

## PURPOSE

*St. Clair County Family Exchange Center, a facility managed by the Children First Foundation, serves families experiencing exceptional difficulty in the transfer of their children for the purpose of parenting time. These difficulties often result in exposing the children to adult conflicts (including verbal abuse, violence, and threats of violence).*

### **Requirements:**

***Parents must be referred by court order (St. Clair Co., IL) and must separately attend an Orientation Intake Interview to receive services. Parents must agree to follow the outlined program rules. This interview will be required again if the parties are inactive in the program for six months or longer.***

This is a  
FREE  
service

Family Exchange Center located at:

Children First Admin Office  
1909 Dublin Blvd, Suite B  
Belleville, IL 62221

Phone: (618) 235-6192  
Fax: (618) 235-4186

Made possible by:

St. Clair County Board

Twentieth Judicial Circuit  
Family Violence Coordinating  
Council

Circuit Court Judges  
Twentieth Judicial Circuit

Administered by  
Children First Foundation  
[www.children1stfoundation.org](http://www.children1stfoundation.org)



## **St. Clair County Family Exchange Center**



Serving:  
St. Clair County, IL

Scheduling:  
(618) 235-6192

## PROGRAM STRUCTURE

The Family Exchange Center provides designated parking, separate entrances and separate rooms for parents to exchange their child(ren). A one-hour Orientation Intake Interview is required separately of each parent, before enrollment is official and services can begin. At the orientation, each parent is assigned a specific arrival and departure time. Availability of slots and parent convenience are both considered in scheduling.

*To schedule your Orientation Intake Interview, please call our administrative office at 618-235-6192.*

If problems develop that will affect your scheduled child exchanges, staff can be reached during the program's regular operating hours at: (618) 235-6192

## Exchange Center Hours

These are the only hours of operation:  
WEDNESDAY: 5 PM-7:00 PM  
FRIDAY: 5 PM-7:45 PM  
SUNDAY: 5 PM-7:45 PM

Only parents and/or others listed on the Court Order will be permitted to visit and/or exchange children. Guests are not permitted at the Family Exchange Center.

### 15 MINUTE RULE

#### **Receiving Parent:**

The receiving parent is to arrive at his/her specific time (as assigned at the orientation). They sign in with an arrival time. After the initial child exchange occurs, the receiving parent must wait fifteen minutes in order to give the other parent time to leave the premises/area. Please note that a fifteen minute wait is also required for the receiving parent, following an exchange.

#### **Delivering Parent:**

The delivering parent arrives with the child(ren) at his/her specific time (as assigned at the orientation). They sign in with an arrival time and wait for staff to escort and deliver the child(ren) to the other parent. The delivering parent leaves immediately, following the exchange. The delivering parent then returns at an assigned time, signs in, and waits for staff to return their child(ren). Again, the delivering parent is required to leave immediately following the exchange, while the receiving parent is required to wait fifteen minutes before leaving the building. This rule is enforced in order to protect victims of alleged domestic violence. All parents court-referred into the program are expected to observe this rule, even though domestic violence may not be an issue in their particular case.



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