|  |  |
| --- | --- |
|  | **FAMILY CONTACT**  **REGISTRATION FORM**  **ADULT** |

**Personal Information**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title** |  | **Forname** |  | **Surname** |  | **Gender** |  | **D.O.B** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact No** |  | **Email** |  |

|  |  |
| --- | --- |
| **Address** |  |

|  |  |
| --- | --- |
| Residential or Non Residential Parent |  |

**Form of Contact Required?**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Centre** |  | **Supervised** |  | **3rd Party** |  |  |  |
| **Chaperone** |  | **Supported** |  | **Facilities Only** |  |  |  |

**Reason for Contact Services**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Court Ordered** |  | **Private Arrangement** |  | **Is a court report required?\*** |  | **If YES, to Whom and when?** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Case Number** |  | **Whom is responsible for contact fee’s inc Admin charges** |  |

**Terms and Conditions and House Rules**

1. **Both DRUGS and Alcohol are completely prohibited in the centre, Anyone suspected of being under the influence of either will be asked to leave immediately. They can agree to in house tests if they wish? If the test is positive then any future contact sessions will be subject to a compulsory urine sample before the sessions commence.**
2. **Any tests requested will incur an additional £9.99 charge on top of any session fee.**
3. **All session fees to be paid within 24 Hours of your booked session unless agreed. Non payment will see future sessions stopped until the balance is cleared. (Please speak to us if you are having difficulties, We cannot help if we don't know)**
4. **We will not tolerate any abusive behaviour - Especially towards our staff and volunteers - Anyone found doing so will be removed from the building and will not be welcomed back. If this happens during your session, Our staff will keep the children safe and contact the Main Parent who will collect them as early as possible. We will also then inform the courts and CAFCASS of our reasons**
5. **Mobile Phones are prohibited in the contact rooms - either switch them off for your session or leave them in the reception area, where they will be locked away safely for you to grab when you finish**
6. **If you wish to make a call to family or friends, or wish to take photos of your session, please inform us before your session starts**

1. **I will keep the centre informed if I am running unavoidably late. Always try and be on time, to allow your session to run as scheduled and not cause distress or upset your children.**

1. **As the residential Parent I promise to ensure the children arrive on time and prepared for contact with their Non Residential Parent, If I am running unavoidably late, I will contact the centre asap.**

**Parent**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Signed:** |  | **Print:** |  | **Date** |  |

**Centre Staff**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Signed:** |  | **Print:** |  | **Date:** |  |

**-----------Office Use Only----------**

**Please Scan this on to the appropriate files - Keep the hard copy in the Families Contact Centre Files**