

**PRIOR TO VISITATION:**

- It is the responsibility of the client to submit a visitation list to his/her assigned case manager.
  - Approval of visitation list may take up to 10 working days upon submission to case manager.
  - Visitors 16 years of age and over may be submitted to a background check before approval.
  - Only approved visitors will be allowed to visit.
  - All visitors, regardless of age, must be listed on approved visitors list before they will be allowed to visit.

**SCHEDULING VISITATION:**

- Visitation available at appointment times only:

	<u>MORNINGS</u>	<u>EVENINGS</u>
○ Wednesday and Friday:		6:30pm-7:15pm 7:30pm-8:15pm
○ Saturday and Sunday:	8:00am-8:45am 9:00am-9:45am	12:00pm-12:45pm 1:00pm-1:45pm 2:00pm-2:45pm 3:00pm-3:45pm
- Contact (913) 715-6304 Monday–Friday between 8:00am-4:00pm to schedule visitation.
  - Sign up for Wednesday evening visitation closes at 4:00pm on Wednesday.
  - Sign up for weekend visitation closes at 4:00pm on Friday.
- Limited visitation slots are available.
- Clients are allowed one visit each visitation day and have up to 4 visitors at a time (unless special arrangements have been pre-approved by the case manager).

**VISITATION:**

- No food may be brought into the facility, however, vending is available.
- Incoming property must be left at Intake.
- Visitors may begin arriving 15 minutes before the scheduled visitation.
- Visitors must be on time for visitation. No admission past five (5) minutes of start time will be permitted.
- All visitors will be processed and admitted to the visitation area at the same time.
  - Processing includes verification of scheduled visitation/visitors, security screening (which may include search)
- **All visitors must be appropriately dressed.**
  - **Clothing must be non-revealing/non-distracting and fit appropriately.**
- **Approved items to bring into visitation:**
  - Valid picture ID (for all visitors 16 years of age and older)
  - Vending machine change
  - One bottle/diaper/few wipes
  - Car keys
  - **ALL OTHER ITEMS MUST REMAIN IN THE VEHICLE.**

**VISITORS MAY BE DENIED ACCESS TO VISITATION OR VISITATION DISCONTINUED FOR DISRUPTIVE/INAPPROPRIATE BEHAVIOR, INAPPROPRIATE CLOTHING, OR FAILURE TO FOLLOW RULES.**

**GUIDELINES SUBJECT TO CHANGE FOR THE SAFETY OF VISITORS, CLIENTS, AND STAFF OF THIS FACILITY**