

# Creativity Coaching

## Session Policies and Ground Rules

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Please review, supply information, sign where indicated, scan and return to my email address.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

### Session Policies

**Session Time.** Sessions are scheduled for 60 minutes in length. I will initiate our calls. If you are late, we will begin when you arrive and end at our scheduled time.

#### Payment for Sessions:

- The cost for a one-hour Zoom or FaceTime session is \$110; longer sessions and any extensive email correspondence will be prorated.
- I accept payment for distance sessions through Zelle or credit card. I will send you an invoice the day before our appointment. Payment is due 24 hours in advance.

**Cancellation:** I understand that unanticipated events happen occasionally in everyone's life. In my desire to be consistent, effective and fair to all clients, and out of consideration for everyone's time, I have adopted the following policies:

- Client is responsible for scheduling and attending sessions.
- Please notify as far in advance as possible if you are unable to keep an appointment.
- 24-hour advance notice is required when canceling an appointment, except if an emergency were to occur.
- If you have to cancel and have already paid for the session, we will reschedule and apply the paid amount to the next session.
- If you are unable to give 24 hours advance notice, you will be charged in the amount of the current rate for your scheduled session.

*I understand these terms, and authorize charges should I incur cancellation fees.*

Signed \_\_\_\_\_ Dated \_\_\_\_\_

## **GROUND RULES**

1. As a client, I understand and agree that I am fully responsible for my physical, mental and emotional well-being during my coaching calls, including my choices and decisions. I am aware that I can choose to discontinue coaching at any time.
2. I understand that “coaching” is a Professional-Client relationship that is designed to facilitate the creation and development of personal, professional or business goals and to develop and carry out a strategy/plan for achieving those goals.
3. I understand that coaching is a comprehensive process that may involve all areas of my life, including work, finances, health, relationships, education and recreation. I acknowledge that deciding how to handle these issues, incorporate coaching into those areas, and implement my choices is exclusively my responsibility.
4. I understand that coaching does not involve the diagnosis or treatment of mental disorders as defined by the American Psychiatric Association. I understand that coaching is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care or substance abuse treatment and I will not use it in place of any form of diagnosis, treatment or therapy.
5. I promise that if I am currently in therapy or otherwise under the care of a mental health professional, that I have consulted with the mental health care provider regarding the advisability of working with a coach and that this person is aware of my decision to proceed with the coaching relationship.
6. I understand that information will be held as confidential unless I state otherwise, in writing, except as required by law.
7. I understand that certain topics may be anonymously and hypothetically shared with other coaching professionals for training OR consultation purposes.
8. I understand that coaching is not to be used as a substitute for professional advice by legal, medical, financial, business, spiritual or other qualified professionals. I will seek independent professional guidance for legal, medical, financial, business, spiritual or other matters. I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions regarding them are my sole responsibility.

9. I understand that communication by any electronic means—Zoom, FaceTime, or email--carries certain risks of confidentiality, and that I will ensure that privacy and safety be an essential consideration for any location where I may engage in coaching sessions.

10. I understand the fee structure, and that payment is due immediately upon receipt of an invoice for a session.

I have read and agree to the above.

Client Signature\_\_\_\_\_Dated\_\_\_\_\_