

## **Agreement for Scheduled Exchanges**

will arrive and depart at the back door of the Family Visit Center:

**Day                                      Arrival Time                                      Departure Time**

will drop off and pick up the children at the front door of the Family Visitation Center:

**Day                                      Drop Off Time                                      Pick Up Time**

This schedule is subject to change if court proceedings require a different outcome.

If either parent is going to be arriving at the FVC late or if they need to cancel please follow the cancellation procedures:

<p><b><u>During regular business hours</u></b> Bethany Wenger, FVC coordinator, at <b>(309) 834-5258</b>. If you do not speak to her directly please leave a message. In addition, please call the Family Visitation Center at <b>(309) 834-5273</b> and leave a message as well. We will then notify all parties involved.</p>	<p><b><u>After business hours and weekends</u></b> Call the Family Visitation Center at <b>(309) 834-5273</b>. If you do not speak to a worker directly please leave a message.</p>
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Date: \_\_\_\_\_

Non-Custodial Parent: \_\_\_\_\_

Custodial Parent: \_\_\_\_\_

FVC Staff Person: \_\_\_\_\_