

EATON COUNTY YOUTH FACILITY

COMMUNITY BASED TREATMENT VISITING PRIVILEGES

To all visitors:

Visiting privileges are limited to the parents, grandparents or legal guardians. The facility director (Karen Gonser) may approve rare exceptions. **ALL VISITORS MUST SIGN IN BEFORE SPEAKING WITH YOUR YOUTH.** Visiting hours are as follows:

Wednesdays 6:15pm-7:15pm and Sundays 2:30pm-3:30pm. All visitors must enter and exit through the main lobby door.

Security issues require that the doors open for visiting **ONLY** at 6:15 PM and 6:45 PM on Wednesdays and 2:30pm and 3:00pm on Sundays. Failure to arrive on time will result in your having to wait until the next scheduled opening, which means visits are either for an hour or a ½ hour or less. **Please note that for security reasons the only public restroom to be used by visitors is down the hall by the Day Treatment area. CBT Dayroom Restrooms are NOT to be used by visitors.**

VISITATION RULES AND GUIDELINES:

1. Purses, handbags, knapsacks, cell phones, etc, must be left in your vehicle. If you have no vehicle here and these items are brought into the building, they will be placed in an area designated by the staff and will not be accessible to you for the duration of your visit, along with any coats or other outer-wear worn into the building. **Please note that the Youth Facility is not responsible for the loss or damage of personal items brought into the building.**
2. Please inform your family that in the event of an emergency they are to call the facility control room at (517) 543-3244 ext. 1465. The control room will then contact the CBT staff who will notify you that there is an emergency.
3. Mail may not be hand carried to the youth. All letters, birthday cards, etc. may only be received through the U.S. mail.
4. Youth may not give or take any letters, cards or mail to parents unless approved by administration or staff prior to the time of visitation.
5. Pictures for youth to keep must come through the U.S. mail and may not be given at visitation. Pictures shown at visitation must be checked by staff for contraband, appropriateness, and returned.
6. All items such as playing cards must be checked before they may be used by the parent and youth.
7. Magazines and books may not be brought in or donated to the facility.

8. Items for youth are NOT to be brought to visitation. This includes clothing, craft items, stuffed animals, hats, radios, snacks and pop, etc. Snacks and pop that are donated must be store bought and individually packaged. NO gum. There must be enough for all residents on the unit (8). **ALL ITEMS TO BE DONATED OR BROUGHT IN FOR YOUR YOUTH MUST BE DELIVERED DURING BUSINESS HOURS AT THE MAIN LOBBY. ITEMS WILL NOT BE ACCEPTED DURING VISITATION OR AFTER HOURS AT THE CBT DOOR.**

9. If youth has a birthday, the parent may bring a store bought cake and ice cream ONLY, enough for 8 residents. A birthday card may be brought in but must return back home, otherwise, send it through the mail.

10. Visitors may not have knives, *or any other item that may be conceived as a weapon*, on their person.

11. Visitors will be asked to leave the facility or may be subject to additional search procedures if contraband is suspected.

12. Visitors will be asked to leave the facility if they appear to be under the influence of alcohol or drugs.

13. Visitors will be asked to leave the facility if they violate safety and security measures or are exhibiting inappropriate behavior.

14. Visitors will have no physical contact with anyone other than their own child.

The rules of the Youth Facility are intended to help you help your youth. We request your complete cooperation. Your visiting privileges may be restricted for violating these rules and for not cooperating with Youth Facility staff.

***I acknowledge that I have read the above and will comply with the rules.**

Date: _____

SIGNED: _____

Please print name: _____

Address: _____

Youth's Name and Relationship:
