**Barbara LaFever**

 **540-333-2540**

  **Pathways to Wholeness**

 **General Information, Polices, and Consent**

**Confidentiality:** Our working relationship and all that pertains to it will be kept strictly confidential.

**Zoom Meetings**: I will send you a private Zoom link before our scheduled session. You can access our meeting directly through the link or you can download the Zoom app which is free.

**Audio Recording of Session**: I will record the session and email it to you afterward for your future use.

**Cancellation and Rescheduling**: If you need to cancel or reschedule your appointment for any reason, please notify me at least 48 hours before the session. A $50 fee will be charged for missed or rescheduled sessions without out such notification. Please phone me if you are running more than ten minutes late.

**Time Zone and Scheduling Sessions**: I work in the Eastern Time zone of the USA and all appointments are scheduled in EST except during the summer months when they are scheduled in Eastern Daylight Time. It is your responsibility to calculate any difference in time zones between us. If you miscalculate and miss an appointment, there will be a $50 fee for a missed session. Appointments will be confirmed after receipt of payment for the designated session.

**Preparation:** Please arrive in our session as grounded and centered as possible, so that we may begin immediately and make the most of our time together.

I have read the foregoing, understand the policies as stated, and agree to the stated conditions.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_