

### **CONFIDENTIALITY STATEMENT:**

All information shared in session is confidential except in circumstances governed by the laws including the mandatory reporting of alleged harm to self or harm to others and in the case of child, handicapped person, or elder abuse. We are required by law to report such confidences to the proper authorities.

We/I can verify that all information shared by phone or e-mail on my end will be confidential; however, we/I cannot guarantee that on your end. It is up to you to ensure your e-mail and phone are protected.

### **CANCELLATION POLICY:**

While generally sessions are scheduled weekly in 45 minute or 60 minute coaching sessions, they are designed according to your needs and are **in quarter hour increments**. Your time has been reserved for you. **48** hours notice is required for cancellation or you will be charged the regular 45 minute session fee.