

Jordan Hart, Ph.D.  
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## COACHING AGREEMENT

**Nature and Purpose of Coaching:** A parent coach is a professional who can provide advice and education related to a variety of topics including: divorce, separation, child rearing, and personal growth. As a coach, Dr. Hart offers advice and guidance to assist with the development of more effective strategies to communicate with your co-parent. A coach may work with a parent individually or with both parents.

Coaching is a fundamentally different process than individual therapy or couples counseling. There is no presumption of a psychological diagnosis or illness. As a result, coaching is not considered health care and is not covered by health insurance.

**Records and Confidentiality:** Each session is documented and records are kept in a file established for each client. Your file is available for you to review, but all records must remain in Dr. Hart's office and Dr. Hart must be present if you chose to review the file. All information that you share with Dr. Hart is private, and will not be shared with others without your written consent or by an order from the court, unless one of the following exceptions exists:

- 1) Dr. Hart will need to take appropriate preventive action if you express an intention to harm yourself or someone else.
- 2) Dr. Hart must comply with all mandatory reporting laws concerning abuse or neglect of children, elders, and vulnerable adults.

**Fees:** The fees for coaching are paid at a rate of \$230.00/hour. Charges are billed by .1 hour (6 minute) increments. This fee applies to:

- 1) All sessions and meetings
- 2) All phone conversations
- 3) Reviewing and responding to emails
- 4) Reviewing files, records, written correspondence, or other documents
- 5) Consultation with other professionals, including attorneys
- 6) Preparation of written documentation
- 7) Any other time expended in direct association with coaching

All fees for in-session services must be paid before the start of each session. Any charges accrued between sessions will be paid at the subsequent session. If there is a balance due at the end of the month, statements including any other time spent will be mailed. Charges are due upon receipt.

If out of session work is determined to be necessary, a retainer of \$1,000.00 must be paid in advance and charges for out of session work will be billed against that retainer. When the retainer reaches a balance of \$400.00, Dr. Hart will ask that the retainer be replenished to the original amount or other such amount Dr. Hart requests. The Client shall pay any fees and costs not covered by the above deposits within fourteen (14) days of receipt of the invoice for services. If the retainer is not replenished within 30 days of notification, no further work will be done until the retainer is replenished.

Any unused portion of the retainer will be reimbursed upon verification that Dr. Hart's services are no longer needed. In order to ensure that the refund is correctly computed, it will not be paid until completion of the monthly billing statement for the month in which the services were terminated.

**Court Appearance:** Dr. Hart's fees for Court appearance are **\$300.00 per hour** and are assessed as follows: A deposit of \$2,400.00 is required for a full-day (8-hours) or \$1,200.00 for a half-day (4-hours). A half-day is defined as 8:00AM until 12:00PM or 1:00PM until 5:00PM. Any other arrangement is considered a full-day.

In order to ensure Dr. Hart's availability, **a subpoena and a check for a full-day and four hours of preparation time (\$3,600.00)** must be provided to Dr. Hart no later than **five (5) full business days** prior to the Court date.

In the event of cancellation of the Court appearance, the **deposit will be forfeited** unless cancellation notice is received by Dr. Hart's office **at least two (2) full business days** prior to the scheduled court appearance.

**Cancellation Policy:** If you are unable to keep an appointment, you must notify Dr. Hart 24 hours in advance. If advance notice is not received, you will be responsible for paying for the missed appointment. If the appointment that is missed is a joint session, the party who misses the session is responsible for these fees, unless the other parent uses the time for individual purposes. If both parties miss the session, the costs for the missed session will be divided evenly.

Your signature below indicates that you have read, understand, and have had the opportunity to ask questions related to this contract.

\_\_\_\_\_  
Participant's Signature                      Date

\_\_\_\_\_  
Participant's Signature                      Date

\_\_\_\_\_  
Jordan Hart, PhD                                      Date