

THE HOMEWORK ADVISORS

Treatment Agreement

Services & Fees

- Payment can be made in the form of cash or check
- Payment for Intake Appointment is due at the time of the visit
- Payment for packages is due in full prior to the first visit
- Payment for a la carte services is due at the time of the visit
- A \$25 fee will be assessed for any returned checks

Initials_____

Cancellation Policy

The Homework Advisors require 48 hours notice to cancel an appointment without incurring a fee for the missed appointment. When appointments are cancelled with less than 48 hours notice, the fee of \$250 will be automatically charged.

Initials_____

Late for Appointment

If you are going to be more than 5 minutes late for the appointment please contact your Homework Advisor. If you are more than 15 minutes late, and have not called your Homework Advisor, we will assume you are not coming and the fee of \$250 will be automatically charged.

Initials_____

Snow Emergency

There is no fee for canceling with less than 48 hours notice during a snow emergency. Cancellation of appointments will be determined by The Homework Advisors based on snow emergency rules and overall safety.

Initials_____

Home Visit Policy

The Homework Advisors appreciate that families are opening their homes to your Homework Advisor and we are sensitive to privacy issues. In order to provide the most effective home based services, we ask that families agree to the following:

- Be yourselves! You are not staging your home for an open house. There is no need to alter your typical day-to-day living or clean for your Homework Advisor. We do our best work when we see families in their natural environment.
- Parents/Guardians must be present and available. Under no circumstances, may your Homework Advisor be in your home without a parent/guardian present. If you are unable to be home for the entire length of the session, we will not be able to complete the visit.
- The Homework Advisors will often provide services in various locations in your home. If children do homework in their bedrooms, it will be helpful for your Homework Advisor to assess the effectiveness of this environment. Doors will always remain open when your Homework Advisor is meeting with your child in their bedroom and you are welcome and encouraged to be present.
- There may be no substance use by anyone in the home prior to or during the visit whether or not they are an active part of the visit.

- There may be no smoking in the home during the visit by anyone whether or not they are an active part of the visit.
- Any weapons must be disclosed to your Homework Advisor, stored properly and may not be accessed during the visit by anyone in the home whether or not they are an active part of the visit.
- Pets must be able to be contained to a separate area of the home if it is determined that the animal is distracting to the service being provided or the animal is found to be, or known to be by owner, aggressive at any time.

Initials_____

Confidentiality

While The Homework Advisors services are not considered a health service or treatment that is covered by HIPAA, we are committed to providing you an experience that ensures your privacy and confidentiality. The Homework Advisors will obtain releases of information in order to discuss any aspect of your care with other parties. Should you sign a release of information for another party, The Homework Advisors are not responsible for what that party does with information.

The Homework Advisors are clinicians who hold licenses in the state of Massachusetts, making them mandated reporters. While The Homework Advisors value confidentiality, they continue the role of mandated reporters while conducting business as your Homework Advisor. Events that involve child abuse and/or neglect, elder neglect and/or abuse, and serious threat of harm to self or others are all situations that would involve mandated reporting.

An additional situation that could involve disclosing confidential information include court proceedings involving a subpoena.

Client's Rights Regarding Confidentiality

- Right to request restrictions on certain uses and disclosures of your personal information
- Right to amend any releases of information at any time. Requests to terminate releases of information must be requested in writing.
- Right to an accounting of disclosures of your personal information
- Right to a paper copy of your records. Time spent for copying records is subject to the hourly rate.

The Homework Advisors' Responsibilities Regarding Confidentiality

- We are responsible for maintaining a confidential electronic record.
- We reserve the right to change our policies at any time and will provide you with written notice of any such changes.

Initials_____

Legal Involvement/Mediation and Arbitration:

The Homework Advisors will not become involved in legal matters unless compelled to do so by a court order. Matters involving custody and mediation are best handled by another professional who is specifically trained in those areas. In cases where The Homework Advisors are subpoenaed by a lawyer, The Homework Advisors will charge \$500/hour for any preparation, phone contact, letter writing, emails, etc. If The Homework Advisors are ever called into court, the hourly rate of \$500 will be charged for preparation, travel time and time spent in court and lawyer's office.

Initials_____

Email/Phone Contact:

The Homework Advisors use email for the exchange of paperwork electronically and should not be used for relaying any clinical information. If you need to reach your Homework Advisor between appointments, please reach out by phone.

Initials _____

Consent to Treat:

I have read the above information and have had the opportunity to ask questions. By signing below I am acknowledging that I understand the above mentioned policies and agree to them as a condition for receiving services from The Homework Advisors.

I am aware that the coaching services provided by The Homework Advisors is not an exact science and that results cannot be guaranteed. No promises have been made to me about the results of the treatment. In the event that I, my child, or members of my family, experience any physical or mental harm during the course of treatment, I will not hold The Homework Advisors responsible. The risks, benefits, and consequences of non-compliance with treatment have been discussed with me, and I have had the opportunity to ask questions. I understand the need to provide accurate information to The Homework Advisors to ensure I receive effective treatment. I also agree to be an active participant in the process.

I am aware that I may stop treatment at any time. The Homework Advisors reserve the right to stop treatment if there is noncompliance with the treatment contract. Refunds will be given only at the discretion of your Homework Advisor.

Initials _____

My signature below indicates that I understand and agree to the above statements and that I have had the opportunity to ask any questions regarding the services provided by The Homework Advisors.

Print Name _____

Signature _____

Date _____