5534 Gulf Drive, Suite 3
New Port Richey, FL 34652
Phone 727-842-4408
BrightBeginningsVisit@gmail.com
BrightBeginningsVisit.com

Custodial Parent Intake

This shorter intake is for the custodial parent, caregiver, or non-offending parent responsible for the child's attendance and transportation. Complete it before services begin.

Custodial Parent or Caregiver

Full legal name

Relationship to child or children

Street address, city, state, ZIP

Primary phone

Alternate phone

Email address

Emergency contact and relationship

Emergency contact phone

Case and Service Information

Case number

County and court division

Referring professional

Visiting parent's full name

Case manager, GAL, or attorney contact

Service

- ☐ Supervised visitation
- ☐ Virtual visitation
- ☐ Therapeutic visitation
- ☐ Exchange

Court ordered or requested visit schedule, including frequency and duration

Child Information

Child name	Date of birth	Grade	Current school

Medical conditions, medications, allergies, disability accommodations, or dietary needs

Emotional, behavioral, developmental, sensory, or communication needs staff should know

Transportation and Authorized Persons

Other authorized person who may transport or pick up **Phone** **Relationship**

Additional authorized person **Phone** **Relationship**

Custodial Parent Responsibilities and Agreement

These expectations apply to the parent or caregiver responsible for the child's transportation, preparation, and attendance. They are different from the visiting parent's rules.

Safety Information

Check all that currently apply

- ☐ No-contact order
- ☐ Protection order
- ☐ Domestic violence
- ☐ Substance concerns
- ☐ Weapons concerns
- ☐ Abduction risk

Current restrictions, safety plans, exchange instructions, or other information staff needs

Attendance and Transportation

1. I will bring the child to every scheduled visit, exchange, intake, orientation, or other required appointment on time and will return for pickup at the time directed by staff.
2. I will follow all staggered arrival, parking, entrance, waiting-area, handoff, and departure instructions. I will not enter a visit area or approach the other parent unless staff authorizes it.
3. I will remain reachable during the child's visit and will return promptly if staff contacts me or ends the visit early.
4. Only adults approved by Bright Beginnings may transport or pick up the child. An authorized adult must follow staff instructions and show identification when requested.
5. I will provide at least 24 hours' notice when the child cannot attend unless there is a documented emergency. I understand that late arrivals, missed visits, and cancellations may be recorded and may be subject to the applicable fee policy.

Preparing and Supporting the Child

6. I will prepare the child in a calm, neutral, age-appropriate way. I will not coach the child, tell the child what to say, make promises about the visit, or make the child feel responsible for the adults' conflict.
7. I will not question the child for details after the visit, ask the child to carry messages, or discuss custody, court proceedings, allegations, investigations, or adult disputes with or near the child.
8. I will send all necessary medications, written medical instructions, diapers, wipes, bottles, formula, approved food, comfort items, and other age-appropriate supplies clearly labeled for the child.
9. I will tell staff before the visit about illness, injury, medication changes, allergies, behavioral concerns, emotional changes, new safety concerns, or anything else that may affect the child's participation.

Communication and Conduct

10. I will attend scheduled intake, orientation, review, or case-coordination appointments and respond promptly to reasonable calls, emails, forms, and scheduling requests from Bright Beginnings.
11. I will provide Bright Beginnings with current contact information and updated court orders, protection orders, safety plans, authorized-person information, and relevant medical or school information.
12. I will not contact, confront, follow, observe, photograph, record, or wait for the visiting parent. I will not send messages, documents, gifts, or other items through the child unless staff approves them.
13. I will treat staff and all participants respectfully, follow staff directions, and not bring weapons, alcohol, illegal drugs, or unauthorized persons onto the property or attend while impaired.
14. I understand staff may delay, cancel, pause, or end a visit or exchange when necessary for the child's well-being, safety, policy compliance, or compliance with a court order.

Acknowledgment

I certify that the information I provided is accurate to the best of my knowledge. I understand my responsibilities as the custodial parent or caregiver, agree to follow court orders and staff directions, and understand that Bright Beginnings documents attendance, cancellations, and significant incidents.

Custodial parent or caregiver signature

Date

Printed name

Bright Beginnings staff member