

Handbook for Clients and Families



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Social Media:

Instagram - [@tidewatermusictherapy](https://www.instagram.com/tidewatermusictherapy)
Facebook - [Tidewater Music Therapy](https://www.facebook.com/TidewaterMusicTherapy)

ABOUT US:

Tidewater Music Therapy is a private music therapy practice serving the Hampton Roads Community. TMT is comprised of three passionate Board Certified Music Therapists specializing in children with special needs, teens and adults with mental health needs, and older adults with rehab and memory care needs. We offer individual and group sessions both in our private studio as well as in client homes.

American Music Therapy Association Code of Ethics

<https://www.musictherapy.org/about/ethics/>

Purpose

This Code of Ethics describes the highest ideals for music therapists as an aspirational guide to professional conduct. It is equally intended to educate and guide music therapists in ethical practice, as well as inform those outside the profession.

Applicability

This Code of Ethics is applicable to all those holding the MT-BC credential or a professional designation from the National Music Therapy Registry (ACMT, CMT, RMT), and professional membership in the American Music Therapy Association. This Code is also applicable to music therapy students and interns under clinical supervision. All music therapy practitioners are expected to uphold the spirit and purpose of the Code, and to practice according to these standards. Upholding our right to freedom of inquiry and communication, we accept the responsibilities inherent in such freedom: competency, objectivity, consistency, integrity, and continual concern for the best interests of society and our profession. Therefore, we collectively and individually affirm the following declarations of professional conduct.

Core Values

This Code of Ethics is grounded in a set of eight core values: 1. Kindness, 2. Social Responsibility, 3. Dignity/Respect, 4. Equality, 5. Accountability, 6. Excellence, 7. Integrity, and 8. Courage. These core values provide a foundation to guide music therapists in their practice and interactions. These core values should be considered in determining all ethical courses of action.

Principles for Ethical Practice

Respect the dignity and rights of all
Act with compassion
Be accountable
Demonstrate integrity and veracity
Strive for excellence

OUR SERVICES

Individual Therapy Services (In Home or In Office)

Individual therapy sessions allow clients to work one-on-one with a music therapist. First, the music therapist will meet with the client to determine exactly how music therapy will benefit them. Then, the music therapist will determine an individualized treatment plan based on the client's needs, preferences, and goal areas. From there, the music therapist will work with the client during sessions to meet their needs and achieve their goals.

Group Therapy (In Office)

Group therapy sessions allow clients to form relationships not only with a music therapist but also with other individuals who have similar needs. The group dynamic may contribute to further growth and development for some clients. Like individual sessions, the music therapist will first meet with the group to determine exactly how music therapy will benefit them. Then, the music therapist will determine a generalized treatment plan based on the group's needs, preferences, and goal areas. From there, the music therapist will work with the group during sessions to meet their needs and achieve their goals.

Community Education/Music Therapy (At Community Venue)

Community education involves a personalized presentation for a community group explaining music therapy and how it might benefit them. The music therapists are happy to present for all community organizations including churches, skilled nursing facilities, schools/classrooms, etc. When the community group decides to continue with music therapy, the music therapist will create a generalized treatment plan for the community based on their needs, preferences, and goal areas. From there, the music therapist will work with the group during sessions to meet their needs and achieve their goals.

Music Lessons

Looking to improve your musicianship skills? We do that too! We offer basic-beginner guitar and piano lessons as well as beginner-advanced voice lessons.

OFFICE HOURS, TREATMENT PLANS, AND SESSION INFORMATION

Office Hours

Music therapists are available by phone or email 8am-6pm Monday-Friday. Sessions are scheduled 8am-6pm Monday-Friday, or at the therapist's discretion/availability.

Treatment Plans

Treatment plans will be developed and delivered within a week of the assessment. Treatment plans will be reviewed and updated every 3 months as well as on an as needed basis. If at any time a client or caregiver would like the treatment plan printed, reviewed, or edited, the music therapist will do so within two weeks of the request.

Session Notes

The music therapist will document relevant client behaviors and reactions from each session. Notes will be securely and electronically stored. If at any time a client or caregiver would like session notes printed, the music therapist will do so within two weeks of the request.

Session Duration

Sessions will begin at the scheduled time and last 30-45 minutes at the therapist's discretion (based on client's engagement, present needs, and symptoms). In the event that a session starts late due to client tardiness, the session will still end 45 minutes after the scheduled start time. This is to ensure that the music therapist meets all following appointments.

COMPENSATION AND PRICING

Compensation

Compensation is due at the time of service. TMT currently accepts cash or check payments in person or by mail, and credit/debit card payments by phone (including a processing fee - see next page) or via Venmo. Please make checks payable to Tidewater Music Therapy, LLC. For more information about Venmo or other payment methods, please ask your music therapist.

Late Payments

If a payment is not received on time, clients may be subject to an additional late fee of \$10 per day.

Session Packages

Multiple sessions paid for in advance will be offered at a discounted price.**

Pricing

Note: These numbers reflect services provided in our office. For services provided in-home, there is an added \$8 per session.

Music Therapy Assessment: \$75

Individual Music Therapy Sessions or Adapted Music Lessons

Weekly: \$90/session

Bi-weekly: \$100/session

Monthly: \$110/session

***Payment in Advance (\$30 off)*

Weekly: 8 sessions for \$690

Bi-Weekly: 6 sessions for \$570

Monthly: 4 sessions for \$410

Music Lessons: \$65/lesson

***Payment in Advance (\$30 off)*

Weekly: 8 lessons for \$490

Bi-Weekly: 6 lessons for \$360

CREDIT/DEBIT CARD FEES

Music Therapy Assessment

\$2.50 fee

Individual Music Therapy Sessions or Adapted Music Lessons

Payment at Time of Service

In Office

Weekly: \$2.75 fee/session

Bi-weekly: \$3 fee/session

Monthly: \$3.25 fee/session

In Home

Weekly: \$3 fee/session

Bi-weekly: \$3.25 fee/session

Monthly: \$4 fee/session

Payment in Advance

In Office

Weekly: \$18 fee

Bi-Weekly: \$15 fee

Monthly: \$11 fee

In Home

Weekly: \$20 fee

Bi-Weekly: \$16.25 fee

Monthly: \$11.75 fee

Music Lessons

Payment at Time of Service

In Office

\$2 fee/lesson

In Home

\$2.25 fee/lesson

Payment in Advance

In Office

Weekly: \$13 fee

Bi-Weekly: \$9.50 fee

In Home

Weekly: \$14.50 fee

Bi-Weekly: \$11 fee

HOLIDAYS AND CANCELLATIONS

TMT Closures

TMT will be closed for the following holidays: Memorial Day, July 4th, Labor Day, Thanksgiving weekend (Thursday, Friday, Saturday), Christmas Eve, Christmas Day, New Year's Eve, New Year's Day. There will be no sessions on these days.

Cancellations

Please notify the music therapist of a cancellation 24 hours prior to the scheduled session. A canceled session may be rescheduled. Sessions that are canceled or missed without 24 hours notice may be subject to a \$50 cancellation fee.

Inclement Weather

In the event of inclement weather, tidewater music therapy will operate under the conditions of the school system where the session was to take place. Sessions at the TMT office will abide by York County Public School closings.

THERAPEUTIC BOUNDARIES

TMT strongly values the therapist-client relationship. In order to maintain the best quality of therapeutic relationships with our clients, we uphold the following therapeutic boundaries with all clients:

- A therapist may not treat their own friends/family/loved ones
- A therapist may not engage in multiple relationships with a client (e.g., therapist and friend, therapist and babysitter, therapist and school teacher)
- A therapist may not engage in sexual or romantic relationships with a client or a client's friends/family/loved ones
- A therapist may not meet with clients outside the time and place designated for a session (accidentally running into each other at the grocery store is okay)
- A therapist may not accept monetary gifts from a client or a client's loved ones
- A therapist may only accept material gifts from a client or a client's loved ones if the gifts are small and/or handmade (the therapist may use their discretion regarding acceptance of gifts, as rejection may cause emotional harm to the client)
- A therapist may only treat clients whose needs fall within the therapist's areas of competence, and must otherwise refer clients to other professionals
 - A therapist may only contact clients/client points of contact regarding therapy-related topics (e.g., scheduling, changing locations, treatment plans)
 - A therapist may engage in communication with clients/client points of contact when the therapist has set time aside to do so, and may choose not to do so during their personal time
 - A therapist may disclose "surface level" personal information to a client or a client's loved ones, but must refrain from disclosing other personal information as is irrelevant to the therapeutic relationship
 - A therapist may support a client's religious or spiritual needs, but may not engage in religious or spiritual acts with a client
 - A therapist may support a client's emotional or mental health needs during sessions, but may refer the client to emergency/crisis services if needed

ACKNOWLEDGMENT

I have received a copy of the Handbook for Clients and Families of Tidewater Music Therapy, LLC. I acknowledge that I have reviewed and understand the policies and guidelines within the handbook provided.

Printed Name: _____

Signature: _____

Date : _____

TIDEWATER MUSIC THERAPY

CLIENT INFORMATION

Please complete this form and return it to the music therapist.

Client Name: _____

Client Birthdate: _____

Favorite type of music/song/instrument: _____

What do you hope to gain from music therapy? _____

CONTACT INFORMATION

Phone Number: _____

Email: _____

Mailing Address: _____

What is the best way to contact you? Please check the preferred option(s).

Phone Call _____ Text _____ Email _____

Other (please specify) _____