site for current prices
www.childreninfocus.com.au tel:0477993030
- If you wish to cancel or reschedule a booking, for any reason, you must **give us at least 24 hours notice for week days & by 5pm Friday for weekend and Monday visits** to avoid the late cancelation fee of 2 hours relevant to the day of contact. If our supervisor turns up to the visit and one of the parties does not come or does not bring the child or the visit is canceled for any reason we will charge you for the entire visit booked. Party cancelling/not turning up is responsible for the payment.
- GST is not included in the prices above

Please Direct Deposit to our bank account. put invoice number or your **Surname and date of the visit you are paying for** in the description field: (#1015 Smith or Smith 8 Mar)

Children in Focus

BSB: 302 184

Acc: 0123 351

Mother's signature:
Father's signature:





Service Agreement

We require both parents/carers to enter into this Agreement with Children in FOCUS and complete and sign the Application Form. We cannot provide services to families if one of the parties fails to sign and return the agreement to us. We can discuss any part of this agreement with you if you wish.

I agree that location, venue, time and date of the visit, the activities, dietary requirements, sunscreen application, other people attending the visit and all other things is responsibility of both parents to discuss and agree upon prior to signing this agreement. Children in FOCUS must be advised of it in writing as it is not our responsibility to negotiate between the parties. We are here to provide impartial supervision and make factual notes. If we do not have any of the above in writing we will do as we see appropriate.

I agree that Children in FOCUS can not be responsible for administration of the medicine. All the medication administration arrangements must be made between the parents before contact occurs and needs to be in writing form either parent to Children in Focus.

I agree that Children in FOCUS may amend this Agreement at any time. Such changes can be policy and operation updates or as required by law. If we make significant changes which may impact on you we will notify you in writing and provide the copy of the updated version of the Agreement. Any changes to the Agreement will be effective seven days after the copy has been provided to you.

Our responsibilities to you

We will:

1. Stay neutral and impartial at all times.
2. We will do our best to arrive on time (please be understanding if we are late due to traffic or other unforeseen circumstances).
3. Ensure your child/ren safely interacts with the other parent.
4. Constantly monitor conversations and observe all interactions between the children, parents and others by always being in the close proximity to the child and parent and making comprehensive notes.
5. Accompany parents and children everywhere during the visit, including to bathrooms and change rooms. We will intervene immediately in the event of inappropriate/unsafe conduct and terminate the contact visit and return the children to their carer/parent if necessary.
6. Provide feedback to the primary carer if specifically asked and it is appropriate and relevant to the child's care and not invade confidentiality of the other parent.
7. Assist & Guide parents with the care of children when they are failing to respond to the child/ren's needs and safety.
8. Support parents and children to facilitate a positive and safe interaction.
9. Provide qualified supervisors who have working with children check and police clearance.

Mother's signature:
Father's signature:



10. Do our best to provide the same supervisor for consistency however life is unpredictable and people get sick, go on leave, have emergencies or move on, in such circumstances any available supervisor will be allocated to supervise the visit. You must understand and accept the allocated supervisor.
11. Prepare comprehensive report about the supervised visit including time, date, who attended, what activities took place, conversations, interactions, behaviour displayed by children and discipline techniques implemented. Such reports can be used in Court. They are compulsory and each parent must pay for the report. The estimated delivery time of each report is 7 working days from the date of the visit. Reports are emailed to you and your lawyers. CIF reserve the right not to release the reports to the parents but can release it directly to the court or an Independent Children's Lawyer.
12. If urgent reports are required it can be requested in writing for an additional fee of \$25. Reports are final and will not be amended. If you wish to dispute the accuracy of the report, an administrative dispute fee of \$150 must be paid for management to look into the matter. All information provided to us by either party is confidential and will not be disclosed unless both parties provide us with written permission to realise the information.
13. We provide contact visits and changeovers at a location that suits both parents and can also recommend an age appropriate, safe & practical venue at the time of booking. To ensure that each visit is safe and meets each child's needs we require **1 supervisor per 3 children ratio**. Additional supervisor will need to be booked and paid for if you have more than 3 children. Children under 12 months require their own supervisor. If parents can not agree on the location and time we will nominate the time and location and parents must make themselves and children available to attend the visit.

Our Expectations of Parents

I understand and I will:

14. Take all the necessary steps to facilitate smooth occurrence of the supervised contact for the other party. I will positively encourage my child/ren to attend the visit and engage with the supervised parent.
15. Treat the other parent with respect and be reasonable and flexible.
16. Be on time and be polite and respectful with CIF staff and others involved in the contact.
17. Be prepared for visits: bring healthy food/snacks and drinks for your child/ren and be mindful of any allergies of your and other children.
18. Bring toys, books, colouring books and games to play with your child. Be mindful what toys I bring to avoid disappointment as I understand my child/ren most likely will want to take the toys with them to the other parent's house.

Mother's signature:
Father's signature:



19. Ensure I have sufficient funds to pay for myself, my child/ren and the supervisor to enter venues, movies, theme parks, play centres etc.
20. Do not bring third parties to visits unless prior consent is obtained from the other parent and we have been notified in writing of the names and copies of IDs of the people attending and we have agreed to that. We reserve the right to allow additional visitor/s if we see appropriate in the circumstances.
21. Follow directions of your supervisor and do not engage in lengthy conversations with your supervisor in the presence of children and do not discuss your family law proceedings with the supervisor.
22. Apply sunscreen on my child/ren and provide them with hat.
23. Advise the supervisor/CIF of the contact locations and activities for the upcoming visit via email or text 48 hours prior to the visit. All activities are subject to our approval. Bathing and swimming activities must be agreed with the residential parent in writing.
24. I will make my child available for child reviews interviews when required by CIF. We have a friendly chat with the child independently to see how they are going with the supervision.
25. I will not approach or follow the other parent at the changeover. I will stay 50+ metres away at the changeover.
26. Residential parent must leave the location of the visit straight after the changeover took place and be more than 200 metres away and out of sight of the child.

Termination of Visit

27. At Children in Focus, the children's safety and well-being are paramount. We will immediately terminate the supervised visit, if in our view, it becomes too stressful or traumatic for the child. Such situations include but not limited:
 28. Discussing Court proceedings with the child or in the presence of the child.
 29. Speaking negatively about the other parent, your child/ren, our staff or other family members in the presence of the child/ren.
 30. Verbally or physically abusing child, supervisor or others.
 31. Acting aggressively or abusively towards supervisor or others and failing to comply with directions of the supervisor.
 32. Threatening your child/ren with physical discipline.
 33. Ignoring supervisors directions.
 34. Smoke or consume alcohol in the presence of your child/ren.
 35. We will not commence the contact visit if any of the family members are deemed to be under the influence of alcohol or drugs.
 36. Our supervisors have the discretion to end or continue the visit as they see appropriate in the circumstances.

Cancelling or rescheduling the visit

Mother's signature:
Father's signature:



37. If you wish to cancel or reschedule a booked supervised contact, for any reason, you must give us at least 24 hours notice for week days and by 5pm Friday for weekend visits to avoid the late cancelation fee of two hours relevant to the day of contact. If our supervisor turns up to the visit and one of the parties does not bring the child or the visit is not going ahead other than by our fault we will deduct the no-show fee for the full duration of the visit booked.
38. The parent who cancels the visit, does not turn up or does not bring the child to the visit and does not give us notice as described in paragraph 35 is responsible for the payment of our fees for that visit.
39. Medical Certificates must be provided to us and the lawyer of the other parents if cancelation is due to the medical reason.
40. Repeated cancellation of visits or breaches of this agreement, unpaid invoices for our services, not bringing children to the scheduled visits/ as per court orders may lead to suspension of our services and solicitors, ICL and the court will be informed of reasons for our decision.

Terminating this Agreement

Children in FOCUS may terminate this Agreement at anytime without notice if:

41. There is a repeated failure to pay fees.
42. One of the party being obnoxious and abusive towards the staff.
43. There are repeated breaches of the Terms of this Agreement.
44. We are unable to meet the specific needs of your child/ren or your family.
45. We are concerned that visits are not in the best interest of your child/ren.
46. You may terminate this Agreement by giving Children in FOCUS 48 hours notice in writing.

Enquiries

47. In Children in FOCUS we are committed to making your experience with our services as pleasant as possible. If you have any questions please direct all your enquiries in writing to the management or call us during business hours. Do not discuss any issues with the supervisor during the visitation hours. Our management team will deal with any concerns raised in respectful and efficient matter. Please be respectful to our staff as we are here to help you.
48. Please sign the Application Form and Service Agreement and send it back to us as soon as possible so we can make an assessment whether we can be of the assistance to you and your child/ren. We will notify you of our decision by phone or in writing within 48 hours.

Mother's signature:
Father's signature: