



## **AMENDED SERVICES OFFERED DURING COVID-19 PANDEMIC**

### **VIRTUAL Supervised Exchanges (By AGREEMENT OF THE PARTIES ONLY)**

- Mother and Father must agree to utilize this service if parents cannot reach an agreement they are encouraged to utilize joint co-parenting coaching or mediation services.
- There will be no interactions between the parents at exchanges.
- MOTHER & FATHER shall reach out to The Layne Project, Inc to schedule virtual supervised exchange, and shall agree to its use it virtual supervised exchange is to be utilized.
- The cost of virtual exchange is \$20.00, and shall be shared as agreed upon between the parties, and in advance of the service. If no agreement is reached, the service will not be accessible.
- The exchange shall occur in the parking spaces **IN FRONT** of The Layne Project, Inc offices on the north side of our location and park near the “front door” of our offices across from the church on Loula and Chestnut.
- Mother and Father shall each sign into ZOOM at the time of the scheduled exchange, and shall initiate the exchange until both parents are on the call with the TLP supervisor.
- Mother and Father shall park on the same side of the street as The Layne Project, Inc offices are located.
- Children of an age capable to exiting and entering a vehicle without assistance should do so, and the parent beginning/ending parenting time shall remain in the vehicle. No words should be exchanged. Park close enough for the child(ren) to walk safely from one parent to the other. In the event a child(ren) is not of an age he/she is able to enter/ exit a vehicle on his or her own, the parent ending his/her parenting time shall help the child out of his/her vehicle, hand off the child(ren) and the parent receiving the child shall be responsible for placing the child in his/her own vehicle. This is exchange shall occur on the small porch in the front of The Layne Project, Inc offices. Only incidental words should be exchanged and no conversations of substance should be had.
- The parent with whom the child(ren) are beginning parenting time, shall remain on the zoom call until he/she leaves The Layne Project, Inc offices, the parent ending his/her parenting time shall stay on the zoom call with The Layne Project, Inc staff until five (5) minutes following his/her co-parent’s departure.
- By agreeing to utilized The Layne Project, Inc virtual supervised exchange, each parent agrees to the follow the above protocol

### **VIRTUAL Supervised Parenting Time (By AGREEMENT OF THE PARTIES ONLY)**

- Mother and Father must agree to utilize this service, if parents cannot reach an agreement they are encouraged to utilize joint co-parenting coaching or mediation services.
- Said time is offered in increments of 15, 30, and 45 minutes, and can be accessed as frequently as daily. The cost is \$25.00/\$50.00/\$75.00, respectively. In the event a family wishes to

cumulatively exercise in excess of 1.5 hours of virtual parenting time per week, fifteen minute increments beyond 1.5 hours will be billed at \$20.00 per 15 minute increment.

- The cost of virtual supervised parenting shall be shared as mutually agreed upon by the parties, and payment must be made prior to the service being utilized. If an agreement cannot be reached or payment is not made in advance of the services, the service will not be accessible.
- By agreeing to utilize virtual supervised parenting time, the parents agree to follow the following rules:
  - Parents shall be fully aware of the surroundings, to include but not limited to background, personal attire, distractions ect in the field of view during the virtual contact and shall insure nothing inappropriate or private is within view of the child(ren) or his/her co-parent during the contact.
  - Parents shall limit all outside audio distractions, and shall ensure a quite and private setting for the virtual contact.
  - The parent with whom the child(ren) is physically present shall assist the child(ren) in setting up the virtual contact but shall not otherwise participate in said contact., unless otherwise requested by The Layne Project, Inc staff.
  - Absent prior approval of The Layne Project staff the person exercising virtual contact shall insure he/she is the only one within view or hearing of the child(ren) during the virtual contact.
  - The parent with whom the child(ren) is physically present shall insure only the child(ren) is within the hearing or view of the parent exercising virtual contact. In the event, the child(ren) pulls in the parent with whom he/she is physically present, said parent shall redirect the child(ren)'s attention to the virtual contact by saying something encouraging such as "Your Daddy/Mommy love you very much and wants to spend time with you, I want you to speak to him/her."
  - The parent with whom the child(ren) is physically present shall not attempt to record, eavesdrop, or otherwise interfere with the privacy of the parent exercising virtual contact.
  - The parent with whom the child(ren) is physically present shall insure the child(ren) has privacy during the scheduled virtual contact, and shall not attempt to interfere or allow any third party to interfere or interrupt said contact, by requiring the child(ren)'s attention during the call, unnecessarily communicating with the child(ren) during the contact, or otherwise interfere with the attention of the child(ren) during the contact.
  - Unless approved by The Layne Project, Inc staff in advance of the virtual contact, the parent with whom the child(ren) is physically present shall not allow the child(ren) access to the television, radio, or any other electronic device during the virtual contact.
  - All participants to the virtual contact and the parent with whom the child(ren) is physically present shall follow all directives of The Layne Project, Inc staff, and failure to do so may result in termination of the virtual contact at the expense of the violating party.
  - All applicable rules policies and behavioral expectations for in person supervised parenting time, therapeutic supervised parenting time, or therapy will apply to virtual contact.

**Therapeutic Supervised Parenting Time and Family Therapy (BY AGREEMENT OF THE PARTIES ONLY)**

- Mother and Father must agree to utilize this service, if an agreement cannot be reached they are encouraged to participate in joint co-parenting coaching or mediation services.
- By agreeing to said services co-parents agree to abide by all rules for virtual supervised parenting time as outlined above.
- Costs for Virtual Therapeutic Supervised Parenting Time and Family Therapy remain the same as in person services, but shall be shared as mutually agreed upon by the parties and paid in advance of the session.
- All applicable rules, policies and behavioral expectations for in person therapeutic supervised parenting or therapy shall apply.
- A telehealth form must be signed by both parents

**Other Services:**

Cooperative Parenting Program, Mediation, Joint Co-Parenting Coaching, Individual Coaching, and Individual Therapy, will be offered virtually, by agreement of the participants, and at the direction of The Layne Project, Inc. staff

Enclosures:

Virtual Parenting Time Resource Page  
Telehealth Consent Form  
COVID 19 Guidelines for Divorced Parents  
ADMIN ORDER 20-06