

## NORTH CAROLINA FAMILY TIME AND CONTACT PLAN

**County:** \_\_\_\_\_ **Case Number:** \_\_\_\_\_

<p><b>Parents:</b> It is very important that you and your child(ren)/youth maintain consistent contact while they are out of your care. You know what activities your child(ren)/youth enjoy. Bring their favorite games or snacks. Ask your child(ren)/youth about their daily life (school, daycare, sports or hobbies they enjoy). Remember that your child(ren)/youth miss you as much as you miss them. If you tell your child(ren)/youth that you will bring an item to a visit, please make every attempt to bring that item or explain why you could not. Your child(ren)/youth remember what you tell them and interpret your follow through as a demonstration of your love for them. The following should <u>not</u> be discussed during a visit: the reason(s) the child(ren)/youth came into agency custody, blaming of the child(ren)/youth for being in agency custody, future contact or return of the child(ren)/youth to a parent's custody, as this will be determined by the court.</p>					
<b>Child(ren)/Youth Name(s):</b>			<b>Child(ren)/Youth Name(s):</b>		
<b>This plan with (parent(s)/caretaker(s)/siblings)</b>		is effective	Date:	through	Date:
Visit Location: Visits should be in an environment that is family-friendly and safe for the child(ren)/youth.		Frequency of visits:			
Start Time and Day of the Week:		Length of Visit:			
Attendees/ Participants:	Visits are primarily for you to spend time with your child(ren)/youth. Are there additional people you would like to include in your visits? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who are they and why: _____ Approved by child welfare agency? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, who and for how long? _____ If approved, how often would you want them to come to visits and what part of the visit would you like them to attend? _____				
Transportation Arrangements:	The child welfare agency will ensure transportation for your child(ren)/youth to visits. Details: Parent's transportation will be the responsibility of: _____ Other: _____				
Phone Calls Allowed: <input type="checkbox"/> Yes <input type="checkbox"/> No		Day of week and time for call:			
With Whom:		Monitoring Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No		By Whom:	
Monitoring of phone calls requires that all statements by all parties participating on the phone call be heard, either by listening on another phone on the same line or the phone call being on speaker phone. The monitor must redirect the conversation if any inappropriate statements are made. If unsuccessful the call must be ended.					
Other Communication Allowed: <input type="checkbox"/> Yes <input type="checkbox"/> No		Other Communication Details:			
From Whom:		Monitoring Needed: <input type="checkbox"/> Yes <input type="checkbox"/> No		Conditions (by whom, time of day, etc.):	
Send All Mail/Cards/Letters/E-mail to:					
Physical Address:					
Email Address:					

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**Visits:** The priority of the child welfare agency is to keep your visits safe and promote quality time with your child(ren)/youth.

For visits that are supervised, the role of the person supervising a visit is:

- To ensure safety for the child(ren)/youth. Interventions by the supervising person should only occur when necessary to ensure safety. Whenever possible, the supervising person should provide parent education or one-on-one coaching to the parent after the visit.
- To observe interaction between parents and child(ren)/youth. Visits are an opportunity for parents to demonstrate their parenting skills and their knowledge of their child's/youth's likes and needs.

When the court order states that visits are to be supervised, the person supervising the visit must be present and be able to see and hear all interactions between the parent and the child(ren)/youth throughout the entire visit.

If the visits are monitored (sometimes as an interim step before transitioning to unsupervised visits), the person designated to monitor the visit must check on the visit at least 2-3 times but is not required to be present throughout the visit.

<b>Is Supervision Required:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>By Whom:</b>		<b>Is Monitoring Required:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>By Whom:</b>	
<b>Agreements for Visits:</b>  Parent and agency worker should initial items that were discussed. Some items may not apply to every case.	1	___	___	Parent(s) agree to contact the agency worker 24 hours in advance to confirm the visit or request that the visit be rescheduled, or the visit will be canceled.			
	2	___	___	The agency agrees to make every effort to contact the parent 24 hours in advance when a visit must be rescheduled.			
	3	___	___	If a parent arrives more than _____ minutes after the scheduled start time and has not called the agency to communicate they will be late, the visit may be cancelled.			
	4	___	___	If the child/youth arrives more than _____ minutes after the scheduled start time, the agency agrees to:			
	5	___	___	If a parent arrives for a visit demonstrating behavior that will prevent a safe visit with their child(ren)/youth and the parent is unable to control that behavior, the behavior will be documented, and the visit may be canceled.			
	6	___	___	If a parent misses _____ consecutive visits, the agency will: _____ (request the court to modify the visitation plan to be _____)			
	7	___	___	Parent(s) should address a child's/youth's misbehavior during visits as appropriate but must not use physical discipline.			
	8	___	___	Visits may be interrupted (by taking a break) or ended if behaviors by the parent or the child/youth during the visit cause anyone to be or feel unsafe.			
	9	___	___	Parents should contact the agency worker or supervisor during agency hours to discuss visits with their child(ren)/youth (concerns, need to reschedule, question about bringing an item or individual, etc.).			
	10	___	___	This visitation plan complies with current court order.			
	11	___	___	Other:			

Signatures: Child/Youth:		Date		Child/Youth:		Date		
Child/ Youth:		Date		Child/Youth:		Date		
Parent:		Date		Parent Comments:				
Parent:		Date		Parent Comments				
Placement Provider:		Date		Other:			Date	
Agency Worker:		Date		Phone:		Email:		
Agency Supervisor:		Date		Phone:		Email:		

Other considerations:

- A parent(s)'s noncompliance with a non-specific court order or the Family Services Agreement is not a reason to suspend a visit.
- Revise the visitation plan as frequently as needed.
- If there is a history of domestic violence between parents, visits with the parents must not be scheduled at the same time.
- Discuss what may occur if a child refuses to attend a visit.
- If siblings have a different visitation schedule, develop a Family Time and Contact Plan form for each child.
- If siblings are not placed together, a separate visitation plan (not necessarily on this form which is designed for parent visits) must be developed to address sibling visitation.