



**Child and Parent Place**  
35 Dickson St., Cambridge, ON N1R 7A6  
Telephone: 519-743-1460 • Fax: 519-740-8450

**Child and Parent Place (CAPP)** requires either a typed, signed and endorsed family court order OR a mutual voluntary agreement which specifies the required details of participation in CAPP's services.

Voluntary agreements are required for families who do not have a court order or whose court order does not identify all the necessary details.

**The following information is to be used as a guideline to assist you in writing your agreement. Due to the program's neutral position, CAPP staff are not able to mediate the details of the agreement between parties and encourage parties to consult with legal counsel.**

**Agreement must include:**

- **Agreement to participate:** parties are agreeing to participate in Child and Parent Place's services
- **Type of parenting time:** Visits or Exchanges or Virtual Visits (one of these words must appear)
- **Frequency:** How often will the visits occur? (weekly, bi-weekly or monthly)
- **Duration:** How long will the visits be (a minimum of 1 hour or a maximum of 2 hours)
- **Where the child(ren) reside:** information regarding the current custody arrangement and/or primary residency of the child, even if the arrangement is for the interim
- **Review Date:** a date which parties agree to review the continued need for supervised parenting time. (a maximum of 1 year from the date of this letter)
- **Signatures:** Signatures of both parties agreeing to the terms in the agreement as well as a witness to each of the parties' signatures
- **Fees:** Are the fees split or is one party responsible for the service fees?

**When your agreement is completed, please send it to Child and Parent Place**

**By email:**  
[infoCAPP@starlingcs.ca](mailto:infoCAPP@starlingcs.ca)

**By fax:**  
519-740-8540

**In Person:**

***To ensure that a program staff is available to receive your document in person,  
Please call ahead to schedule a time. 519-743-1460***