

Group Therapy Attendance & Parent Feedback Policies



Research in group therapy indicates that consistent attendance leads to the best outcomes! It is better to receive consistent therapy for a brief period than to receive inconsistent therapy over a longer period. Therefore, Groupworks has an attendance policy to encourage regular attendance & communication.

Absences from Group-We understand that absences from group will occur. However, providing you with proper care and maintaining an environment that is conducive to learning and growth requires that you make us aware of absences in advance.

An Excused Absence occurs when you let us know that you won't attend group. This includes planned absences due to vacations, camps, or school activities. It also includes times that you let us know if you're sick or unable to make it to group for other reasons.

An Unexcused Absence occurs when you don't let us know that you won't attend group. This includes not letting us know when you are on vacation or involved in camps or school activities. It also involves not informing us when you are sick or otherwise not able to make it to group.

Absences from Group	Action
2 or more consecutive unexcused absences from group	Temporary removal from the group with placement on our waiting list
3 or more unexcused absences within a one month period	Temporary removal from the group with placement on our waiting list
Excused (planned) absence of more than 4 consecutive sessions	We will want to discuss the impact of this on your treatment and the group

We want to collaborate with you to find the best solutions when you have to miss group. If you are removed and placed on our waiting list, we will make an effort to get you back into group as soon as we can, however we will offer your slot to someone from our waiting list.

There are several ways to let us know if you need to miss group:

1. **E-mail**-You can send one of the group leaders an e-mail or respond to the appointment reminder you receive each week.
2. **Phone call**-You may call our office at (502) 409-4204 and leave a message.
3. **Informing the group leader**-You or your child may inform the group leader during the group session. (Parents, please confirm that your child told us)

Parent Feedback Policy

Parent Feedback Sessions-Groupworks is a program that relies heavily on parental involvement. We work in a very targeted way on your child's specific goals in each group session. A vital part of our success is hearing from you about progress. It is also important for us to get updates on other aspects of your child's treatment (e.g. individual therapy, medications, school changes, etc.). We **require** parent feedback sessions on the following schedule:

Group Program	Frequency
Kids Club (Elementary)	Every 8 Weeks
Middle School	Every 10 Weeks
Teen Group (High School)	Every 15* Weeks

*In the case of Teens who are involved in the group long-term, the group leader and parents may mutually agree to conduct these meetings on an as-needed basis.

Due to the importance of these meetings, it is our policy to pause treatment when the meeting is more than 4 weeks past due. Pausing treatment involves removing the child from the group and placing them on our waiting list. When this occurs, we will offer their slot to someone from our waiting list. Once the meeting has occurred, we would make every effort to get them back into the group as soon as possible.

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