Confidentiality: Our group is a container, of sorts, in which everything discussed in the group is confidential. Please be careful to never share names or other information about fellow group members. Group members are also asked to not gossip about other members.

Punctuality: Please keep your appointments and be on time for group. Fees will be charged for being late, leaving early and missing group meetings.

Giving Feedback to Others: In this group, you will learn how to give kind and, constructive supportive feedback to others. Please try to refrain from giving “advice” to other group members, unless they ask for it.

Kind speech: Group members are encouraged to phrase all feedback to the group in a non-harmful way. Words that harm you or another group member is not helpful and is not permissible in the group. If you are bothered or angry, you will learn ways to speak your truth in a way that does not harm others.

Time-out: You are always welcome to take a break when you need to do so. If you need to leave the room, please return to the group room within 5 minutes. All group sessions will have a formal break.

Participation: You do not need to talk in group if you do not want to. In this group, you can make the choice to speak up or stay quiet, depending on what serves you and the other group members best.

Listening: All group members deserve to be heard. Please refrain from interrupting someone else, or from talking with others, while someone else is speaking.

Scent-free policy: The office is a scent-free place. Please do not wear any perfumes or colognes on the day of the workshop. Please also ensure that you do not smoke just before the group meeting, or during the breaks.

Individual Therapy: This course is not meant to be a substitute for individual psychotherapy. As the group leader, I require that you be in individual psychotherapy on a regular basis while in the group. As the group leader, I may ask anyone who is not keeping to these guidelines to leave the group.
Late or Missed Sessions

Please call ahead to let Dr. Alexander, or another group member, know if you will be late or will need to miss a session. Check for what you missed with another group member.

Fees: There are strict OHIP rules governing the timing and fees for groups. If you are present physically for the designated time, you pay for the group indirectly through your taxes, via OHIP.

If you are not present for the designated time, then you pay for the group directly out of pocket, according to the following OHIP-based fee schedule:

- Missed Session Fees: $76.00 for 3 hr groups *
- Late Fees: approx. $12.50/half hour, or part thereof **

* Missed session fees are charged regardless of the reason for the missed session.
** Late fees are charged commencing 10 minutes after the start time of the session, regardless of the reason for lateness. Same fees apply for early departures.

Repeatedly being late, leaving early, missing sessions, or not paying bills may result in termination from the group.

Discontinuing the Group: It takes time to become comfortable in a group setting, and it is normal to need a few sessions to feel more at ease with others. Dr. Alexander strongly urges you to attend four (4) group sessions before discontinuing. However, if you wish to discontinue, here are some guidelines to make it easier for you, your fellow group members and Dr. Alexander.

1. Advise Dr. Alexander ahead of time, preferably by telephone, that you wish to leave the group at the next session.
2. Attend the next session, and remain for the duration of the session. This allows you to say your goodbyes, and deal with any unfinished material or questions. It also allows the other group members to say goodbye to you, which helps them move on as a group without you.
3. Pay for one missed session. Regardless of the number of remaining sessions, I charge for only one missed session, if you discontinue the group.
4. Meet individually with me for at least one session. This allows you to address with me any concerns, questions or grievances you may have.

I have read the 'Group Workshop Ground Rules' and agree to comply with them.

________________________________________
Patient name (printed)

________________________________________
Patient Signature
date

With gratitude, these guidelines are based on those published by Ginny McFarlane MD (www.mindfulmood.com)