

Service Agreement Addendum—PARENTING PROGRAM

By Signing the attached “Consent for Services Addendum,” you are indicating that you understand and agree to the following policies as they relate to the **Parenting Program** at Brighter Futures Counseling, PLLC.

- I. **Lack of Confidentiality**

Information provided in this program may be discussed with your Probation Officer, Department of Community Based Services (DCBS)/Social Worker, Judge, other referring agency, or anyone involved in your current treatment program or court case.
- II. **Assessment and Documentation Expectation**
 - Every client wanting to complete parenting classes at Brighter Futures Counseling, PLLC must complete an orientation session. Orientation is required for all participants regardless of their chosen class format (i.e. group or individual). The orientation session costs \$25.00, to be paid prior to the session beginning. You will not be allowed to attend the orientation session if the payment has not been made in advance. If you schedule an orientation session but do not attend the session, you will be charged the full fee of \$25.00 for the missed session. The \$25.00 missed session fee must be paid in full before you can schedule a new orientation session. Once the missed session fee has been paid in full, you may schedule another orientation session.
- III. **Length of Program**

The program lasts approximately 8 sessions. Each session lasts approximately 90 minutes. The program can be completed either in a group or an individual format. If you miss a group session, it must be made up in an individual session. All sessions must be attended in order to receive a certificate of completion.
- IV. **Absence and Tardy Policies**

No more than 2 absences are allowed during group. Upon a third absence, you must re-start the program from the beginning.

Arrival 15 or more minutes late will result in an absence and you will not be admitted to group for that session.

Arrival late, but less than 15 minutes late will result in a tardy. 3 tardies will result in an absence.
- V. **Payment**
 - Group Parenting Classes cost \$10.00 per session to be paid prior to group beginning. You will not be allowed to attend group if the payment has not been made in advance.
 - Individual Parenting Classes cost \$30.00 per session to be paid prior to the session beginning. You will not be allowed to attend the session if the payment has not been made in advance. If you schedule a session but do not attend the session, you will be charged the full fee of \$30.00 for the missed session. The \$30.00 missed session fee must be paid in full before you can schedule a new session.
- VI. **3rd Party Letters, Proof of Attendance**
 - Brighter Futures Counseling, PLLC is happy to provide proof of attendance on a weekly basis. Please request this at the end of the group.
 - General update letters to persons outside of Brighter Futures will be written upon request. However, Brighter Futures reserves the right to determine whether the letter falls within the scope of its professional areas of practice and whether submitting such a letter is in compliance with any applicable

ethical or legal requirements. One such letter will be provided free of charge to the client per year. Any additional letters will be billed at Brighter Futures' hourly rate (\$125.00 per hour at the time of this agreement, but subject to change pursuant to the language in the preceding paragraph). Brighter Futures requires notice of 14 days prior to the due date of the letter. Brighter Futures will attempt to honor requests submitted with fewer than 14 days' notice, but can make no guarantee that such letters will be completed by the desired date.

- If a client submits paperwork to Brighter Futures to be completed and returned to a third party, including, but not limited to, attorneys, medical providers, employers, social workers, schools, and the court system, Brighter Futures will charge its normal hourly rate of \$125.00 per hour, with a minimum fee of \$10.00.
- Certified records will be provided to requesting parties as dated by the court order or within 30 days of the request; whichever date comes sooner. Brighter Futures Counseling charges \$20.00 per certified record. The amount must be paid at the time of the request unless agreed otherwise by a managing partner at Brighter Futures Counseling.
- Clients wishing to discuss matters on the phone with Brighter Futures Counseling, or clients' whose attorneys, schools, employers, or other interested parties contact Brighter Futures by phone, will not be charged for the first 10 minutes of phone calls in a week. If a phone call exceeds 10 minutes or if a number of phone calls collectively exceed 10 minutes, the time in excess of 10 minutes will be billed at Brighter Futures normal rate of \$125.00 per hour.
- If a Brighter Futures employee is subpoenaed for court, depositions, trial, or any other proceeding requiring personal attendance, the client will be billed at a rate of \$125.00 per hour for the time starting when the employee leaves the office and concluding when the employee returns to the office, and for any necessary preparation time. In the event the employee is deposed at Brighter Futures Counseling, the \$125.00 per hour fee will be assessed from the time the deposition begins until the time it concludes. There will also a mileage fee charged at the standard rate of \$0.56 per mile. The client agrees to pay the billed amount in full as follows: There will be a \$250.00 charge per employee subpoenaed payable no later than 5 days prior to the court appearance. It is assumed that a subpoena will require at least two (2) hours of the employee's time, and that is the basis for the advance charge. If the employee is not present for the full two hours, the unearned portion will be refunded. If the employee is present for more than two hours, any balance must be paid within 30 days of the court appearance.
- If you wish to pay in advance for any of your BIP services or other services at Brighter Futures Counseling, you are welcome to do so; however, refunds will not be provided if you fail to finish the program for any reason.

VII. Participation

You are expected to actively participate in the Nurturing Parenting Program each week during the session. Failure to participate will result in failure of the program.