



Supervised Access Centre

312 Parkdale Avenue
Ottawa, Ontario
K1Y 4X5
Telephone:
613-725-3601
Fax: 613-725-5651
TTY: 613-725-6175

Email:
sneilson@familyservicesottawa.org
For further information, please call:
613-725-3601 X175

WHAT IS SUPERVISED ACCESS

- ❖ Supervised Access offers a safe, neutral and child-focused setting where visits and exchanges can take place under the supervision of trained staff and visit supervisors.
- ❖ Families use the Centre for reasons such as removing children from conflict between separating or divorcing parents, safety of a parent or child, absence from a child's life for a period of time, or when addiction or mental health are concerns.
- ❖ The Court may order or parents prefer that the children's visits or exchanges take place with a neutral third party to allow for a safer, less conflictual experience for the children and their parents.

HOW TO APPLY

- ❖ Both parents must complete and return separate application and consent forms.
- ❖ Once both forms are received, each applicant participates in an interview before service can be offered.
- ❖ Orientation visits to the Supervised Access sites are made available to children and parents while they are being introduced into the program
- ❖ Each parent contributes to the cost of the scheduled visits through payment of a sliding scale fee.
- ❖ Visits and exchanges are offered on Wednesday evening, Saturday or Sunday. In addition exchanges can be facilitated on Friday evenings.

HOW TO APPLY TO THE SUPERVISED ACCESS CENTRE

1. An application is submitted separately by both the custodial party and the visiting party. The submission of an application is a request for service and not a guarantee that service will be provided. This application is not a legal document and it does not replace the need for a Family Court Order for custody and access.
2. The custodial party and the visiting party will be interviewed individually by the Program Coordinator prior to using the service. Relevant information about the child's history and each party will be requested.
3. As part of the application process a copy of the Court Order, Minutes of Settlement, Endorsement or Mediation Agreement must be provided. If there are changes to the Order, a new copy must be provided to the Centre.
4. In the absence of a court order, a Mutual Agreement signed by both parties may be provided. Parties are encouraged to obtain independent legal counsel.
5. Any additional documentation related to involvement with Children's Aid in the past or present, probation or bail conditions, and the Health Card information for the child(ren) should be brought to the intake.
6. Fees apply for both supervised visits and exchanges. Each parent is asked to contribute to the cost of the scheduled visits. The fee is assessed on a sliding scale. A proof of income is required.
7. Send completed application forms to the Supervised Access Program, Family Services à la famille Ottawa, 312 Parkdale Avenue, Ottawa, ON, K1Y 4X5, or fax to (613) 725-5651.

For further information contact:
Program Coordinator at: 613-725-3601 Ext. 175.



SUPERVISED VISIT/EXCHANGE APPLICATION FORM

The Supervised Access Centre at Family Services à la famille Ottawa offers families a safe, neutral child-centered setting where visits and exchanges can take place.

The Supervised Access Centre is an observational service and does not provide assessment or therapy. Brief factual observation notes are taken and are available upon request by either parent or their lawyer, at a fee of \$75.00 charged to the requesting party. Copies are then supplied to the other party/lawyer without additional charge.

A visit may be terminated at the discretion of the supervisor. Behavior which may trigger a visit being discontinued might include overt abuse of a child; a child becoming upset to the point where it is no longer in the child's best interest to continue the visit; repeated late arrival or missed visits by the access parent, or harassment of the custodial parent.

It is a condition of our service that no staff or visit supervisor shall be called upon to provide evidence for use in any proceedings.

Name of Applicant: _____

Address: _____

City _____ Province: _____ Postal Code: _____

Telephone: Home: _____ Cell: _____

Work: _____ Email: _____

Name of other parent:

With whom do the child (ren) reside:

NAMES OF CHILD (REN)

1. _____ Date of Birth: _____

Male Female Health Card Number: _____

Special needs / allergies / behavior problems: _____

2. _____ Date of Birth: _____

Male Female Health Card Number: _____

Special needs / allergies / behavior problems: _____

3. _____ Date of Birth: _____

Male Female Health Card Number: _____

Special needs / allergies / behavior problems: _____

4. _____ Date of Birth: _____

Male Female Health Card Number: _____

Special needs / allergies / behavior problems: _____

Date of last contact between non-custodial parent and children.

Solicitor(Lawyer) Information

Solicitor's name: _____

Address: _____

Telephone: _____

Fax: _____

Email: _____

Have any charges been laid in relation to this child (ren) or either parent? (If yes, please send copies of Court Orders and notification of criminal proceedings.)

Yes No _____

Is there a restraining order against either parent? Yes No

Is Supervised Access or Exchange court ordered? Yes No

Is unsupervised access planned or applied for in the future? Yes No

Is the Children's Aid Society involved with your family in any way? Yes No

If yes, please sign Release of Information form on page 6, giving us permission to contact the Children's Aid Society regarding the status of the case.

Case worker's name: _____

Contact Information: _____

RELEASE OF INFORMATION

I, _____ give my permission to the Children's Aid Society to release information about the status of CAS involvement with myself and family to the Supervised Access Centre at Family Services à la famille Ottawa in order to determine eligibility for service.

Children's Names and Birth Dates:

Parent Signature: _____

Date: _____

CONSENT TO DISCLOSURE OF INFORMATION

I hereby give the Supervised Access Coordinator the authority to:

- a) discuss any and all matters related to the access arrangements with and
- b) release any reports or documents prepared by the Supervised Access Coordinator, or other staff of the Supervised Access Program to:
 - the Court
 - the lawyer representing the custodial parent
 - the lawyer representing the non-custodial parent
 - the lawyer representing the child(ren)

Custodial Parent: _____

Non-custodial Parent: _____

I have read the above and agree to the terms of this consent:

Date: _____

Client Signature

Print Name

When a report is requested by any party involved in a case, it will be simultaneously released to all other parties. The cost for copies of reports is \$75.00 payable to the Family Services Centre.

Signature

Date