

CLINIC INFORMATION FORM

Welcome to Kidpsych Assessment and Therapy Clinic! We are looking forward to working with you. So that you may be informed about the services you are receiving, please take the time to read the following information about our practice policies.

SERVICES

The following services are provided by our clinic: Psychoeducational Assessment, Play Therapy, and Counseling. The purpose of these psychological services is to promote healthy individual and relational functioning. The aim of the psychologist is to use professional training and experience to promote client competence and goal attainment.

Play Therapy and Counseling

Research supports the effectiveness of play therapy for children who experience a wide variety of social, emotional, behavioral, and learning issues. By confronting problems in the clinical play therapy setting, children find healthier solutions. Play therapy allows children to change the way they think about, feel toward, and resolve their concerns.

Counseling sessions are also provided for adolescents who have special concerns. Sessions are conducted in a confidential and accepting manner, and are tailored to the adolescent's needs. Counseling benefits adolescents in a variety of ways. They receive emotional support, resolve conflicts with people, understand feelings and problems, and try out new solutions to old problems.

Psychoeducational Assessment

Psychoeducational assessment is designed to answer specific referral questions about developmental or learning strengths and weaknesses, and to help rule-in or rule-out possible developmental and/or emotional disorders. Tests batteries may include: standardized intelligence and achievement tests, as well as behavior scales.

APPOINTMENTS

For Play Therapy and Counseling

The first appointment is generally an initial evaluation that lasts approximately an hour. Succeeding therapy sessions last for an hour.

For Psychoeducational Assessment

The first appointment is on the testing day itself. The following schedule is followed:

9:30 a.m. to 10:30 a.m. – Parent/Guardian Interview
10:30 a.m. to 12:30 p.m. – Testing
12:30 p.m. to 1:15 p.m. – Lunch Break
1:15 p.m. to 2:30 p.m. – Testing
2:30 p.m. to 2:45 p.m. – Snack Break
2:45 p.m. to 4:00 p.m. – Testing

Testing may be conducted in one or two days, depending on the child/adolescent's response to the test. If needed, testing is usually continued 10:00 a.m. to 11:30 a.m. on the Thursday of the same week.

The second appointment consists of the Parent Feedback, during which time the psychologist explains the results of testing to the parent/s. This lasts approximately an hour.

For **psychoeducational assessment**, we require payment of a nonrefundable **Reservation Fee** of Php 2,000. Confirmed appointment and testing slots will be given only upon confirmed payment of the Reservation Fee. On the day of testing, the Reservation Fee is deductible from the Psychoeducational Assessment Fee. Thus, if the testing is done at the appointed date, you will only need to pay the balance. However, if an appointment is missed or cancelled with less than 24 hours notice, the reservation fee is credited to Kidpsych, Inc. and is no longer deductible from the Psychoeducational Assessment Fee.

The Reservation Fee may be paid in person directly at the clinic, or deposited to the following account:

Kidpsych, Inc., Checking Account Number: 5975-0778-55, BPI Family Bank (please note that this bank is different from BPI Bank).

Please fax the deposit slip to the clinic (Telefax: 659-3133) or email a scanned copy to kidpsych.clinic@gmail.com

PAYMENT OF FEES

Payment is to be made in full at the time of service. We accept cash or check. Payments are non-refundable. Please contact the clinic for more information about the fees for specific services.

CANCELLATION / MISSED APPOINTMENTS

We reserve the right to charge you for any missed appointments or appointments that are cancelled with less than 24 hour notice. In the case of a bona fide emergency, exceptions may be made. Because we are very busy, we may not be able to offer you an immediate makeup time for a cancelled appointment. Please review your personal schedule carefully in order to be able to make a commitment to your appointment times. When you do not keep an appointment, and do not contact us with 24-hour notice, it is a loss of appointment time that could have been offered to someone on our waiting list.

Please come on time for your appointments. Note that appointments that start late will - on most occasions - end on time.

For **Psychoeducational Assessment**, should you cancel an appointment for testing with less than 24 hours notice, you will need to pay another Reservation Fee in order for a new appointment slot to be provided.

CONTACTING US

You may contact us at 659-3133 or through mobile phone 0916-3361343. Messages are not checked on weekends or holidays.

READ CAREFULLY AND SIGN

I have read, understand, and agree to comply fully with the above policies. I recognize and accept full financial responsibility for all professional services rendered.

Signature of Parent/Guardian over Printed Name Date:

Signature of Office Staff or Psychologist over Printed Name Date:

(FOR FEEDBACK SESSIONS ONLY)

RELEASE OF INFORMATION CONSENT FORM

I hereby give my consent to provide my child's school /doctor / therapist (encircle all that apply) a copy of the evaluation results.

Signature of Parent/Guardian over Printed Name Date:

Signature of Office Staff or Psychologist over Printed Name Date: