**Altogether Psychology Consent and Terms and Conditions Form**

**Confidentiality**

No information will be shared with external parties without your written consent. Additionally, information your child shares in his/her private sessions will be held confidential. However, the general themes, goals, and progress of the sessions may be shared with parents or guardians. By law, confidentiality must be breached if a psychologist suspects or is provided information to the effect that a person is at risk of harm to others or themselves. This may require that some information be shared, but only to persons who require it to ensure the safety and wellbeing of those potentially affected. If such a situation arises, every effort will be made to fully discuss this matter before taking any action, and disclosure will be limited to what is necessary. In accordance with the Vulnerable Children’s Act 2014, your psychologist is required to respond to protection concerns of children receiving services from Altogether Psychology. These concerns may be identified through disclosure, or recognition of signs and symptoms in a child. Should this occur, information may be disclosed to other parties that can ensure the safety and wellbeing of the child/children.

Registered Psychologists are required by the New Zealand Psychologists Board (NZPB), to complete continuing professional development and engage in regular on-going clinical supervision. This is to ensure an ethical and professional service to clients. Your child’s case may be discussed in supervision, but no identifying details would be used.

**Appointments**

A typical child/family therapy appointment is 45- 50 minutes of client facing time and the remainder of the hour is used for planning and administration. Appointments may be held at the psychologist’s clinic room, your home, school, or another mutually agreed location.

It may be necessary to contact your child’s early learning service or school to gain additional information or arrange a visit, this will be discussed with you during consultation, if needed.

**Session and Travel prices**

The price for each session is $184.00 including GST. Payment is expected at the end of each session by cash, debit card or bank transfer.

Where applicable, travel time is charged at $92.00 including GST for the first hour or less, and $184.00 for subsequent hours. Mileage is charged at $0.65per kilometer for travel over 20km.

**Out of session contact**

Contact may be made via phone call voice message or email during office hours. You should usually receive a response to your query within 2-4 working days. Longer phone calls or email responses may be billed at the normal hourly rate of $184.00 or part thereof.

**Assessment Services**

Assessment package prices are negotiated on per case basis depending on the type of assessment required and travel requirements (if any). Assessment details will be quoted following the initial consult meeting. Your psychologist will discuss your assessment requirements and associated costs with you prior to service commencement.

**Cancellation Policy**

Since your appointment time is reserved for you and therefore, not available to another client, you will be expected to provide at least 24 hours advance notice of cancellation. If you cannot make a scheduled appointment, please contact us as soon as possible to reschedule via phone (022 315 4060), text, or email admin@altogetherpsychology.co.nz. Last minute cancellations or non-attendance of a scheduled appointment may be charged at the full rate. There may also be occasions when sessions may be cancelled by your psychologist due to illness or emergency. We will try to give you as much notice as possible of any cancellation and will offer a suitable alternative time. If for some reason you are late, please understand that your psychologist may still need to adhere to the scheduled end time of your appointment.

**Written Reports**

It can be useful to have a written report to share with teachers, medical professionals, or others. Report writing is charged at $184.00 per hour. The time taken to prepare a report may vary depending on the content and purpose of the report.

**Record Keeping**

Notes may be taken during and after sessions. Records are kept and stored securely in accordance with the NZPB guidelines and the Privacy Act (1993).

**Complaints**

In the event that you are unhappy with the service you receive, please discuss this with your psychologist in the first instance. If you feel unable to do so or do not receive satisfactory resolution, then you have the right to make a complaint to the New Zealand Psychologists Board. Please note Altogether Psychology Ltd practitioners abide by the Privacy Act of 1993, and are bound by the Code of Ethics, prepared by the Code of Ethics Review Group, a joint working party of the New Zealand Psychological Society, the New Zealand College of Clinical Psychologists and the New Zealand Psychologists Board. A copy of the code of ethics or may be viewed on the NZPB webside: <http://www.psychologistsboard.org.nz/cms_show_download.php?id=235>

**Consent:** Consent is required from both parents and/or legal guardians where applicable.

|  |  |  |
| --- | --- | --- |
| Child’s Name: DOB: | | |
| Address: | | |
| **√** |  | |
|  | I consent to psychological services for my child from Altogether Psychology. | |
|  | I understand that information will be recorded as part of the service. | |
|  | I have read and understood the limits to confidentiality. | |
|  | I have read and agree to the cancellation policy. | |
| Signed: Parent/Guardian Please print name | | Date: |
| Signed: Parent/Guardian Please print name | | Date: |