



Welcome to Preschool Psychology. This document contains important information about my professional services and business policies. Please read the following carefully and be sure to ask me any questions that you may have regarding its content.

#### The Social Emotional Assessment Process

The Social Emotional Assessment Process is comprised of four steps, in the following order: An initial parent session (1 hour), an observation at your child's school (1.5 hours), a family observation (1 hr), and a feedback session (1 hr). A written report will be provided within a week of the feedback session. Note that feedback will not be provided between observations or prior to the feedback session.

My clinical background is strength based, relational, and developmental. It is informed by psychodynamic, family systems and attachment theory. During my assessment process, I look at your child through the lenses of temperament, development, self-regulation, relationships, skill building, and trauma or other notable experiences. My assessment process is based on a thorough developmental history, questionnaires and observation of your child and family.

By entering into this relationship, I am making a commitment to you to be honest and straightforward about what I am seeing in your child, and what supports I believe your family needs. I will make recommendations based on the information gleaned during the assessment, and we will speak together about a treatment plan that is appropriate. If relevant, the assessment will also provide you with information to make any pertinent choices for your child, such as school readiness or school placement. I will always inform you of the reasons behind my recommendations, and you are always welcome to ask about them.

### Confidentiality

I take your confidentiality very seriously. All information that you share with me will be held in strict confidence, unless you give me permission to share information about your treatment with other professionals. For example, when speaking to your child's teacher, I will not disclose confidential information about you or your family. If I believe that it would be useful for your child's teacher(s) to know certain things about your child's history or treatment, I will talk to you about it first and get your permission.

I take active measures to ensure that your Protected Health Information (PHI) remains confidential. I use Encryption software on my computer to protect my files. I also do not have an APP for my professional email on my smart phone to avoid access to your Protected Health Information in the event of theft.

Please note the following exceptions to confidentiality. As a therapist, I am required to report instances of suspected child, dependent adult or elder abuse. This includes physical abuse, sexual abuse and/or neglect. I am also required to break confidentiality when I have determined that a client presents a serious danger of physical violence to another person, or when a client is dangerous to him or herself.

### Legal Proceedings

I ask that you do not attempt to involve me in divorce or other legal proceedings, and/or try to gain advantage in any legal proceedings based on our relationship or my relationship with your spouse or child. This includes, but is not limited to, asking me to testify in court (whether in person or by affidavit), referring in any court filing to anything I have said in therapy, or requesting that the court or your attorney subpoena my files. Note that as a treating therapist, it is unethical for me to give an opinion about custody and/or visitation agreements. My professional competence is limited to the therapeutic setting.

### Payment for Services

I charge a flat fee for the Social-Emotional Assessment process of \$950. This includes the Initial Parent Session (1 hour), an observation at your child's school (1.5 hours), a family observation (1 hr), and a feedback session (1 hr). It also includes a written report which will be provided to you a within a week after the feedback session.

If the full Social-Emotional Assessment is not warranted, I will offer a la carte services at the following cost: Initial Parent Session (\$225), School Observation (\$225), Family Observation (\$150), Feedback Session (\$225), plus time for travel and report writing (if applicable) based on a prorated fee of \$150 per hour.

I will send an invoice upon completion of the assessment process. Payment is due upon receipt of the invoice. I accept payments via Zelle and PayPal using the email [rsoffer@preschoolpsychology.com](mailto:rsoffer@preschoolpsychology.com). I also accept checks made payable to Rebecca L. Soffer. Please check with me about the best office address to use for mailing.

My fee for all follow up sessions is \$150 per hour. I charge in 15-minute increments for all phone sessions prorated to my hourly fee. Please note that if I am doing a follow up school observation or providing school consultation after the assessment process is complete and your child's school is located more than 15 minutes away from my office locations, I will need to add the transportation time to my hourly fee.

#### Cancellations

I have a 24 hour cancellation policy. If you have a sick or injured child, I will be fair in the application of this policy. Please use text messages to convey urgent, same day communications to me about your session. If I am scheduled to do a morning school observation and your child is sick, please inform me by 8am that day.

#### Use of E-Mail, Text Messaging and Voice Mail

E-mails and texts should be used for brief, non confidential correspondence only, such as appointment scheduling, directions or other logistics. This is because the information exchanged via e-mail and text are owned by the internet platforms and phone companies, and are thus not confidential. I will seek out your permission prior to sending sensitive documents to you via email.

If you would like to contact me with confidential updates during the assessment process, please feel free to leave me a voice mail. If you have an urgent need, please do not hesitate to mention that in your message and I will get back to you as soon as possible. I do not charge for brief phone calls (under 10 minutes) or for e-mail exchanges. If you need more time, we can schedule a time to talk.

### Remote Therapy Sessions

Remote therapy sessions (otherwise known as telehealth) allows for the easy delivery of and access to mental health care during the COVID-19 pandemic. The platform I most commonly use for the delivery of remote therapy sessions is Zoom. Though Zoom is very simple to operate for children and adults alike, please note that it is non-HIPAA compliant (i.e., not designed to protect the integrity of Protected Health Information). This means that I am unable to guarantee the confidential delivery of telehealth services during its use, even though Zoom was designated an “acceptable technology” by the Board of Psychology and other licensing care boards in March 2020.

During Zoom sessions, you agree to receive remote therapy sessions in a quiet, private place for yourself and/or your child that is out of earshot of other people. You are responsible for ensuring privacy at your own location. Please notify me if someone else will be in the room during remote therapy sessions either on or off camera who can see or hear the session. I ask that you do not record our sessions, and to turn off any virtual assistant artificial intelligence devices like Alexa or Echo. Interruptions may result at any time from technological challenges with software, hardware and internet connections.

### Social Media Policy

Please note that I do not accept Facebook, Linked-In or other social network requests, in order to ensure that our relationship remains within professional boundaries.

Prior to writing a review on Yelp or other internet site, please consider the impact on your confidentiality. I ask that you speak to me directly to resolve any complaints or grievances.

### Outside the Therapy Office

Sometimes I run into clients in public places, such as the park, the YMCA, or the supermarket. Sometimes my children end up attending school or camp together with the children of the families I work with. It is useful to reflect on what feelings this might bring up ahead of time and how to respond.

Please check here if you agree to receive your Social Emotional Assessment Report via email.

Please provide a phone number(s) where I can leave confidential voice mails:

\_\_\_\_\_

Please provide an email address:

\_\_\_\_\_

Please provide your home address:

\_\_\_\_\_

I have read and understood the above guidelines and I consent to the conditions of treatment as outlined above.

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_