



Coaching Agreement – Adult

This agreement specifies the coaching arrangement between _____ (client), and Christine Kotik (coach) of CK ADHD Coaching & Consulting, LLC, effective _____.

Scheduling

Clients may self-schedule appointments using coach's online scheduling calendar. CK ADHD Coaching encourages clients to book in 8 week blocks to facilitate a regular coaching schedule. This also avoids the frustration of a different appointment time each week or not being able to get in at all. A reminder email will be sent via email and text 24 hours in advance.

Fees & Payment

The first step in coaching, the initial appointment is due 24 hours prior to the appointment. The cost is \$250. The appointment lasts approx. 90 minutes.

Coaching plans include four forty-five minute sessions per month. The Coaching Plan also includes client initiated email and/or text support.

Coaching plan fees are paid monthly. The cost is \$595/month. Payment is due at the end of each month by cash, check or credit card. Partial months will be prorated. Invoices will be emailed and can be paid online. Checks are to be made payable to: **CK ADHD Coaching & Consulting, LLC**. Mail payment to Coach at: 130C Northwoods Blvd, Columbus, OH 43235

Client understands and agrees that Coach may suspend or terminate Coaching services, without liability, of any Client who has not paid in full before the 15th of the following month.

The commitment to coaching is made on a monthly basis; however, an initial three-month commitment is requested (3 consecutive months). It is important to note that real and significant change usually happens over a period of time.

Coaching Procedure

Clients often have questions or want to share successes between sessions. You may contact me via email or text to address any concerns, challenges or successes that cannot wait until the next scheduled session. Coach will respond to all communication within 24 hours, excluding holidays and weekends.

For sessions conducted over the phone, the Client is responsible for calling at the scheduled session time. The Client is responsible for paying any long distance fees associated with these calls.



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Cancellations & Rescheduling

Each appointment time is reserved for you expressly. If you are late, please arrive as soon as possible. You will not receive credit for any missed time and the meeting will end at the normally scheduled time.

With the exception of emergencies, please provide 24 hours notice if you need to cancel your session. Sessions cancelled at least 24 hours in advance will be rescheduled at a time that is convenient for both the Coach and the Client. Sessions that are cancelled with less than 24 hours notice will not be made up, and the Client will be responsible for any fees associated with that session.

Coaching Process and Disclaimer

Coaching is designed to guide the Client to achieve consistent results and make purposeful choices. Client agrees to communicate honestly, be open to feedback and assistance and create the time and energy to participate fully in the Coaching Program. However, due to the subjective nature of the work, Client understands and agrees that Coach makes no guarantee as to the results Client will achieve, nor is Coach responsible for the results achieved by Client from the Coaching. **Client understands that Coaching is NOT therapy or counseling and does not prevent, cure, or treat any mental disorder or medical disease.**

Confidentiality

All conversations between Coach and Client are confidential. The exception to this is if the information revealed includes disclosure of illegal, unethical, or criminal activities, or if the coach believes the client presents an immediate danger to themselves or others.

I understand that the Coach may, for the purposes of professional credentialing or renewal, be required to produce a Client Coaching log providing number of hours coached. I understand there is never any disclosure of Coaching content and these professional organizations will handle all information with the highest regard for confidentiality. I agree to the inclusion of my name on this list.

The Client has read and agrees to the terms outlined above. Please sign this agreement prior to the first Coaching session.



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Client Signature: _____

Date: _____

Printed Name: _____