

Upper Circle Inc. Supervised Visitation Program

Program Overview

Referrals

We are accepting client referrals for Supervised Visitation (SV). An Adobe PDF form is on our website for download and completion. We request that the referral sources allow for our ability to schedule the visits and give us a frequency of once or twice a week/month, as well as a specific duration range of 1, 2, 3 or 4 hours per visit. When a specific time is placed in the Referral (such as 2-4 pm on Saturdays), we may not be able to accommodate the time period due to other families scheduled in that time period.

Schedule

We are open every day for visitation, including weekends. On Tuesdays we have the evening set aside for parent intake appointments. We work with both parents to schedule visits which meet their work schedules.

Operating hours: Friday, Saturday, Sunday, Monday:	9 am - 8 pm
Wednesday and Thursday	9 am - 8 pm
Intake Tuesday	9 am - 8 pm

Location

We are located in South Salem near the intersection of Kuebler and Commercial Streets. The building is a remodeled house and we have made it as homey as possible. We are on a one-half acre lot with a large fenced back yard with parking in the front.

We have two family visitation rooms. Visits may move into the back yard during pleasant weather and utilize the many outdoor games we have for family use. There are chairs in the yard, a picnic table and tetherball set-up outside. There are sunny and shady areas in the yard.

Both rooms contain tables and chairs, toys, games and art materials for children of all ages. We do not provide television, movies, or video games.

Visitation Process

Getting Started

Each party must complete the following steps before beginning visitations or exchanges:

- Clients are referred
- Court documents provided
- Referral Form and Intake fee submitted to us
- Intake appointment with each party scheduled separately
- Once both Intake appointments are completed, a Visitation Schedule is created for a one month time period.

The visiting schedule is created each month. Payment is required one week in advance of each visit or the visit is postponed.

What to Expect in a Visit

The Visiting Parent arrives and is brought into the visiting room 15 minutes prior to the Custodial Parent arriving with the children. The Custodial Parent waits in their car in the parking lot and the Monitor goes to get the children to bring them into the visit. When the visit is concluded, the Monitor takes the children out to the Custodial Parent while the Visiting Parent waits for an additional 15 minutes for the Custodial Parent to safely leave the area before the Visiting Parent leaves.

The Monitor is in the room with the Visiting Parent the entire time of the visit making observational or behavioral notes of the visit including statements, gestures, responses and actions by the Visiting Parent and the children. These notes do not contain any suggestions, conclusions, recommendations or opinions of the Monitor.

Visitation lasts for as long as our services are requested or mandated by the Court, DHS, Attorneys, or Mediators. We do not make recommendations on visitation, reunification, or other matters related to these cases.

Subpoena and Court Testimony

Upper Circle Inc. staff will create Observation Notes for each visit and supply them to the Court, Attorneys and clients as requested. Monitors do not make recommendations, render opinions, track progress, or engage in therapy, and therefore can provide nothing to a Court hearing other than the written Observation Notes. We ask that you provide 7 days' notice for Observation Notes on current cases prior to Court. Please see our website to request the notes via the SV Forms page or fax the request to us directly.

Return to Court/Terminating Visits

When behavior in the Visit becomes concerning for the Monitor or the Visiting Parent is unable to be redirected into more positive interaction with the children, the Monitor will end the visit. When this occurs, or we have difficulty with a family, we will note the behavior in our observation notes and refer the case back to the court with a request for input and redirection.

Families who do not follow our rules, policies or guidelines may not remain as customers of UCI. If this is the case, we will inform the Court of this decision in the Observation Notes provided.

Supervision Monitors

All Monitors are qualified to supervise visits based on education and attending specific training related to children, domestic violence, parenting and family interactions. In addition, they receive on-going training from the Program Manager or Program Director in monthly staff meetings.

Program Staff

UCI is led by Program Director, Beth Doyle, LPC, a provider of sexual abuse therapy for victims and perpetrators since 1980. Ms. Doyle works with clients with a history of domestic violence, trauma, anxiety and substance abuse. Ms. Doyle will supervise parents who have sexual abuse charges or allegations who are authorized visitation with their children.

Fees

Intake	\$100 for each parent prior to scheduling visits			
Visits	1 hour	\$75	2 hours	\$125
	3 hours	\$175	4 hours	\$225

An additional 30 minutes is added to the visiting time, with the visiting parent arriving 15 minute early and departing 15 minute after the visit is completed.

Supervised Safe Exchanges	\$35
Monitored Phone Calls	\$50 per hour
Copies of Visit Observation Notes	\$5 each note

Contacting Us:

Forms for Referral and Intake are on our website at: www.uppercircle.com
Email for Intake: visits@uppercircle.com

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