

The Rachel Foundation Inc.

Your Children Will Return...

Jeremiah 31:17

PROGRAM ADMISSION PROTOCOLS

1. RACHEL FOUNDATION PROGRAMS:

- 1.1. The Rachel Foundation (RF) provides family reintegration programs for parents and children to rebuild damaged or destroyed family bonds. The long-term goal is to afford children the opportunity to maintain a loving relationship with both parents where possible. Parent and child rebuild bonds through day-to-day living in a supportive, structured residential environment. The Foundation contracts with licensed professionals, para-professional facilitators and volunteers. The Program Director and Executive Director are volunteers.
- 1.2. RF is independent and neutral, usually court appointed. RF does not advocate, take sides, provide evaluations, assessments or make recommendations. RF is not funded by any advocacy or political group. Payment for services does not imply RF endorsement.
- 1.3. RF programs are practical and goal oriented, based on five steps, which are both sequential and concurrent, both process and participant driven. Each case proceeds at its own pace. Length of participation cannot be predicted. Progress depends on participants rather than on external processes. Cases usually involve complex legal issues and vigorous opposition.
- 1.4. RF makes no guarantees. Outcomes cannot be predicted.
- 1.5. An Intake Review determines the family's eligibility for admission. This includes: document review, consultations (by telephone or in person) with evaluators, professionals, Court designees, Central Authorities, law enforcement and child-find agencies, parents, family members and any others who may inform understanding of the family's reintegration needs.

2. PREREQUISITES.

Priority for admission is as follows:

- 2.1. Priority is given to returning abducted American children where a Court has ordered the child's return, or visitation in accordance with articles 12, 13(b), 21 or 26 of the Hague Convention on the International Aspects of Child Abduction AND:
- 2.2. Family courts where RF is court appointed, typically in high-conflict divorce, alienation or visitation interference.
- 2.3. The participating parent must have legal care and control of the minor child(ren) while in a Rachel Program.
- 2.4. The Rachel Foundation will try to comply with Court orders as drafted but this is not always possible. Flexibility is required in the interpretation of Court orders, e.g. with regard to admission and discharge dates etc.

- 2.5. RF does not act *in loco parentis*. In addition to having temporary or permanent legal custody of the minor child or children, the legal custodian of the minor child must sign a General Release and Liability Waiver.
- 2.6. The participating parent must provide proof of valid health insurance for him/herself and participating children and proof of personal liability insurance for the parent.
- 2.7. Criminal allegations, if any, against a custodial parent or guardian, must have been discharged by appropriate authorities prior to admission.
- 2.8. RF may request that the Court authorize law enforcement agencies (state and/or federal) to assist in the implementation of the program. For instance, in abduction cases there may be a risk of re-abduction.
- 2.9. There is a general presumption of judicial immunity for the Foundation.

3. PROGRAM COSTS, PAYMENT CONDITIONS

- 3.1. RF charges program fees. Every effort is made to provide services based on need rather than ability to pay. Fees vary according to number of participants, complexity, professional services, security, residential costs, escort costs, travel and other expenses.
- 3.2. Payment of services by one party or another does not guarantee admission nor does it imply that RF is not neutral.
- 3.3. A fee reduction may be requested based on documented income and special circumstances.
- 3.4. Fees and expenses must be prepaid.
- 3.5. A renewable retainer (fee advance) is required at least 5 business days prior to program admission. Credit status must be maintained at all times. See fee schedule for details.
- 3.6. Should a party fail to arrive in the program, part of the retainer is non-refundable.

4. COURT ORDERED SERVICES

- 4.1. Please consult with the Rachel Foundation before drafting court orders.
- 4.2. In cases involving a Court Order, RF reports to a court appointed person or agency. Timely notification (30 days) is required for court testimony or reports. Report costs are in addition to program fees and must be paid in full in advance, by the party that requests RF report or testimony, unless the Court specifies otherwise.
- 4.3. One agency or person should be designated by the Court for liaison purposes or RF should be authorized to communicate directly with the Court.

- 4.4. Due to the high levels of conflict involved in reintegration, the identities of RF contracted professionals, para-professionals, volunteers and staff will be divulged only to the Court or to the Court's appointed representative.
- 4.5. The Court may order several parties to share the cost of RF programs. Nonetheless, the person using RF services is responsible for payment. RF is not responsible for collection of fees from any other than the person using its services.

5. **SECURITY**

- 5.1. Parents, children and Foundation personnel need a "safe container" to conduct the program. RF security protocols ensure the care, comfort, welfare and security of participants.
- 5.2. All parties are required to comply with RF security protocols. There are no exceptions.
- 5.3. Prior to admission, RF conducts a security risk assessment as part of the Intake Review. RF has a zero tolerance policy towards interference with the program or with threats of re-abduction or visitation interference.
- 5.4. Communications by phone, cell phone, radio, e-mail, blackberry, laptop or in person are at RF's discretion. Use of I-Pods, Walkmans, Blackberrys, computer games or electronic communication devices are at RF's discretion.
- 5.5. Because of the nature of RF's work, the whereabouts of participants may, at times, be known only to RF and to the Court or its designated representative or agency.
- 5.6. Lack of compliance with program guidelines or Court orders will not be tolerated and is grounds for program termination.
- 5.7. Legal notices for service to participants should be delivered to these persons' legal representatives in the home jurisdiction. RF will refuse service during program participation.

IN CLOSING:

To explore the suitability of services for your case, contact the RF at (830) 864-4460 or e-mail: info@rachelfoundation.org. Thank you for your interest in the Rachel Foundation's programs for children and families.

Please contact the Rachel Foundation before drafting court orders. Thank you!

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