**COACHING CONTRACT**

I agree to proceed with Kristin Woulfe, M.A. as a Coach according to the following arrangements:

1. **NATURE AND PURPOSE OF PARENT COACHING**

The purpose of coaching is for Clients to have access to professional advice that may cover a variety of parenting topics. These may include navigating the court process, co-parenting and communication strategies, or child-management skills. The Coach may offer advice based on her training and experience, with a goal of facilitating greater understanding and optimal decision-making by the Client, enabling the Client to perform well in the situations they find challenging.

Coaching is a fundamentally different process than family or individual therapy, in that there is no presumption of “illness” on the part of the Client(s) nor is an effort made to “reduce symptoms”. The role of a Coach is educational and advisory in nature. **Coaching is not therapy.**

1. **CONFIDENTIALITY**

Each of our sessions and conversations are documented in a file that is established for each participant. Your file is available for your review, but it must remain in Kristin Woulfe’s office. All information that you share with Kristin Woulfe is private and will not be shared with others without your written consent or by an Order from the Court, unless one of the following exceptions exists:

1. Kristin Woulfe must comply with all mandatory reporting laws concerning abuse or neglect of children, elders, or vulnerable adults.
2. Kristin Woulfe will need to take appropriate preventive action if the Client expresses an intention to harm himself/herself or someone else.



1. **FEES AND BILLING**
   1. I understand that Kristin Woulfe’s fee for coaching is **$275.00 per hour**. This fee applies to:
   2. All sessions and meetings
   3. All telephone consultations
   4. Reviewing and responding to emails
   5. Reviewing files, records, written correspondence, or other documentation
   6. Consultation with other professionals, including attorneys
   7. Preparation of written documentation
   8. Any other time expended in direct association with Coaching
   9. All fees are billed in .2 hour increments ($55.00 per 12-minute increment). **All fees for in session services must be paid before the start of each session, unless otherwise agreed upon by Kristin Woulfe and the Client.**
   10. I understand that Kristin Woulfe may utilize an assistant to manage communication, gather information, draft documents or complete other tasks. The work of the assistant will be billed at $150.00 per hour.
   11. If out of session work is determined to be necessary, a retainer of $1,000.00 must be paid in advance and charges for out of session work will be billed against that retainer. I understand that when the retainer reaches a balance of $500.00 I will be asked to replenish the retainer to the original amount or other such amount Kristin Woulfe requests. The Client shall pay any fees and costs not covered by the above deposits within fourteen (14) days of receipt of the invoice for services. If the retainer is not replenished within 30 days of notification, no further work will be done until the retainer is replenished.
   12. I understand that any unused portion of the retainer will be reimbursed upon verification that Kristin Woulfe’s services are no longer needed. In order to ensure that the refund is correctly computed, it will not be paid until completion of the monthly billing statement for the month in which the services were terminated.
   13. I understand that any documents copied by Kristin Woulfe will be charged to the party requesting them at a rate of $0.75 per page. This charge will apply for all portions of the file which the requesting party asks to be forwarded to him/her or to anyone else they designate. Prepayment for the estimated number of copies must be made prior to the beginning of the copying job, with any balance due to be paid prior to the release of the copies. In the alternative, Kristin Woulfe may contract with an independent copying service. In that event, the party requesting the copies must pay the copying service fee in full before copies will be released.
2. **CANCELLATION FEES/NO SHOW POLICY**

I understand that appointments cancelled with less than one full business day notice, will be charged the full amount of the scheduled time for the appointment. I understand that appointments cancelled with more than one but less than two full business days’ notice, will be charged half of the scheduled time for the appointment. I understand there is no charge or cancellation fee for appointments that are cancelled with more than two full business days’ notice. I understand that all charges and cancellation fees for missed appointments and late cancellations will be paid by the person who misses and/or cancels the appointment. A session is considered missed if the party(s) has not arrived 20 minutes after the start of the session.

1. **COURT APPEARANCE**
2. I understand that Kristin Woulfe’s fees for Court appearance are **$300.00 per hour** and are assessed as follows: A deposit of $2,400.00 is required for a full-day (8-hours) or $1,200.00 for a half-day (4-hours). A half-day is defined as 8:00AM until 12:00PM or 1:00PM until 5:00PM. Any other arrangement is considered a full-day.

1. In order to ensure Kristin Woulfe’s availability, **a subpoena and a check for a full-day and four hours of preparation time ($3,600.00)** must be provided to Kristin Woulfe no later than **five (5) full business days** prior to the Court date.
2. In the event of cancellation of the Court appearance, the **deposit will be forfeited** unless cancellation notice is received by Kristin Woulfe’s office **at least two (2) full business** **days** prior to the scheduled court appearance.
3. **SIGNED CONTRACT**

I understand I must sign this contract before scheduling any appointments after the initial consultation.

I have received and reviewed a copy of the Coaching Process form. I understand my signature below indicates that I have read and understood both the Coaching Process form and this document, and that Kristin Woulfe has answered any questions to my satisfaction. I understand that my signature on this contract signifies my consent to use Kristin Woulfe, M.A. as my Coach.

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Client’s Signature Date

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Coach’s Signature Date