

Dear Parent:

Thank you for your interest in Chehalem Youth and Family's Supervised Parenting and Safe Exchange program. This letter will help you know the first important steps in our process in order to get your services started as quickly as possible.

Each party must complete a face-to-face orientation before visitation can begin. To proceed with your orientation you will need to:

- A. **Provide a copy of your most recent court order and/or restraining order if you have one.** We *DO NOT* require a court order to use the Program.
- B. **Complete the Parent Information Intake Packet.** Please do not leave anything blank. Please do your best to provide as much availability for scheduling time as possible.
- C. **Submit your \$50 intake registration fee.** We accept cash, card, and check.

Once you have completed your intake packet, please call the Program Coordinator at **503-538-4874 (select option 2)** to schedule your orientation. After **BOTH** parent's orientations are complete and the \$50 non-refundable fee per orientation is paid, you will be scheduled as promptly as possible for the first parenting time session or safe exchange with your child/children. The entire process can take 1-2 days or weeks, depending on how quickly the applications and orientations are completed.

Thank you,

Chehalem Youth and Family Services
Family First Supervised Parenting and Safe Exchange



Chehalem Youth and Family Services – 100 E. 5th St. Newberg, OR 97132

Office: 503-538-4874 / Cell: 503-673-2937