

2021 - 2022 McLean Psychotherapy Practices – Group Guidelines

Welcome! The following components create the most ideal setting for group therapy progress:

Covid Information: We plan to hold groups outside in the nearby park, on zoom, or in the office following CDC guidance. All group members and therapists will wear masks and practice social distancing during group sessions. If you or your child display symptoms of covid or have been exposed, please do not attend in-person group. If you or someone in your family tests positive for COVID-19, please inform your therapist as soon as possible and we will notify anyone that could have been exposed in a confidential manner. Group therapists have been fully vaccinated.

Attendance: We commit to maintaining regularly scheduled group sessions. Please be aware that we do not follow any school district's holiday calendars. Regular attendance is especially important to the effectiveness of the group. Please let us know about any necessary absences as soon as possible so that your child and the group can anticipate them. If no advance notice is given, cancellations are billed at the regular session rate. In addition to holiday breaks, four group cancellations are allowed without charge during the school year, two per each semester, provided 24-hour notice is given by phone. Two group cancellations are allowed during the summer session.

2021 - 2022 Calendar: Fall groups start the day after Labor Day (September 7). No groups will be held November 24-26, December 24-January 2, and May 30. School year groups end the week of May 30 (Monday groups end the week prior). We typically do not cancel groups during spring break or other Federal holidays. Please advise us of your travel plans/absences during holidays/spring break.

Consultation with Parents: Regular contact with parents is essential. Ongoing communication and parent meetings, generally held every 6-8 weeks, are scheduled to assist in the treatment process. We have found these meetings to be invaluable in allowing us to provide detailed feedback regarding your child's progress. Parent meetings also allow us to obtain your insights regarding school and home progress and to collaborate with you regarding group goals for your child. Individual therapy fees apply for parent sessions. Due to confidentiality, as well as our need to prepare for our next session, we find it difficult to speak with parents before or after group. Likewise, we refrain from providing e-mail feedback addressing clinical concerns. However, we welcome phone calls and will always try to return your calls promptly. And, of course, we will notify you following group if there is an incident that must be relayed immediately.

Confidentiality: Children and parents share responsibility with the group therapists for respecting the privacy of others. These issues are addressed in group, and we ask that you encourage your children to follow these guidelines: What other children say or do in group is private; telling others that you are in therapy is a personal decision. We generally recommend active members not socialize outside of group, as it can create multiple complicated feelings among all the group members.

Payment: To begin group initially, we require a non-refundable deposit equal to the amount of 4 weeks of group, with subsequent group sessions billed monthly. We require a non-refundable payment for five summer groups. We bill for the prior month's services at the beginning of each month, and request payment upon receipt. **Payment not received by the 30th of the month will incur a \$25 late fee.** Phone consultations with parents or collaborating professionals that exceed 15 minutes, school visits, meeting attendance, and other related services will be billed at the prorated individual therapy rate.

Ending Therapy: The ending phase of group therapy is extremely important, as it allows your child to recognize and consolidate gains. Unplanned endings are disruptive to the entire group. Group is a full school year commitment. **At a minimum, we require that parents commit to having children attend group for a full semester (Sept - Jan, Feb - Jun, Jun - Aug).** If the decision is made for your child to terminate group in January or June, please advise the group leaders by December 15 or May 1, as we require that children attend four groups prior to termination. This allows us to plan an ending for your child that offers the chance to carry lessons learned forward. **Once notice of group termination is given, parents are responsible for charges for the four weeks prior to termination.**

Thanks,

Cindy Mathis, LMFT; Anne Fleury, LCSW; Lisa Elkin, PsyD; Lauren McBride, LPC; Bentley Dorn, LPC; Laura Marean Harrington, M.Ed;
Alison Cariello, MA; Tuleen Hajoun, MA

Child's Name

Date

Parent Signature/Acknowledgement of Group Guidelines