

Child & Family Counseling Group, Inc.

3880 S. Bascom Avenue, Suite 115

San Jose, CA 95124

(408) 351-1044

CLIENT INFORMATION STATEMENT

COACHING/CONSULTATION/MEDIATION FEES: Hourly rates for coaching, consultation and/or mediation services are \$300.00 per hour. The purpose of the initial consultation visit is to explain processes, services and alternatives, to see whether or not this is the right process for you and to provide additional resources as requested or needed. Payment is due at time of service. Phone calls are billed in 15-minute increments proportional to the \$300.00 hourly rate. Coaching/Consultation/Mediation services are not covered by insurance.

In the event either party decides to, for whatever reason, subpoena records, require a deposition or instigates any other outside legal action or instituting such an action, the party requesting such information is responsible for all administrative and professional cost to be reimbursed at a rate of \$500.00 per hour. In addition to the aforementioned costs, the same party will be responsible for all legal and attorney fees incurred by Child & Family Counseling Group, Inc. during that process.

CANCELLATIONS: A **24-hour advance notice** of cancellation is required. Because appointment times are reserved exclusively for you, you will be charged full fee for the session.

TIME: Appointments last 60 minutes, unless longer or shorter times are agreed upon in advance.

GENERAL POLICIES: If a therapist is subpoenaed or you request the therapist to appear in court, you are responsible for all costs to include report preparation, travel time, and court appearance fees. A retainer fee is required in advance.

CONFIDENTIALITY POLICIES: What is discussed in mediation is confidential, unless you give written consent to a release of information. In accordance with California State and U.S. Federal law, there are two exceptions. One, if there is reason to believe that you are in danger of hurting yourself; two, if there is reason to believe you are in danger of hurting someone else, including a child. When working with children or teens, the same policy applies. In addition, if there is "reasonable suspicion" that a child is being abused, confidentiality will be waived, and a child protective service referral will be made. Should either party elect to move from the mediation process toward a court process, **all materials, including all content (both written and oral) of counseling sessions, remain confidential and may not be used in any court proceedings.**

I have read the above, understand the content, and agree to the conditions stated.

NAME: (signed) _____ **DATE:** _____