\*Please print & initial each place below so we are assured that you have read and understood each of our policies.

**Fees:**

Evaluation: $500 includes a written report. *Payment due at time of session.*

Initial Consultation Appointment: $300 (Does not include a written report) *Payment due at time of session.*

Therapy: $150 per 50 minute session. *Payment due at time of session.*

$75.00 per 25 min session. *Payment due at time of session.*

Additional reports: Writing time billed at rate of $150 per hour.

Meetings and phone consultations: $150 per hour. $75 per half hour

**Initial\_\_\_\_\_\_\_\_\_**

**Cancellation Policy:**

To cancel an appointment, please call your therapist or call 415-577-4210.

*There is a 24-hour cancellation policy*. If we do not receive 24 hours notice of an appointment cancellation, you will be charged for the missed session.

If you are planning a vacation, please let us know as soon as possible. This will help us schedule a child who is on the waiting list. Clients who take extended vacations greater than 2 weeks may lose their current therapy time and be added to our wait list.

**Initial\_\_\_\_\_\_\_\_\_**

**Payment Policy:**

Payment for each session is due at the time of the session. You will be emailed a statement at the end of the month that you may send to insurance.

The end of the session is often a busy time. Please help by coming prepared. Clients who do not wish to deal with payment at each session may pay for the month in advance.

**Initial\_\_\_\_\_\_\_\_\_**

**Health Policy:**

Please do not bring your child if he/she is sick. Some of our clients are medically fragile so we do everything possible to minimize the sharing of germs and viruses within our office. If you are unsure as to whether you should bring your child, call and discuss it with your therapist prior to coming into the office.

**Initial\_\_\_\_\_\_\_\_\_**

**Please send all payments to the following address:**

Margaret M. Bourne

1444 Page Street Alameda CA 94501 Thank-you!