



1722 Broadmoor DR #118  
Bryan, TX 77802

979-777-2250  
Contact@FortRingo.org

## Visitation Guidelines

Supervised visitation is an important step in establishing a relationship with a child. Being ordered to have a Monitor present is a common practice in court proceedings. Sometimes these are in the final orders, sometimes they are included in a Temporary Restraining Order.

We offer a safe and secure facility for a fun and fulfilling visit. Items in the facility include arcade games, board games, movies and plenty of toys.

With that being said, Fort Ringo can still supply a Monitor who is mobile, that way, if the court permits and within our guidelines, a visit can take place in a residence, the mall, an arcade, park or other location approved by our staff. The safety of the children are the no.1 priority.

Rest assured that our Monitors are thoroughly screened to the highest standards, including a full background check and will have certifications/training in Law Enforcement or other related fields. Monitor will be a neutral party and report to both sides equally.

1. Both parties shall follow the orders set forth by the court/agreement and Fort Ringo Guidelines. Any violations shall be reported, for severe violations, Fort Ringo reserves the right to contact the court associated with the case to report the violation.
2. Monitor reserves the absolute and unfettered authority to deny admission to **ANY** individual to the center and to halt the visit for any reason deemed appropriate by the Monitor. Monitors reserve the right to limit the length of a visit based on conduct by child(ren) or supervised party.
3. Dates set forth by Fort Ringo shall be followed. Dates and times may vary on availability of Fort Ringo Monitors. A change in visit date must be requested with the Monitor with a 72 hour advanced notice, However, a change in date may not be available. Special holidays or events requested outside of the regular scheduled visits should be requested a week in advance. Available times and dates may vary.
4. Non-Custodial Visiting Parties shall arrive no later than 15 minutes before the start of the visit time and remain in vehicle at the designated location. Text the numbers provided to notify Fort Ringo of arrival. Custodial parties shall arrive no earlier than 5 minutes until start time. If Non-Custodial visiting party is being dropped off, the driver must leave premises.
5. If Non-Custodial party has not arrived by the 15 minute cut-off, or cancels within 72 hours of visit, the visit may be canceled and **payment forfeit**. A late fee may be charged if the monitor agrees to continue the visit after the 15 minute cutoff. That fee is \$20. The party requesting the cancellation must provide proof of the cancellation, I.E. doctor's note, work schedule log, school schedule, ETC. Vacations, parties and holidays are not valid excuses for cancellation. If the supervised party has two consecutive no-shows, future visits can be suspended and notification will be provided to attorneys. If 2 visits are missed within a two month period, Fort Ringo may restart visitation phases and permissions.



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6. If Custodial party has not arrived by the start time of the visit, a late fee will be enforced. The fee is \$10 dollars per five minutes past the start of the visit. After 20 minutes, if no contact has been made and/or the custodial party is a no call/no show, custodial party will have to cover entire cost of the visit. If custodial party cancels visit within 72 hours of the visit, custodial party will have to cover the cost of the visit. (Unless they are already subject to covering all fees.) The party requesting the cancellation must provide proof of the cancellation, I.E. doctor's note, work schedule log, school schedule, ETC. Vacations, parties and holidays are not valid excuses for cancellation.
7. Payment is to be remitted on **MONDAY by 9PM**. If the visit is scheduled for a weekday, then payment is required at least 5 days before the visit is to occur, unless arrangements with Fort Ringo were previously made for a different schedule of payment.
8. Visits must be scheduled no later than 5 days before the visit is to start, if the visits are weekday and floating. All weekend visits must be scheduled the Monday before the visit occurs.
9. Violence/Interrogations will not be tolerated. Discipline is OK in the extent of a verbal correction or Time-Out. Punishment that many involve a swat/spanking should be avoided. Verbal degradation, threats of any sort will not be tolerated. Bribing the child(ren) with promises or rewards shall be avoided. Persons **SHALL NOT** ask the child(ren) where they are staying, going to school, where any activities are located or discuss any pending litigation or court case. No disparaging remarks about the other side or family, no disparaging remarks about Fort Ringo or it's staff will be tolerated.
10. No forced affection or Inappropriate physical contact. No person shall force a child(ren) to show affection. This includes repeatedly asking for a hug, for a kiss, sit on a lap or to be told any words of affection. No person shall force a hug or kiss to occur. If the child(ren) pull away or say no, All persons **SHALL** respect the boundary. **ABSOLUTELY No** touching buttocks, between legs or female child's chest. **Kissing on the mouth is not permitted.**
11. Whispering or speaking in foreign languages is not allowed. Supervised party may provide a state certified translator at their own expense. Monitor shall hear what is said.
12. Visits will begin when the child(ren) are in the presence of the Monitor. Visits end after the length allotted has expired. Goodbyes shall occur before the time expires along with items gathered. All parties must remain in area designated by Fort Ringo. After child(ren) leave the room to be returned, the visiting party must return Fort Ringo items to their original locations.



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13. Custodial parties shall not be in view during visit time. They must leave the premises of where the visit is occurring. Custodial party should not arrive more than 15 minutes before end of visit, and park where designated. No party shall enter, wait, hide or spy at or near the other party's designated zone. No party may hire someone to spy on the other party during a scheduled visit. All parties shall instruct their drivers to follow guidelines and designated zones.
14. Restroom breaks shall occur during visit time. All visitors only shall leave facility when Fort Ringo staff have advised parties to leave.
15. Supervised parties may invite visitors to visits after at least 3 consecutive visits have occurred and as long as they are not restricted in the orders from doing so, or under RDS lockdown. Visitors are limited to the first half of the visit, unless other arrangements have been agreed. Each requested visitor must fill out the guest intake form within at least a 7 day before a visit. A fee will be assessed in the amount of \$50 dollars for each visitor. Monitors may restrict visitors at anytime during or on subsequent visits.
16. Drinking alcoholic beverages is not allowed, nor drug usage. This includes visits outside of the facility.
17. Weapons are not allow at any visit at anytime. This includes, but not limited to; Firearms, tasers, knives, clubs, mace, etc. This includes in the supervised parties' vehicle, if that vehicle is being used to transport. Supervised parties and guests will be screened before entry, this includes, but not limited to; all items being searched, use of screening devices or pat downs (Terry Frisks.)
18. No child will be released to a parent or designee who appears to be under the influence of drugs, alcohol, or appears emotionally unstable. This will be documented and reported appropriately. A sobriety test may be performed by a certified Standard Field Sobriety Practitioner.
19. Visits will be canceled if the supervised party appears to be under the influence of drugs or alcohol, or appears emotionally unstable. This will be documented and reported appropriately. A sobriety test may be performed by a certified Standard Field Sobriety Practitioner.
20. Any Attempt/threat to abduct, withhold or retain possession of a child by supervised party can result in supervised party being barred from further visitation with Fort Ringo.
21. All phones, tablets, smart watches, walkie-talkies, radios, video cameras, audio or video devices are strictly prohibited within Fort Ringo. Supervised party may bring disposable or digital cameras for pictures only.



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22. Outside items are strictly prohibited unless prior authorization is obtained. Birthday gifts, parties and holiday items and/or gifts require 72 hours notice of the items requested to be brought. Monitors will inspect all items entering the facility and have final say in what enters. Slime, playdough, sticky, messy items or flying items are prohibited. Unless the custodial side agrees, items shall leave with visiting party. Fort Ringo will not force an item exchange and will not retain items unless prior authorization is obtained from Fort Ringo.
23. Outside food or drinks that are not pre-packaged and inspected by Fort Ringo staff are strictly prohibited within the Fort Ringo facility, unless prior authorization is requested and approved. Breastfeeding is strictly prohibited at all times. Chocolate, peanuts, and non-resealable drinks are prohibited.
24. Supervised Party may **NOT** examine, clip nails, cut hair, apply lotions/oils, apply lipstick or makeup, or change the clothes of the child(ren) unless the child(ren) has spilled or soiled the clothing. Diapers may be changed by supervised party. If marks or injuries are noticed, supervised party must alert the Monitor who will document the marks or injuries and report as deemed appropriate.
25. Offsite visit requirements. - No protective orders in place, all parties agreement, and possibly a Rule 11 agreement.
26. Offsite visits - Traveling is allowed to several places as long as they can accommodate the situation, movie theaters are not suitable. Carnivals are OK as long as the visiting party follows the instructions given by Monitor based on the case. Parks, malls, shopping centers, outdoor or church events are all suitable.
27. Transportation must be provided by visiting party, Supervised party must have valid driver's license, current insurance and registered vehicle. Outside guests are not allowed to drive unless prior authorization is obtained and the guest intake form is completed. The location for the beginning and end of every visit will be RDS Fort Ringo.
28. Locations will be inspected prior to a visit. Offsite visits are reserved to visits that are 4 or more hours and are subject to a \$60 dollar fee instead of the regular \$50.
29. If travel is required to meet with the custodial party to end the visit that must be done during the visit time. At the end of the visit time, the child(ren) must be returned to Custodial party. Supervised parties will not approach the vehicle without the Monitor. Goodbyes to child(ren) shall take place away from the custodial party.
30. Both parties shall **NOT** argue with the staff. Fort Ringo's staff are in place to protect the child(ren) and allow the supervised party time to interact and bond with their child(ren).



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31. If a Monitor observes a supervised party start to disobey rules, privileges may regress to strict lock-down back at the facility and removal of devices or permissions that were previously allowed.
32. If the custodial party fails to deliver the child(ren) to the center without a valid cancellation, Fort Ringo may report actions. If the non-custodial party fails to timely notify Fort Ringo of a cancellation, Fort Ringo may cancel use of the facility along with reporting actions.
33. Fort Ringo's staff are not responsible for the safety of anyone but the child(ren) and themselves. In the event of a Monitor protecting the child(ren) from the supervised party, or outside situation, Fort Ringo and its staff are not responsible for any medical or legal (Criminal or civil) fees or actions accumulated by the incident. Fort Ringo are not responsible Injuries by items within the facility. Supervised party shall watch and maintain safety of their child(ren).
34. Supervised party will be responsible for any damages caused to property within the facility.
35. Some visits may be recorded, recordings are usually kept in the instance that a situation or violation that has occurred. In the instance that the visits are pleasant and documented accordingly, recordings are not saved. Recording a visit will be determined by Monitor. Any visit that is ordered or requested to be filmed will be subject to an additional fee of \$60 dollars each visit to be paid by the party requesting the recording. Requests for recordings must be made before the visit.
36. Requests for records, documents or recordings will be released to an attorney upon receipt of subpoena and the administrative fee of \$60 dollars and \$1 dollar per page is received. Upon receipt of subpoena, the custodian of records will testify or make depositions regarding observations made during visit.

A fee of \$60 an hour and minimum of 4 hours will be billed to the attorney serving the subpoena. Payment must be made at least 2 days prior to the appearance of Custodian of Records.

37. This is a service related organization. As such, we reserve the right to refuse service to those who do not abide by our policies. Any alterations or additions to the policies will be provided promptly. Failure to comply with the stated policies and/or contract will constitute termination of services.



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In the instance of any violation of these rules, the Monitor will intervene and halt the visit. This is regardless of how or who caused the violation. The custodial party may be called to retrieve the child(ren) regardless of much time is left in the visit. Visitation may be suspended entirely depending on the severity of the violation.

All visitors and guests will be screened before entry into the facility. This includes search and documentation of any items brought in, any snacks, and use of a detection device for screening. A pat down or “Terry Frisk” may also apply.

Guidelines are subject to change at Fort Ringo’s discretion.

Visitation times vary on the openings of Fort Ringo. Failure to timely schedule a visit may result in loss of the preferred time slot.

Use of the Visitation Center is contingent upon following our policies. Inappropriate conduct or violations of our policies may result in cancellation of use of the Visitation Center.

Reports will be prepared and supplied after a proper request for the reports are made. (An email sent requesting documents, or a subpoena.). Violations of the court orders or guidelines will be documented and reported. Please direct any legal questions to your legal representatives as the Monitor can only inform you of the guidelines to be followed.

By signing below you agree to follow every guideline and rule in place by the staff at Fort Ringo, the court order/agreement.

Payment can be made in cash, money order, Zelle or PayPal.

For Zelle, use 979-777-5690 as the contact number.

For Paypal, use Contact@FortRingo.org for the contact address.

For Cash or money order, if no one is at the facility at time of drop off, place payment in the provided envelopes, write your name and who you are visiting on the envelope and place in the locking drop box located on the left hand side of the door.

Please text the numbers you were provided that payment was made.

*By signing the intake form, you have agreed to follow our guidelines and instructions given by the court and Fort Ringo staff.*