



Kids Mindfulness

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Finding Calm Since 2018

Kids Mindfulness Term and Conditions of program attendance

Kids Mindfulness Program began in mid 2018 from very humble beginnings; just 4 children. Since this time, coming up to 5yrs ago, the program has grown exponentially. I now have a thriving 36 place program (48 place prior to covid) that is booked out most terms. To date I have put 190 kids through at least 1 term of classes. A lot goes on behind the scenes to ensure the smooth running of the program. Understanding and adhering to the below terms and conditions will assist the further smooth running of the program.

Program Registration

All children need to be registered via an online registration form. This form is important as it provides therapists at Kids Mindfulness information about your child and it allows you to consent to Mindful Life Wellness providing group therapy via the Kids Mindfulness Program to your child. Filling out the registration form also means you understand and consent to the terms and conditions of program attendance as outlined in this document. **You will only ever need to fill this form out once for each of your children** attending the program. It can be done on any device and literally takes a couple of minutes. If you have more than one child attending, please submit the form, then go back to the email and submit a 2nd form via the same link. All families will receive the link to the Kids Mindfulness registration form via email to fill out online. This must be done prior to your child commencing or re-commencing the program for 2023.

Link here to registration form (you will need to copy and paste into your browser)

https://docs.google.com/forms/d/e/1FAIpQLSdlkWXHQteEfh4tKUR5zqXxfQ1Vh7o8lmmTKK1QwwaZzrTg/viewform?usp=sf_link

Consent to work with children in separated families

If your child is from a family where parents are separated/divorced. Where possible, it is important to endeavour to obtain consent for program attendance from both parents. Where it is not possible to obtain consent from both parents-for various reasons eg-DV, consent from the primary caregiver only is adequate. However, if there are family court orders in place, consent must be obtained by both parents. If this is not possible, I am unable to provide any kind of treatment to the child. If any of the above is relevant to your child we must discuss this ASAP. Where applicable an online consent form will be sent to the other parent to gain consent prior to the child starting the program.

Therapy Dog Tilly

Therapy Dog Tilly is a 2yr old female Cavoodle pup. In May 2022 Tilly and I completed Animal Assisted Therapy Dog Training (AAT). Tilly and I, as a Therapy Dog team are now available to work in sessions together assisting clients and in particular children in both individual and group therapy sessions. Tilly's role in working with kids both in groups



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and individually may include providing calm, comfort and affection. Assisting children with Anxiety and in particular Separation Anxiety. Teaching kids to play respectfully with others or how to work through problems when frustrated. Therapy Dog Tilly can also assist kids to self-regulate and find a comfortable place in their own bodies. Tilly's presence in sessions may help children feel safe and loved, helping them feel comfortable open up and engage. Whilst she is now a qualified Therapy Dog, Tilly is very young and is still learning. Together we continue to engage in regular structured training sessions. I am super excited to watch her development and to observe the relationships she forms with clients and in particular children on her Therapy Dog journey. Tilly attends Kids Mindfulness on a rotational roster, approximately every 3 weeks or 3 times per term per group. As part of the enrolment process parents are asked to fill out a consent form for Tilly to attend Kids Mindfulness and work with your child in classes.

Attendance-IMPORTANT

Kids Mindfulness is a term long program and enrolling your child in the program means you are committing to getting your child to ALL weekly classes. Consistent attendance at classes is essential. Therapy and more specifically Mindfulness Practice requires consistency and you will only see change in your child's presentation and/or behaviour with consistent attendance at classes. I understand from time to time things come up, such as school camps or family holidays or that children are unwell. But missing a class because-for example, kids can't be bothered coming or a parent has forgotten or kids are tired or have a play date or an extra dancing session in the lead up to a concert is not a valid reason to miss class. Please avoid also, as far as possible, scheduling appointments for your child during their class time. **At this point in time, I am unable to offer refunds, class credits or make up classes for missed classes. When the program was much smaller, I was able to offer 1 make up class per term but this very quickly became unmanageable. The program is generally fully booked, meaning there is not space for children to attend a make up class. However, when term numbers are down and you advise of an upcoming absence and only if there is space in another class in the same week, I may be able to accommodate a class swap just for that week-please speak with me via email.** But please remember, when you commit to the term you are committing to doing your very best to get your child to every scheduled class. If your child misses more than 3 classes in the term, we may need to have a discussion about whether your child continues in the program. Most terms every group has a waitlist, there are children ready and waiting to take up an available spot. Children consistently missing classes is unfair to children who need the program on the waitlist. There is never a class on a public holiday- consequently, you will never be charged for a public holiday

Cancelled classes due to Pandemic Lockdowns or teacher illness

Any and all classes that are cancelled due to Pandemic lockdowns or any other reason I may unexpectedly need to cancel a class. You will be refunded or a credit for next term applied. I



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keep very clear and concise records of who has paid what. You will never be charged for a cancelled class. In the event that the clinic is closed due to an outbreak of Covid or nay other reason you will receive a refund or credit if your child's class is cancelled.

Fees-IMPORTANT

All classes must be paid for prior to attendance. **Fees must be paid on time.** Parents are advised of payment dates well ahead of time. A deposit is always collected from all non NDIS funded families prior to the term starting with the outstanding balance due **BEFORE** term start date. Invoices for balance of payment and full payment-NDIS will be emailed to all families ahead of time and due for payment **PRIOR** to term starting. The only exception to this is families who are NDIS Plan Managed, I am well aware that it can take time for Plan Managed fees to be paid. Please be mindful that I am a private small business. Paying your fees late or incurring a debt effects my business adversely, I also have bills to pay. Your understanding on this matter and your prompt payments are appreciated. **Invoices not paid by the due date will incur a 10% penalty for every 7 days late.**

Medicare and NDIS

Kids Mindfulness welcomes children who are NDIS plan or self managed. We are unable to accommodate agency managed children. Some children may also be eligible to receive rebated fees via Medicare. A GP Mental Health Care Plan will be required. Invoices for claiming via Medicare will be issued at the end of term-in the school holidays, for families to claim online. Medicare provides a rebate of roughly 30-40% of fees. You must get your child's MHCP to me as close to the start of term as possible as receipts for claiming need to be issued in line with your referral date and start of term

Class behaviour

Class behaviour is rarely, if ever, an issue. Children generally love attending the program and the Mindfulness Room is a place of fun, comfort, mutual respect, peace and calm. Abusive, aggressive or violent behaviour, including verbal abuse and property damage will not be tolerated. I have a number of children in the program who have a trauma history (Family Violence). These behaviours are frightening for all children but in particular and more so for this vulnerable client group. As the children's teacher it is my responsibility to provide a safe and calm environment for children. In the first instance if children are behaving in a way that is not acceptable or unsafe, I will speak with the child and assist them to regulate their emotion/behaviour. If this is ineffective, I will speak with the child's parent after class and request that the parent speak with their child about their behaviour in class. I have had to do this on 2 occasions in 5 years. It is very rare. If the behaviour continues a discussion will be had with the parent around whether the Kids Mindfulness group program is suitable for their child. Kids Mindfulness is absolutely an inclusive space. The program services many families with differing needs and challenges. However, group programs are not suitable for



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all children. As always safety considerations are paramount and at the forefront when dealing with and addressing these matters.

Pick ups and drop offs

Where possible children need to be dropped (upstairs) outside the clinic at the glass doors. It is my preference with the current, but ever changing Covid 19 situation that where possible, parents and carers not enter the clinic for drop off or pick up. Older children may even like to come up stairs or in the lift independently. To keep everyone safe we need to minimise the number of adults entering the clinic at any one time. My tenant Ashlee also runs groups after school and at any one time we may have 18 children being dropped off or picked up-with the same number of adults responsible for these drop offs and pick ups. The clinic space cannot accommodate this number of children and adults and maintain safe physical distancing. Of course, if your child is new to the program or unsettled, please come into the clinic and where necessary the mindfulness room and assist them with the transition, but again where possible keep this transition time to a minimum. It is not possible for parents to remain in the class room for the entire session. This is very disruptive and distracting to children and we simply don't have the space. At the end of class kids will meet you outside the clinic doors. Again, please avoid where possible coming into the clinic. Please instruct your child not to leave the clinic if you are not there, unless of course you have arranged to meet them downstairs in the car park. My preference for safety reasons is that children DO NOT walk through the car park or cross the road alone to meet parents at McDonalds or KFC or similar. I have a duty of care to maintain to enrolled kids.

Communication about your child and client confidentiality

I have up to 36 children attend the program weekly. Whilst this is a therapeutic program, it absolutely has its limitations. As you can appreciate communicating with some 30 odd parents in regards to the specific needs and issues of their child is a massive challenge. I also have up to 50 counselling clients on my caseload. In addition to my Kids Mindfulness Program that runs 3 sessions a week, I see 20 counselling clients per week. I am one person. Taking calls between sessions is not impossible. A quick call is never a quick call. I will rarely if ever answer my phone during a work day. I am too busy seeing clients. It can also take me up to 48hrs to get back to voicemails. If you need to communicate in regards to your child, please send an email or a txt message. **Please also avoid talking about your child's issues-behaviours etc...with me before or after class. Little ears are listening and I often have to get class started or prepare for clients after class.** The online registration form is an ideal space to advise of your child's obstacles and anything else I need to know about your child. Additionally, children are entitled to the same confidentiality afforded to adults. Kids Mindfulness is a therapeutic program, as such, what occurs in sessions remains in sessions. Older enrolled children particularly value this. Children really begin to open up and share their struggles as the term progresses. Parents will only be advised if I assess that their child



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is at risk of harm to self or via others or if their child has plans to harm another individual. Preserving confidentiality in sessions builds trust and rapport between child, Therapist and group as a whole. I am always happy to share with parents what is happening in classes in terms of the program content. Parents are emailed a class program each term. I also put together a newsletter each term for parents full of term happening and I regularly post to social media about classes. In addition to this from term 3, 2023 I will be introducing end of term one page summary reports. This summary sheet will balance parent's need to know and children's rights to privacy. Therefore the doc. will be mindful of children's confidentiality. Details will not discuss specifics about your child's contributions. It will just outline some basic observations, achievements and things for your child to continue to work on and even for parents to work on with their child at home.

Letters and reports

Due to workload, it is difficult for me to write reports in regards to your child. However, I am mindful that NDIS often require reports from time to time and sometimes schools request letters of support and the like or even feedback about the program. As such my time for this activity is billable. If a letter or report is required a standard fee of \$193.99 per hour is billable. Most letters take one hour. Reports are charged at a rate of two hours minimum \$193.33 x 2. An invoice for payment will be sent to parents/NDIS. From term 3, 2023, parents will be provided (included in fees) with an end of term, 1 page summary report in regards to their child's progress in the program for the term. This summary sheet will be of course mindful of children's confidentiality. Details will not discuss specifics about your child's contributions. It will just outline some basic observations, achievements and things for your child to continue to work on.

Please make contact if you require clarification in regards to the above terms and conditions. Adhering to these terms and conditions will assist in the smooth running of the program. Please agree to terms and conditions via the registration form. Your understanding and co-operation are much appreciated.

**Maryanne Eve
MHSW (BSW)
Mindful Life Wellness-Kids Mindfulness**