

## To be signed

I hope that the following information helps you to orient to the family work as you come in to this new structure. The fee per session is agreed according to what you can afford on the sliding scale. Before the first session we will have a phone/video session with both parents to discover your intentions for the work. This will be charged at the same rate as the agreed session rate and could take from 10 minutes up to an hour. This will be paid at the next in-office session.

**Parent and Child Intake Forms:** These must be filled in before the first session unless your circumstances are urgent.

**First Session:**

If both parents are raising the child together it is highly recommended that you both come to all of the in-office sessions. If Co-Parents/Dad's can't make it due to work commitments I ask that they come to the first in-office session and then participate in all of the debrief calls (see below) so that they can stay involved.

**Debrief Phone/Video Calls After Each In-Office Session:**

These are very important and happen within 2 days of each in-office session with your child. The in-office session is child centered and the debrief calls are for adults only. Children are not present for these calls so please ensure you have childcare, or they are in bed. In the debrief we will discuss what you got out of the session and how things are going at home since the previous session. Parenting and attachment support is included in these calls. They are charged pro-rated at your hourly office rate and can go up to an hour.

**Parenting Sessions:**

Phone/Video support sessions are available in between office sessions and are paid for at the next in-office session; parenting support sessions in my office are paid for at the time of the session.

**Individual or Co-Parenting Sessions:**

At times it may be helpful for one parent, or both parents together, to have a session/s without their child present. Getting support for issues that are getting in the way of how you want to parent, and strengthening connections in the family are good outcomes of this work.

**Other Adults in Sessions:**

Occasionally other family members may need to be present at an in-office session such as a father/co-parent who doesn't live with the child, a grandparent, a sibling, etc. Please discuss this with me beforehand as a phone conversation with me may be necessary before they come to a session, and they will need to fill in the Adult Intake Form.

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**Videoing of Sessions:**

Family sessions are videoed for training and supervision purposes, which helps us to further the development of this work. There may be a trainee on the video camera during sessions who is under my supervision; she will be there as a silent observer and to take care of the camera. If we wanted to use a clip from one of your sessions you would be contacted and asked specifically for permission to use that clip. No material would ever be used without your specific permission and a signed release form. Videotapes, like session notes, are kept confidential. We appreciate your contribution to the development of this unique family work.

**Commitment:**

This family work is most effective when families commit to the process until both the parenting issues, and the child's needs for support, are resolved.

Parents must be committed to using non-violent methods of discipline (no spanking, hitting, shaking or other physical discipline or punishment). Please discuss this with me if it is an issue, you are unable to agree or you have questions.

I have fully read and understand the above guidelines. Any questions that I/we had have been clarified.

\_\_\_\_\_  
Print Child's name (1st, middle & last)

\_\_\_\_\_  
(PRINT) Mother's Name

\_\_\_\_\_  
Mother's signature

\_\_\_\_\_  
Date

If a parent has sole legal custody, only that parent needs to sign.

\_\_\_\_\_  
(PRINT) Dad's/Co-Parent's Name

\_\_\_\_\_  
Dad's/ Co-Parent's signature

\_\_\_\_\_  
Date