



Avenue Child Contact Centre – Parents Information Leaflet for Self Referrals

Thank you for your interest in using our centre. Families wanting to apply for a place will be required to go through the following process:

Receive a letter from the centre

A copy of the same letter will be sent to both the resident and non-resident parents. If we are able to offer your family a place for contact the letter will give details of when and where it will take place.

Attend an interview at the centre

There will be separate interviews for resident and non-resident parents. They will be used to

- Gather information about you, your children and the background to what has happened.
- Give you information about the centre and how it operates.
- Show you around the Centre so that you will be familiar with it on your first visit.

Length of time that you will be able to use the centre for

The centre will only offer you a maximum of twelve sessions of contact.

If after this time it is felt that more time is needed this will be considered by the Centre staff.

Confirmation

If you have been offered a place you will be required to contact the centre to confirm your acceptance of it.

Payment

Avenue Child Contact Centre requires that you enclose a cheque or Postal Order for £30 made out to: *Avenue Child Contact Centre*. If you would prefer to pay by bank transfer please email our administrator who will send you details. This payment is for the administration costs to set up the contact visits and is not refundable even if no contact takes place. This needs to be made in advance of the contact commencing to enable the processing of the referral.

If you have any questions about our centre or your potential use of it please contact us by email on: contact.avenue@virgin.net Our telephone number: 07729202313 is for use on contact days.