



## POLICIES

### Parents & Guardians

- We are primarily your child's therapists. We may provide parent consultations to help you gain greater understanding, relate differently with your child, or offer ideas to help with behavior at home. We will, however, refer you to someone else for individual or couples' psychotherapy if we feel it would be beneficial for you, your child, and your family.
- We do not make assessments or recommendations regarding parenting time or custody, and prefer not to be involved in court proceedings or custody cases. If we are subpoenaed and asked to appear in court, we charge a minimum of 4 hours at our regular rate of \$120/hour.
- We do not make recommendations regarding education or diagnosis of learning challenges. If we suspect that it may offer a deeper understanding of symptoms, we will refer you to a professional who specializes in such testing and diagnosis.
- We do not make formal diagnoses or provide medical evaluations for medication. If we feel it would be helpful, we will refer you to a psychiatrist or physician for testing and diagnosis.

### Telephone Calls, Texting, Emails & Emergencies

- We do not provide 24 hour emergency services. If you have an emergency please call your local 24-hour crisis line listed in the front of your phone book or call 911. The telephone number for Emergency Psychiatric Services in Boulder County is 1-844-493-TALK (8255) or 303-447-1665.
- When a phone call involves counseling/consultation and lasts 15 minutes or more, we will bill on a pro-rated basis at our normal session rate.
- Please be specific if you are calling about an urgent matter and leave detailed information as to when and where you can be reached. We may not be able to respond immediately, but will do so as quickly as possible.
- Emails and texts cannot guarantee confidentiality and should therefore be used only for scheduling.

### Cancellations

Since we have reserved your appointment time exclusively for you, it is the policy of Mindfully Me to receive at least a 24-hour cancellation notice or you will be charged for the appointment. You will receive an emailed invoice for the missed session, to be settled prior to or at the next scheduled appointment.

If an adolescent brings themselves to session, parents/guardians will be informed either via invoice or direct phone call of missed sessions.

### Termination

As is your right as a client, you may terminate services at any time, however, we ask that you provide at least a 1 session notice before terminating to honor the ending of the therapeutic relationship and process.

### **Policy Statement Acknowledgement**

By signing below, I acknowledge that I have read the preceding information and I understand my rights as a client or as the client's responsible party.

\_\_\_\_\_  
Print Client's name

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Responsible Party's Signature

\_\_\_\_\_  
Date

If signed by Responsible Party, please state relationship to client and authority to consent:

\_\_\_\_\_