

Intake Personnel:
Fill out this Intake Form for both custodial/non-custodial clients.



The Best Parent is Both Parents®
CRC CHILD ACCESS PARENTING CENTER

Intake Form to be emailed
To CRC
courtoorders@crckids.org



Referred to: _____ Zip Code: _____ Start Date: _____

Access Services Intake

Section I. SERVICES REQUEST

Referred by: PG County Family Division PG County Circuit Court (directly) PG County District Court (directly)
 Attorney Social Services Other:

CRC Case No. _____ **Case No.** _____

Services: Neutral Drop-Off (Transfer) Supervised Parenting Time 9am-1pm 9am-11am 11am-1pm

Section II. CONTACT INFORMATION

Name: (Custodial)	Name: (Non-Custodial)
Last First M.I.	Last First M.I.
Relation:	Relation:
Address:	Address:
Street	Street
City State Zip Code	City State Zip Code
Telephone:	Telephone:
Primary Emergency	Primary Emergency
E-mail:	E-mail:
Email address and phone number	MUST be Provided!

CHILDREN (LAST Name, First Name, Middle Initial)	DATE OF BIRTH	CUSTODIAL PARENT

Section III. SPECIAL INSTRUCTIONS

Special needs to ensure child health and safety:

By my signature below, I hereby acknowledge verification of identification has been established by witness of a Federal or State issued photo identification and determination of parental status to the aforementioned children.

Intake Monitor Name	Intake Monitor Signature	Date
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courtorders@crckids.org

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(Please check all boxes that apply)

Section IV. DEMOGRAPHICS

Relation:		Relation:	
Race:	Marital Status:	Race:	Marital Status:
<input type="checkbox"/> Alaskan/ Native American <input type="checkbox"/> Asian American <input type="checkbox"/> Black/African American <input type="checkbox"/> Hawaiian/Pacific Islander <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Multi-Cultural/Other	<input type="checkbox"/> Married <input type="checkbox"/> Cohabiting <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Never Married <input type="checkbox"/> Single	<input type="checkbox"/> Alaskan/ Native American <input type="checkbox"/> Asian American <input type="checkbox"/> Black/African American <input type="checkbox"/> Hawaiian/Pacific Islander <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Multi-Cultural/Other	<input type="checkbox"/> Married <input type="checkbox"/> Cohabiting <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Never Married <input type="checkbox"/> Single
Employment Status	Annual Income	Employment Status	Annual Income
<input type="checkbox"/> Paid Full-Time Job <input type="checkbox"/> Paid Part-Time Job <input type="checkbox"/> Compensated Volunteer <input type="checkbox"/> College/Voc. Student <input type="checkbox"/> Temporarily Disabled <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed	<input type="checkbox"/> < \$10,000 <input type="checkbox"/> \$10,000 - \$20,000 <input type="checkbox"/> \$20,000 - \$35,000 <input type="checkbox"/> \$35,000 - \$50,000 <input type="checkbox"/> \$50,000 - \$75,000 <input type="checkbox"/> \$75,000 - \$100,000 <input type="checkbox"/> >\$100,000	<input type="checkbox"/> Paid Full-Time Job <input type="checkbox"/> Paid Part-Time Job <input type="checkbox"/> Compensated Volunteer <input type="checkbox"/> College/Voc. Student <input type="checkbox"/> Temporarily Disabled <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed	<input type="checkbox"/> < \$10,000 <input type="checkbox"/> \$10,000 - \$20,000 <input type="checkbox"/> \$20,000 - \$35,000 <input type="checkbox"/> \$35,000 - \$50,000 <input type="checkbox"/> \$50,000 - \$75,000 <input type="checkbox"/> \$75,000 - \$100,000 <input type="checkbox"/> >\$100,000
Education Level:	Armed Service:	Education Level:	Armed Service:
<input type="checkbox"/> Graduate/Doctorate Degree <input type="checkbox"/> Undergraduate Degree <input type="checkbox"/> H.S Graduate/GED <input type="checkbox"/> Tech/Vocational Trade <input type="checkbox"/> Non H.S. Graduate	<input type="checkbox"/> U.S. Active Duty <input type="checkbox"/> Reserve/Natl. Guard <input type="checkbox"/> Military Veteran <input type="checkbox"/> Foreign Service <input type="checkbox"/> No Veteran Status	<input type="checkbox"/> Graduate/Doctorate Degree <input type="checkbox"/> Undergraduate Degree <input type="checkbox"/> H.S Graduate/GED <input type="checkbox"/> Tech/Vocational Trade <input type="checkbox"/> Non H.S. Graduate	<input type="checkbox"/> U.S. Active Duty <input type="checkbox"/> Reserve/Natl. Guard <input type="checkbox"/> Military Veteran <input type="checkbox"/> Foreign Service <input type="checkbox"/> No Veteran Status
Age:	Age:	Age:	Age:
<input type="checkbox"/> < 18 years <input type="checkbox"/> 18 - < 21 years <input type="checkbox"/> 21 - < 25 years <input type="checkbox"/> 25 - < 30 years <input type="checkbox"/> 30 - < 35 years <input type="checkbox"/> 35 - < 40 years	<input type="checkbox"/> 40 - < 45 years <input type="checkbox"/> 45 - < 50 years <input type="checkbox"/> 50 - < 55 years <input type="checkbox"/> 55 - < 60 years <input type="checkbox"/> 60 - < 65 years <input type="checkbox"/> > 65 years	<input type="checkbox"/> < 18 years <input type="checkbox"/> 18 - < 21 years <input type="checkbox"/> 21 - < 25 years <input type="checkbox"/> 25 - < 30 years <input type="checkbox"/> 30 - < 35 years <input type="checkbox"/> 35 - < 40 years	<input type="checkbox"/> 40 - < 45 years <input type="checkbox"/> 45 - < 50 years <input type="checkbox"/> 50 - < 55 years <input type="checkbox"/> 55 - < 60 years <input type="checkbox"/> 60 - < 65 years <input type="checkbox"/> > 65 years



The Best Parent is Both Parents®

Custodial Parent and Non-Custodial Parent must sign separate Rules and Guidelines

(Intake forms can be emailed to CRC at courtorders@crckids.org or fax to (301) 459-1227)

Please review the following Rules and Guidelines for the Children's Rights Council's (CRC) Child Access Centers.

The rules and guidelines of the Access Centers are as follows:

- Each time you arrive at the Children Rights Council's Child Access Parenting Centers, you are to sign in and out to verify your attendance. Failure to sign in and out states that you did not show up for your specified session. If you cannot pick up your child or attend visitation, you must notify the center 24 hours in advance or as soon as you become aware of your circumstances.
- You **MUST** arrive on time for each session. If you are going to be late or need to cancel your transfer or parenting time session, you must call CRC at 301-459-1220 and speak with a staff member or leave a message. This message should include your name, date of your transfer or parenting time session, contact number, and the reason for the transfer or parenting time session cancellation or tardiness. You cannot have "makeup" sessions due to your absence. You may not miss a transfer or parenting time session without the permission of the court, unless there is an emergency. **CRC does not have the authority to excuse absences or pardon repeated instances of tardiness. If you fail to comply with this procedure, you will be considered a "No Show".**
- If you do not show up to the center for your session for 45 days (3 consecutive missed transfers or parenting time sessions), your case will be terminated due to non-activity of services and reported to the courts. This rule cannot be used at your discretion. If your case is terminated, services can only be reinstated by obtaining a new court order.
- If you cannot make a transfer or parenting time session for a specific reason, you must provide CRC with the proper documentation explaining your absence. This documentation will be placed in your file to explain the "no show". Please note: acceptance of documentation is at the discretion of the CRC Director.
- Parents are prohibited from discussing matters of their court case (past or pending) or personal matters relating to the custodial parent with the **child(ren), other parents, CRC Staff, to include Security**. Violation of this rule will result in immediate termination and notification to the courts.
- **Any accompanying person not approved by the court, will not be permitted on the premises, inside the center, during exchanges or visitation with the child(ren). If there are any extenuating circumstances (i.e. work, medical condition, any conditions which does not permit you to drive, etc.), please discuss with the courts prior to your transfer or parenting time session. CRC must receive in writing any documentation from the courts prior to the initiation of services.**

- Visiting inside the center, parking area or in front of the building is not permitted. Transfers cannot be made in the parking lot. All associated items relating to transfers or parenting times sessions must accompany you when entering the center. Please note, for safety reasons, you are not allowed to park in front of the center.
- Drugs, smoking, alcohol, and the use of profanity is prohibited in all areas of the CRC's Child Access Parenting Centers. This includes all spaces within the building, the parking lot, surrounding green areas, and your personal vehicle if parked on private property of the premises. Violation will cause services to be terminated and the referring court and/or agency will be notified.
- Cell phones are **not allowed** during the transfer or parenting time session for parents or children. They can only be used the last 10 minutes of the parenting time session to take pictures of your child(ren). You are not allowed to take photos of anyone else, nor can you video. Staff will monitor and advise you when phones may be retrieved for pictures. If you should need to order food, please advise your monitor. The director or security will assist you with the call. If this rule is violated, the visitation will be terminated and reported to the courts. Tape and video recorders are not allowed on the premises or in the center.
- To keep everyone safe, all persons entering and re-entering the center will be required to undergo a security check. This check will consist of a scan of your person and all items that you bring inside the center to include bags, purses, etc.
- CRC receives all protective orders from the Courts and Family Support Services prior to the initiation of services. CRC is informed of any relevant information pertaining the case. CRC Parenting Centers have safety measures in place to adhere to all protective orders.

Rules and Guideline violations will be immediately reported to the Court and other public protective/social service agencies as necessary. Please carefully review the "Center Rules and Guidelines." **Non-Compliance with any of the rules and regulations of the Center is grounds for immediate termination.**

I have carefully read, understand, and will comply with the Rules and Guidelines of the Children's Rights Council's Access Centers.

Name (Print): _____

Name (Signature): _____

Date: _____ Contact Number: _____



ACKNOWLEDGEMENT OF CENTER RULES & GUIDELINES

I hereby acknowledge that I have received a copy of the CRC Child Access Parenting Center Rules & Guidelines.

I further understand that it is my responsibility to become familiar with these rules and guidelines.

I am aware that violation of these rules and guidelines is ground for termination.

Name of Parent

Signature of Parent

Date



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courtorders@crckids.org

STATEMENT OF ASSURANCE

The undersigned Parent HEREBY AGREES to comply with CRC Child Access Parenting Center Rules and Guidelines and all requirements imposed by or pursuant to the Prince George's County Circuit Court and the Children's Rights Council (CRC).

THIS ASSURANCE is given in consideration of and for the purpose of obtaining court-ordered access services in a cooperative manner that serves the best interest of the child(ren), to the end that CRC shall ensure the safety and security of children, parents and staff are the first priority in the delivery of monitored transfer (neutral drop-off/pick-up) and supervised parenting time services.

The Parent recognizes and agrees that access services will be extended in reliance on the representation and agreements made in this Assurance, and that Prince George's County Circuit Court and/or the Children's Rights Council shall have the right to enforce the CRC Child Access Parenting Center Rules and Guidelines through lawful means. This Assurance is binding on the Parent, and the person or persons whose signatures appear below authorized to sign this Assurance on behalf of the Parent.

I certify that I have received, read and agree to abide by the CRC Child Access Parenting Center Rules and Guidelines necessary to receiving transfer and supervised access services from the Children's Rights Council. A violation of these rules and guidelines may result in the termination of services and/or reporting to the appropriate court, law enforcement and/or social services agency.

Name of Parent

Signature of Parent

Date



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Intake Form to be emailed to CRC. courtorders@crckids.org

AUTHORIZATION FOR RELEASE OF INFORMATION

NOTE: CRC takes photos of children in active cases at our CRC Child Access Parenting Center. These photos are stored in our possession only. The photos are taken as a safety precaution in order to have a picture of the child on record in case of emergency. Please fill out and sign this form permitting this picture to be taken.

I, the undersigned, hereby authorize the Children's Rights Council to take a photograph or, obtain a photograph of my child(ren). For the safety of each child, this photograph may be released to the Family Court and/or Law Enforcement in the event that a child(ren) are taken from a CRC Child Access Parenting Center without authorization or, are never exchanged back to the custodial parent at the end of the weekend.

I further understand all matters pertaining to my records are considered privileged and confidential and will be treated as such by persons authorized to deliver those services determined relevant and necessary for the purpose(s) indicated below.

PURPOSE OF REQUEST

To document and verify identity of child/children listed below:

Child #1 Name: _____ Age: ____ Child #2 Name: _____ Age: ____	Please list any additional children attending the CRC center:
------------------------------------------------------------------------	---------------------------------------------------------------

Both parents must print names and sign below:

Client Last Name (Print)	First Name (Print)	M.I.	Client Signature	Date
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Client Last Name (Print)	First Name (Print)	M.I.	Client Signature	Date
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Note About Process: After both parents have signed above, the Court intake monitor will include this form in the packet materials faxed to CRC for CRC records. At the first visit by clients at the CRC Center, CRC staff will take photos of all listed children.

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courtoorders@crckids.org



CHILD PROFILE

This profile is designed to document the physical description of your child to ensure access to the appropriate parent or adult guardian, and assist law enforcement personnel in the event of an emergency situation. A picture of the child will be taken and attached to this form upon their first visit to a CRC Child Access Parenting Center.

Custodial Parent Name: _____

Child's Full Name: _____

Nickname: _____

Date of Birth (MM/DD/YYYY): _____

Height: _____

Weight: _____

Hair Color: _____

Eye Color: _____

Distinguishing Marks: _____

Allergies/Medical Needs: _____



Give pages 6-9 to
parent to keep as a
reference

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CENTER RULES & GUIDELINES

I. Introduction

The Children's Rights Council (CRC) operates "family friendly" access sites called CRC Child Access Parenting Centers, such as the one to which you have been referred. The purpose of the CRC Child Access Parenting Centers is to enable children to remain close to both parents regardless of the family situation or parental conflict. These Centers are operated in cooperation with the County Family/Domestic Relations Court and remain neutral in family disputes. These Centers are focused on your well-being and that of your children for court-ordered access where **safety is the first priority.**

The Children's Rights Council has been selected by the Court to provide this service to you because CRC firmly advocates the principle that "*The Best Parent is Both Parents.*"[®] CRC will help you act in the best interest of your child(ren) by extending to you the opportunity to remain a loving and involved parent. These rules and guidelines will help you cooperate in matters that affect your child(ren) in order to encourage a rewarding relationship and the continuing welfare of your child(ren). CRC can assist you in employing these strategies and has staff trained to observe and enforce these rules, as well as, report to the court and other authorities (as necessary) of any violations. It is necessary to review the CRC Child Access Parenting Center Rules & Guidelines before your first visit and be prepared to ask any questions. All parents must agree by their signature to follow the rules before being allowed to participate in the CRC Child Access Parenting Center Program. Failure to comply with the Center Rules & Guidelines is grounds for termination of service.

II. Check-In Processes

Each time you arrive at the CRC Child Access Parenting Center, you are directed to sign a log of your attendance. From time to time, staff may be summoned to testify based on their observation of parental behavior, concerning conformance to rules and parental abilities to cooperate with one another for the benefit of their child(ren).

If a parent is unable to visit or transfer, they must contact CRC at (301) 459-1220. The Director will be able to address issues during the work week and will check any voicemails left from Friday evening through Sunday evening.

On your first visit you should arrive promptly to have your Photo Identification taken and verified (if not done so during the intake process) and child(ren) photo processed, as well as, to provide an opportunity for the Director to answer any questions you may have, conduct an orientation of the facility, and review the rules and regulations of the Center.

III. Scheduling & Fees

As a part of this orientation, you will be provided a schedule for the CRC Child Access Parenting Center, either Supervised Parenting Time or Monitored Transfer, depending on your type of service. It details the address, days, hours of operation and contact information. It also gives instruction on the procedure to follow in cases of inclement weather. Although the Court may assign schedules at its discretion, you should receive your scheduled start date per court order or, after completion of orientation by both parties. The CRC Child Access Parenting Center operates Friday, Saturday, and Sunday at various locations.

Children benefit from consistency. Once a schedule has been established, please ensure you understand the rules and follow your schedule; it is your responsibility to arrive and depart on time. Sessions will end **ten minutes** prior to the scheduled closing time to allow for a smooth departure. Sessions will end even if one parent is late. You cannot have “makeup” sessions because of your absence. You may not miss a transfer or visitation session without permission of the Court. CRC does not have the authority to excuse absences or pardon repeated instances of tardiness. The schedule will remain the same unless modified by an order from the judge.

You must arrive promptly for monitored transfer at 7:00 p.m. on the Friday that you are scheduled for an exchange (review court order). You must return promptly at 6:00 p.m. on Sunday for exchange. If you are ordered to participate in supervised parenting time on Saturday, you must arrive promptly at one of the three sessions you are assigned to: 9:00 a.m. – 11:00 a.m.; 9:00 a.m. – 12:50 p.m.; 11:00 a.m. – 12:50 p.m. CRC does not allow for a “grace period”. If you are going to be late or have an documentable emergency, you must notify the Center in advance. Please note, repeated tardiness **is not** permitted. All missed sessions and tardiness will be reported in your file. Additionally, the custodial parent is required to attend all transfer and supervised parenting time sessions ordered by the courts. Failure to attend will require CRC to notify the court of your non-participation in the program and will be subject to sanctions enforced by the court. **If no successful transfer or supervised parenting time session occurs for your case at center for 45 days, your case will be terminated.** (Forty-five days is our measure of three (3) consecutive missed weekends.) Regarding this rule, you cannot use it at your discretion, for example, you are not allowed to miss 2 (two) visits and attend the third or attend the first, miss the second, and attend the third in an effort to avoid termination. This is unacceptable and will be grounds for termination. Please keep in mind that your failure to arrive at the center at your scheduled time will only be considered if it was caused by a verifiable emergency on the day that you are scheduled to attend.

There are no fees for clients utilizing the CRC Child Access Parenting Center that have been directed through the Prince George’s County Circuit Court. However, there are associated fees for copying documentation within your file. All copies of documents must be requested one week in advance. In order to obtain documents from your file, please contact the office at (301) 459-1220 or by email to lbritt@crckids.org. There is a one-time fee of \$25.00 for these documents. CRC accepts cash or money orders (made payable to Children’s Rights Council) only. A receipt will be given to you at the time of payment.

It is your responsibility to provide meals, medicines, and any toys or gifts to your children when visiting the center. You are reminded to be conscious of the other parent’s wishes regarding acceptable diet and items appropriate for the child(ren).

IV. Access Programs

There are two access programs available to parents: 1) monitored transfer, and 2) supervised parenting time.

- Monitored Transfers will occur on Friday and Sunday evenings for transfer of the child(ren) between parents. This occurs with the custodial parent arriving promptly at 7:00 pm on Friday with the child(ren) to the center. The receiving parent arrives promptly with expectations of making a speedy exchange. A safe and peaceful transfer is made on the premises under the monitored direction of trained staff. The process is reversed on Sunday evening starting promptly at 6:00 pm to accommodate the return of the child(ren).
- Supervised Parenting Time occurs at the CRC Child Access Parenting Center on Saturdays in blocks of up to four (4) hours depending on the court order. Supervised Parenting Time is determined by the court and restricts parental access to the on-site location. There are generally three sessions available for supervised access. (Session 1) is from opening at 9:00 am to 12:50 pm closing; (Session 2) is from 9:00 am to 11:00 am; (Session 3) is from 11:00 am to 12:50 pm closing.

Under no circumstances may child(ren) be left at the CRC Child Access Parenting Center without one parent being present. Furthermore, parents cannot bring others with them, including a **"significant other."** This will help reduce the possibility of controversy and unpleasantness. Prior written approval is required for having someone drive you to the center (for your assistance) due to a disability, emergency, or other reasonable need. In such cases, please contact the office in advance by calling (301) 459-1220. **An accompanying person not approved by the court is not allowed on the premises and may not enter the center. They will not be permitted to be present during the exchanges nor to visit with the child(ren) during the supervised parenting time sessions.**

Visiting or waiting in the parking area or in front of the building is not permitted under any circumstances. Parents involved in child transfers are directed to enter the building upon arrival, sign in and follow CRC's five minute "exiting rule" procedure for parents. Supervised Parenting Time also requires signing in and out and following CRC's five minute "exiting rule" procedure for parents.

V. Rules Enforcement

Please obey all rules. You are subject to any necessary interventions by staff or security personnel. Inappropriate behavior is not tolerated. CRC Child Access Parenting Center personnel are instructed to notify police after one warning. Rules violations will be immediately reported to the court and other public protective/social service agencies as necessary. Additionally, a security officer is onsite during periods of monitored transfer and supervised parenting time, to ensure the safety of children, parents, personnel and compliance with court directives.

VI. General Restrictions

Drugs and/or alcohol are prohibited in all areas of the CRC Child Access Parenting Center Program. This includes all spaces within the building, parking lot, surrounding green areas, and your personal vehicle if parked on private property of the premises. If any staff member or security suspects such use before or during a visit to the Access Center, the session will be cancelled and the referring court and/or agency will be notified. If active use or possession is observed, police will be immediately contacted. These behaviors will cause services to be terminated.

For parents involved in a supervised access program, an appropriate CRC Child Access Parenting Center Program staff member shall accompany all child(ren) (regardless of age) to the restroom and any other location within the center. Please note: Diaper changes will be done by the parent under the observation of your monitor.

There is no smoking allowed on the premises of a CRC Child Access Parenting Center. Premises include all private rooms, office spaces, restrooms, and general areas. Parents are not allowed at the Access Center before or after regularly scheduled hours. Please arrive on time for each transfer and/or parenting time session and keep with this schedule. The Director will be available to assist as necessary and answer any questions or concerns that you may have.

Cell phones are **not allowed** during the transfer or parenting time session for parents or children. Cell phones can only be used the last **10 minutes** of the parenting time session to take pictures of you and your children. You are not allowed to take pictures of anyone else, nor can you video. Staff will monitor and advise parents when phones may be retrieved for pictures. If you should need to order food or have to make an emergency phone call, please inform your monitor. The Director or Security will assist you with the call. If this rule is violated, the visitation will be terminated and reported to the courts. Tape and video recorders are not allowed on the premises or in the center.

VII. Parental Behaviors

Set a good example for your child(ren) as a loving, considerate, and responsible parent; make your comments and behavior toward the other parent, parents utilizing the center, and staff in a courteous manner. Endeavor to help your child(ren) view the CRC Child Access Parenting Center in a positive way.

Children imitate their parent's behavior, including perspectives of transfer and supervision. Let the children know they are there to visit the other parent or to be transferred in a safe and caring environment.

Parents who wish to communicate with each other (while at the center) must do so by using a Parental Information Request (PIR) form. These forms are available at the center. If you wish to complete a PIR, please inform the monitor a form will be explained and given to you. Please be sure to keep the message polite and non-controversial. Messages must be related to the monitored exchange or supervised parenting time session only. Argumentative or inappropriate comments will not be allowed.

Parents are reminded to consistently arrive on time. Too early or late arrivals may create additional anxieties for your child(ren). Additionally, your child(ren) may make new friends at the center and look forward to the brief time available to interact with others.

The Court and the Children's Rights Council want you to have a pleasant child/parent transfer and/or supervised parenting time experience. Strive to be positive, cooperative, and keep the process safe and secure for your child(ren) and all others participating in the CRC Child Access Parenting Center Program.

VIII. Special Considerations

Inform the court and Family Support Services (Family Division), Intake Personnel if your child has a special emotional or physical need. The continued safety, health and well-being of all children are the first priorities. CRC receives all protective orders (in place) from the Courts and Family Support Services prior to the initiation of services. CRC is also informed of any relevant information pertaining to the case. CRC Child Access Parenting Centers have safety measures in place to adhere to all protective orders.

If you have any questions regarding your case, please see the Center Director only. Staff (to include security) may not discuss the merits of your case or give professional advice. You are also advised to refrain from discussing your case with other parents. Like you, they are using the center strictly for the benefit of being with or transferring their child(ren). You are prohibited from discussing the merits of your case (past/present) or ask (of the children) any personal information as it relates to the other parent. Violation will result in termination.

Again, except for legal documents, parents may communicate using the "Parental Information Request" form at the access center to exchange information or items necessary to make the child's stay more pleasant and safe with the other parent by providing items such as medicines, special diet foods, clothes, and/or favorite toys. CRC Staff is required to read the PIR prior to passing it along to the other parent. CRC Staff does not have the authority to force the other parent to accept it.

Clean up after use of your area is a MUST! Remove all trash and personal belongings. CRC does not provide storage areas to keep clothing, toys or other items between visits. It is a requirement of all parents to state in writing their agreement to observe all rules and guidelines before being allowed to participate in the CRC Child Access Parenting Center Program. Please note, these rules and guidelines are subject to change at the discretion of the CEO/Executive Director. If you have additional questions or concerns about the CRC Child Access Parenting Center Program, please discuss them privately with the Director at your earliest convenience by contacting the office at (301) 459-1220 or email at lbritt@crckids.org. Thank you for your cooperation in these matters and we look forward to working with you and your family.



The Best Parent is Both Parents®

Give this page to
each party to keep
as reference

1296 Cronson Blvd., Suite 3086 Crofton, MD 21114
Office Phone: (301) 459-1220 / Fax: (301) 459-1227
Email: lbritt@crckids.org

BRANDYWINE PARENTING CENTER

Union Bethel AME Church

6810 Floral Park Road, Brandywine, MD 20613
Contact: Lesa D. Britt, CEO / Executive Director
Center Phone: (301) 789-2828

HYATTSVILLE PARENTING CENTER

University Christian Church

6800 Adelphi Road, Hyattsville, MD 20782
Contact: Lesa D. Britt, CEO / Executive Director
Center Phone: (301) 459-1223