

## Parent Policy

### Documentation

- Both parents must sign a Consent to Treat. If both Consent to Treat forms are not returned by 48 hours prior to the [first\*] intake appointment, the appointment will be cancelled and the deposit will be refunded.
- \*In the event that two separate intake appointments are needed, documentation and deposit payment are required 48 hours prior to the first scheduled intake appointment.
- If there is a restraining order, no contact order, or similar order, a copy must be provided.
- If there is documentation related to custody and parenting time, copies must be provided.

### Appointments

- We do not provide separate intake and feedback appointments for divorced, separated or unmarried parents with a few exceptions:
  - There is a restraining order, no contact order, or similar court order.
  - There are accusations of domestic abuse.
- In the case where two separate intake and feedback appointments are needed, there will be an additional charge at the typical hourly rate.
- In the event that two separate intake appointments are needed, documentation and deposit payment are required 48 hours prior to the *first* scheduled intake appointment.
- If either parent withdraws consent at any point, we will need to pause and possibly terminate the evaluation.

### Communication

- We do not complete separate phone calls about clinical information (only for scheduling and administrative purposes)
- All parties will receive the same information with the focus on understanding the child and the child's needs.
- Information reported to us by one parent cannot be kept confidential from the other parent, even if there are separate intakes and feedback appointments.
- All parent/guardians will be cc'd on any email contact, including replies to direct emails from one parent.

### Scope of Evaluation

- Our evaluations are not to be used to make custody decisions or determinations about parental fitness.
- We do not evaluate parents.
- The purpose of the evaluation is to provide a better understanding of the child's development and individual needs.

- The evaluator will not provide letters, reports, affidavits and/or testimony to and/or at the request of any party concerning custody, visitation, or related matters.

**Payment**

- Financial arrangements between divorced parents must be handled independently of Developmental Discoveries. Although court orders may assign responsibility for a child’s healthcare expenses to one parent or another, we, as mental health providers, are not bound by the terms of such court orders.
- Fees due on the day of the appointment must be collected regardless of who brings a child to the appointment.

\_\_\_\_\_  
By signing above, I agree to these policies and procedures

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Relation to child

\_\_\_\_\_  
Date