

**Craig A. Knippenberg, LCSW, M.Div., P.C.
Knippenberg, Patterson & Associates**

GROUP POLICIES

- Regular attendance is a must for success in group therapy. However, if your child is sick or unable to attend, call your group leader. Arriving for group on time also allows all participants to receive the greatest benefit from group therapy.
- **Cancellations** should occur **24 hours in advance**. Group members will be allowed two (summer) / three (school year) excused cancelled absences from group with no charge. These absences are contingent upon 24 hour advanced notice given by the parents or guardians of the child. Unexcused absences or additional missed sessions will be charged at your regular session rate for the duration of the group. **Because it is not feasible to replace a child if the child withdraws from an ongoing group, it is understood once group has started, that the below signed parents or guardians will be responsible for payment of all sessions for the duration of the group, even if they withdraw the child from the group prior to its completion. That is, the parents or guardians will be required to pay up to 12 sessions (summer) and 22 sessions (school year), regardless of whether they are used by the child.** A nonrefundable deposit (\$110.00 summer) / (\$70.00 school year) is required to hold a reservation in the group. The deposit will be put toward regular group therapy charges.

If individual or family evaluation sessions are not cancelled **24 hours prior to the scheduled appointment**, a regular session fee will be charged for the rescheduled appointment.

- Group leaders have therapeutic commitments following group sessions, so it is important that you pick up your child on time. However, if an emergency occurs please contact your group leader on their individual pager as instructed on the main office number 303-756-4924.
- Group fees are billed each session. If a problem arises with fee payment, please contact your group leader and Craig Knippenberg.
- Since many of the group activities involve play and eating, please let your group leader know if your child has any medical restrictions or allergies. Please also indicate if your child is allergic to any medications in case an emergency arises. Naturally, we hope that this information will not be needed, however, it is important that your group facilitator know your child and his/her needs.
- Please make sure your child is dressed appropriately for activities that may occur in group. Your group leader will indicate activities requiring specific attire.
- Occasionally, group field trips require a change in regularly scheduled group time. These field trips times and/or any additional charges will be identified through letters sent home with your child. If a scheduling error appears to have occurred and you arrive and there are no group leaders present, please stay with your child and call your group leader on their individual pager as instructed on the main office number 303-756-4924.
- Parent contact and coordinated care is important for success in the group. If you have questions about the group, your child's goals or the therapy provided in group, please ask or call your designated group leader. Communication is must for success in the program.
- Two parent feedback sessions will be offered at no charge during the course of group therapy. This does not apply, however, to the high school age and young adult groups.
- Please help to encourage growth in your child at group and at home. An enthusiastic attitude will help your child get the most out of group therapy. Parents are encouraged to contact one another and receive support from each other outside of the group, as well.

Client's Name (Printed)

Client's Name (Signature)

Parent/Guardian Signature

Therapist Signature & Credentials Date

Client's Phone Number(s)

Therapist Phone Number(s)