

IN TRANSITION COACHING AND CONSULTING

Please initial each policy statement.

POLICY STATEMENTS

24 HOUR CANCELLATION POLICY - Payment in full is made at each session. You will need to call to cancel/reschedule an appointment at least 24 hours in advance of the scheduled appointment to avoid being billed for the session. _____

CONFIDENTIALITY POLICY - All information shared during a session will remain confidential with these exceptions:
threat of harm to yourself
threat of harm to others, child/dependent/elder abuse as reportable by law
gravely disabled
your written consent to release information
court ordered information _____

REFERRAL POLICY - If there is an incompatible situation, or issues that fall outside of my scope of practice as a Marriage, Family and Child counselor, I will provide you with a minimum of three referral sources. _____

TERMINATION POLICY - I will make recommendations for the length of coaching which is advisable, however, you are free to discontinue coaching at any time. I will caution you that some clients decide to discontinue out of fear or pain as they challenge their current processes and begin to change. The uncomfortable emotions which affect us all are indications that change is indeed necessary, yet when change begins to happen, it can make us feel incompetent and fearful. I do ask that if you decide to discontinue prematurely that you let me know. Positive closure is a healthy step for all relationships and can help to promote positive change in your life. _____

FEES – Clients are responsible for all fees owed. Payment may be made on line at www.sheilakreifels.com prior to a session or in person by cash or check. The agreement for service can be terminated if fees are not paid in a timely manner. _____

IN TRANSITION PHILOSOPHY

The only thing constant in the world today is change. Depression, anxiety, fear, anger and other discomforts that affect us all, suggest a need for change in our lives. By understanding the process of change, you can manage the challenges in your life more effectively. Change creates a necessity to explore our feelings of fear, sorrow, anger and doubt and also relief, excitement, renewal and joy. It is a constant journey of holding on and letting go of the familiar. I am honored to serve you through this journey.