



Kayse Budd

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Coaching Policies

Hello, and welcome to the dedicated healing/coaching branch of my practice! I am happy you have chosen to work with me. I have a few policies I would like to invite us to share:

- **Your Role:** This is a life and health coaching experience. It is geared towards motivation, goal-achievement, and spiritual growth. There may also be a bit of health and wellness coaching, as well. It is, however, NOT medical treatment. If you want to join the practice for psychotherapy and medical work, that may be possible, depending on the state where you reside. It is a different process (with different entry forms and procedure), so we will need to discuss.
- **Time & Place:** Sessions last 60-90 minutes, depending on our unique plans, goals, and agreements. Currently, my practice is mobile, so I do most of my sessions virtually (video conference and phone). Occasionally, in-person sessions may be possible at a temporary office location.
- **Missed Sessions:** Please provide a minimum of 24 hours and ideally 48 hours notice for appointments you wish to cancel/reschedule. Rescheduling is labor-intensive, so please try to keep the original appointment, if possible. If unable to provide 24 hours notice, I will need to bill you for the missed session. I often send reminder emails the day or morning prior to appointments, but please do what you can to set reminders/take responsibility for remembering.
- **Confidentiality:** Our sessions are confidential unless I think you are at imminent risk to harm yourself or another person. In this case I am obligated to report this information. I do keep brief computerized summary notes for each session. These are private and serve only to keep me organized. Coaching notes are not protected (or required) by law. I delete these files after our work has completed.
- **Payment:** Cash, check, Paypal, Venmo, Zelle, and credit card are accepted. Zelle/Venmo direct transfer are preferred, as there is no cc fee--Zelle, Paypal: mysticmandala@gmail.com. Venmo: mysticmandala
- **Phone Calls/Email:** If you need to reach me between sessions:

MY PHONE NUMBER IS 808-635-9485.

- For non-urgent messages, including rescheduling appointments, please use my email address: mysticmandala@gmail.com. If you email and do not hear from me within about 12-24 hours, please resend. Sometimes an email is missed.

By signing below you are acknowledging your receipt and understanding of these policies. You are also consenting to coaching with me as a coach/teacher. Your well-being, spiritual growth, and success are now priorities in my life, and I will endeavor to offer information, exercises, and suggestions that I think are in your specific, best interest. You, of course, can accept or reject any information, exercise, or idea I suggest. You may also leave coaching at any time. This is a collaborative process, and I trust and value your wisdom, insight, and intuition every step of the way.

Signature _____

Date _____