



Monitored Exchange Intake and Rules

Complete one intake for each participating adult. Provide the current court order or written agreement before services begin.

Participant Information

Participant name:	_____
Role:	☐ Parent releasing child ☐ Parent receiving child ☐ Other: _____
Date of birth:	_____
Preferred name and pronouns:	_____
Home address:	_____
City State ZIP:	_____
Primary phone:	_____
Email address:	_____
Preferred contact method:	☐ Call ☐ Text ☐ Email
May staff leave a voicemail:	☐ Yes ☐ No
Government ID verified:	☐ Yes ☐ No Staff initials: _____

Case and Referral Information

Court and county:	_____
Case number:	_____
Judge or magistrate:	_____
Referral source:	_____
Attorney name and phone:	_____
Guardian ad litem or case manager:	_____
Court order provided:	☐ Yes ☐ No Date received: _____
Order expiration or review date:	_____



Children and Exchange Schedule

Other Participating Adult

Full name: _____
Relationship to child: _____
Known phone or email: _____
No contact or protection order: ☐ Yes ☐ No ☐ Unknown

Children Participating in Exchange

Child name	Age	DOB	School or daycare	Relevant needs or allergies

Exchange Schedule and Logistics

Exchange days	
Exchange frequency	
First exchange date	
Child release time	
Child return time	
Releasing adult arrival time	
Receiving adult arrival time	
Transportation arrangements	
Child safety seat needed	☐ Yes ☐ No If yes type: _____
Medication or belongings transferred	
Special exchange instructions	



Safety and Authorized Persons

Authorized Persons

Only people approved by the court order or Bright Beginnings may transport, release, or receive a child.

Name	Relationship	Phone	Authorized action

Safety and Communication Information

- ☐ There is a current injunction, protection order, no contact order, or safety plan.
- ☐ There is a history or concern involving domestic violence, stalking, threats, weapons, substance use, or unsafe driving.
- ☐ A child has medical, behavioral, developmental, sensory, or communication needs that may affect the exchange.
- ☐ Law enforcement, child welfare, or another professional is currently involved.

Explain checked items and identify restrictions staff must follow:

Monitored Exchange Rules

These rules support a safe, neutral, child-focused transfer. Staff may pause, modify, or stop an exchange when safety, a court order, or program policy requires it.

- 1. Follow the court order** Participants must comply with the current court order, written agreement, and staff instructions. Bright Beginnings does not change custody, timesharing, or transportation terms.
- 2. Use staggered arrival times** Arrive at the assigned time and location. Do not enter early, wait near the other party, follow the other party, or remain after staff dismisses you.
- 3. No direct contact** Unless staff gives specific permission, parties must not speak to, approach, signal, photograph, record, or send messages through each other during the exchange.
- 4. Keep children out of conflict** Do not question children about the other party, discuss court matters, use a child as a messenger, or make negative comments about another parent, caregiver, or household.
- 5. Use only authorized adults** Only adults approved by the court order or Bright Beginnings may release, receive, or transport a child. Staff may require government-issued identification.
- 6. Arrive ready for a safe transfer** Children must arrive with required medication, clothing, school items, comfort items, and an age-appropriate vehicle restraint. Provide staff with clear written medication instructions when applicable.
- 7. No impairment** A person who appears impaired by alcohol, cannabis, illegal drugs, misused medication, or another substance may be denied participation. Staff may contact law enforcement or emergency services when needed.
- 8. No weapons** Weapons are prohibited on the premises and during any Bright Beginnings exchange. This includes firearms, knives intended as weapons, and other items used or carried as weapons, except by on-duty law enforcement.
- 9. Restricted items and recording** Gifts, food, photographs, audio or video recording, and electronic devices may be restricted and require advance staff approval. No recording is permitted without written approval and compliance with the court order and applicable law.
- 10. Respect privacy** Do not share another family's identity, schedule, case information, photographs, or conversations observed at the center.
- 11. Maintain appropriate conduct** Threats, harassment, profanity directed at others, intimidation, property damage, aggressive driving, and disruptive behavior are prohibited.
- 12. Communicate through staff** Send schedule questions, delays, cancellations, and exchange concerns directly to Bright Beginnings using the approved contact method. Staff will not carry personal messages unrelated to the child or exchange.
- 13. Report delays and cancellations** Notify Bright Beginnings as soon as possible. Program cancellation requirements and any applicable fees remain in effect. Staff will document tardiness, cancellations, no-shows, and completed exchanges.
- 14. Protect health and safety** Tell staff before arrival about contagious illness, injury, emergency medication, or another condition that may affect a safe exchange. In an emergency, staff may call 911 and follow required reporting procedures.
- 15. Follow staff direction** Remain in the assigned vehicle or waiting area until directed. Leave promptly by the designated route. Failure to follow instructions may result in a paused or terminated exchange and notification to the referring professional or court as permitted.
- 16. Keep information current** Promptly provide updated contact information, court orders, authorized persons, protection orders, and safety concerns. Staff will follow the most recent verified documents on file.

Participant Agreement and Signature

By signing, I confirm that the information I provided is accurate, I received and reviewed these rules, and I agree to follow the court order, program policies, and staff instructions. I understand that noncompliance may cause an exchange to be paused, denied, or terminated and may be documented or reported as permitted or required.

Printed name		Date	
Signature		Relationship to child	



Emergency Contact and Staff Use

Emergency Contact

Name	
Relationship	
Primary phone	
Alternate phone	

Staff Use Only

Intake received by	
Date received	
Identity verified	☐ Yes ☐ No
Court order reviewed	☐ Yes ☐ No ☐ Not applicable
Protection order reviewed	☐ Yes ☐ No ☐ Not applicable
Exchange approved to begin	☐ Yes ☐ No ☐ Pending
Assigned exchange monitor	
Participant orientation completed	☐ Yes ☐ No Date: _____
Staff notes	