



Illinois Family Violence Coordinating Councils

Visitation & Exchange Advisory Committee

Organizational Checklist

Organizational Structure

Definition of staff and duties

Training for staff

Staff background checks

Employee Handbook

Organizational policies (see sample list of policies and procedures) *link*

Letter of agreement with fiscal agent or 501c3

Program Rules

Written guidelines for parents should address the following issues:

- arrival and departure times and procedures
- separate parking and entrances
- procedure when parents are late
- cancellation policy
- when child refuses to visit
- reasons for termination of services
- who is approved to pick up and drop off children including substitutes
- weapons
- drug or alcohol use
- medications and belongings
- exchange of information between parents, ie. support payments, mail
- use of cameras or video cameras during the exchange
- use of cell phones/pagers during exchanges
- car seat/booster seat
- weather cancellation policy

A signed copy of the program rules is placed in the file and parents are each given a copy.

Orientation for parent to explain rules and policies of the Center.

Child Preparation by the parent - written information to assist parent in preparing their children for exchange services.

Records

The following records should be kept on file.

- interview/intake forms
- center policy on neutrality and confidentiality
- separate records in case file for each parent with confidential information such as address, phone
- case file should include
 - interview form
 - copy of center rules signed by both parents
 - copies of court orders
 - copies of any child abuse reports
 - copies of any client communications
 - photographs of participants