

**Office Policy/Disclosure Statement**

As a couple working with other couples and families, we bring both the diversity and the balance of masculine and feminine energies, attitudes and perspectives. Our approach considers each individual as well as the larger context of the family and other relationships. We focus on the deeper psychological issues, which are part of the human condition, as well as the concrete practical matters of day-to-day life. We treat the challenges that arise in relationships as both potential openings to aliveness and growth and occasions calling for empathy and concern.

We welcome any questions you may have regarding our approach as well as any concerns you may bring up.

**Confidentiality:** We respect your right to privacy and hold information that you discuss in strict confidence. No information about you will be disclosed unless you have signed a written release form, except in the following circumstances:

a) If you threaten grave bodily harm to yourself or another, or if you are unable to care for yourself, we are legally required to inform the appropriate authorities, and the intended victim.

b) If we suspect physical abuse or neglect, or sexual abuse, we are required to report this information.

c) We seek supervision and consultation to insure the quality of our work. These are done under strictly professional and confidential circumstances.

**Scheduling, cancellations, and fees:** Sessions are 50 minutes long. Payment is expected at the beginning of each session unless other arrangements have been made in advance. Fees will be determined prior to the initial session. Fees may vary based on our perception of current going rates and any agreement that we may come to with you. If you miss a scheduled session with less than 24 hours notice, you will be charged for that session. If you have a scheduled appointment or regular time slot and cancel with at least 24 hours notice you will be charged half the fee. There are two exceptions, as follows: 1) We are able to reschedule your appointment within the normal interval before your next appointment, or 2) We are able to schedule someone else during your cancelled appointment. In these two cases you will not be charged for the cancellation.

**Telephone:** Our telephone is answered by an answering machine 24 hours a day. When leaving a message, please indicate several times that you can be reached. We will return your call as soon as possible.

If you have any questions or concerns regarding the above information, please discuss them with us. Thank you.