



GROUP PARTICIPATION AGREEMENT

1. **Payment**-Prior to the group start, we take payment for the first meeting to secure your child's place in group. At that time, we enter your credit card into a secure, PCI compliant site, and when you come to your first group, we have you sign an authorization form for the weekly charges. If your account has an outstanding balance, we will notify you, then charge the card on file.
2. **Absences**-For groups longer than 16 weeks, you are permitted to have two absences with no charge during the calendar year.* Beyond those two misses, you will be charged for all missed sessions. There is one absence without charge for groups lasting 16 weeks or less.
3. **Cancellations**-In Step does not follow the school cancellation schedule. Please check our website and your email for notification of group cancellations. Should In Step need to cancel a group for clinician illness or inclement weather, you will not be charged for that session.
4. **Early Termination Fee**- In Step reserves the right to charge an Early Termination Fee of \$450 for Stepping Stones groups and \$285 for non-Stepping Stones Groups, should you drop before the group ends. This fee does not apply to clinical decisions to end groups made collaboratively by parents and therapists.
5. **Contact Information**-For questions regarding payment and billing, please contact our office staff in Fairfax at 703-876-8480. For clinical questions, your group leaders will supply you with their contact information at the first group meeting. If you have questions in advance of that, please email us at info@instepcc.com.
6. **Statements**-Each month you will receive a statement with your services, fees, diagnosis and procedural codes to facilitate your submission to insurance.

I certify that I have read the above statements and agree to them.

Client Name _____

Guarantor Name _____

Guarantor Signature _____ Date _____

** If your long term group (more than 16 weeks) extends into July and August, you will be allowed 1 additional absence at no charge.*