



# Mentor/Mentee Visitation Policy & Agreement

## Procedures

1. Mentor will educate and inform mentee of what is expected of them throughout the program.
2. Mentor will give mentee a copy of the visitation policy and agreement to review and sign. Two copies will be made - one for the mentor, one for the mentee - and the original will be mailed to the ACDS state coordinator.
3. The mentee is required to have at least 2 hours of face-to-face contact with the mentor each month.
4. With no-show, no contact, no response (meaning mentee was not there for a scheduled visit and did not call to re-schedule), the following process will be followed:
  - **First Time:** The mentor will send a letter to the mentee to document the missed visit.
  - **Second Time:** The mentor will notify the ACDS state coordinator of the missed visit. The ACDS state coordinator will then send a Missed Visitation Warning (Form 45) by certified mail informing the mentee that the next missed scheduled visit will result in termination from the ACDS program. A copy will be provided to the mentor and the ACDS instructor.
  - **Third Time:** The mentor will notify the ACDS state coordinator who will send the Notice of ACDS Program Termination (Form 46) by certified mail to the mentee. A copy will be provided to the mentor and ACDS instructor.
5. If a mentee has been terminated and is interested in continuing in the ACDS program, the mentee may be permitted to repeat the semester within a two-year period based on the availability of a mentor.

I, \_\_\_\_\_, a family provider/facility owner/center director, have read and understood the above policy.

\_\_\_\_\_  
Mentee Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Mentor Signature:

\_\_\_\_\_  
Date:

Office Use Only	Date	Initials
Scanned		
Entered		