

Please fill out these forms prior to your appointment, print all pages single-sided and bring with you.

Today's Date \_\_\_\_\_

Father's Full Name \_\_\_\_\_

Mother's Full Name \_\_\_\_\_

Father's Address \_\_\_\_\_  
*Street City State Zip*

Father Employed by \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email (required) \_\_\_\_\_

Mother's Address \_\_\_\_\_  
*\*If different Street City State Zip*

Mother Employed by \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Email (required) \_\_\_\_\_

### Children Living at Home

Name	Sex	Age	Birth Date	School/Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Referred to Daystar by \_\_\_\_\_

Church Affiliation \_\_\_\_\_

Areas you hope to explore/focus on in the parent consultation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ I would like to receive updates about special events and relevant news from the Daystar Development Office.

\_\_\_\_\_ I acknowledge that I have received and read the attached policies and procedures.

\_\_\_\_\_ I understand that all appointments not cancelled within 24 business hours will be charged the full hourly rate.

Signature of party responsible for payment \_\_\_\_\_ Date \_\_\_\_\_

### PAYMENT IS DUE AT TIME OF SERVICE

#### \*OFFICE USE ONLY

Primary Counselor \_\_\_\_\_

# of Appts \_\_\_\_\_

#### PAYMENT PLAN

Hour Cnl Pay \$ \_\_\_\_\_

Comments \_\_\_\_\_

### **Who We Are**

Daystar is a 501c3 non-profit counseling ministry that was founded by Melissa Trevathan in 1985. We currently have 17 counselors on staff, with 8 other staff members serving in Administrative and Development roles...along with our pet therapists.

### **What to Expect**

Our services are by appointment only. Your first visit will be an assessment with one of our directors. At that time, you will be assigned a particular counselor, based on your child and family's needs, as well as the counselor's experience. Our directors thoughtfully and prayerfully match you with the counselor that they feel will be the best possible fit in terms of help for your child and family.

After that first appointment, you will continue to collaborate with your counselor as to how often your child will come for appointments, and whether different family members or the entire family will be a part of the appointments. We do want the counseling process to be collaborative, and you are instrumental in your child's growth. We, therefore, like to meet with the custodial parent(s) every three sessions, on average, to make sure we are working together to provide the best help for your child and family.

Each session will be 50 minutes in length. Phone sessions are not typical, unless arranged specifically beforehand. Because of HIPAA compliance, our counselors do not communicate via text or email. If you need to communicate with one of our counselors between appointments, you may leave a confidential voicemail at the office. We respond, to the best of our abilities, within one business day. Most counselors are in the office Monday through Thursday.

### **Cancellation Policy**

**All appointments for counseling must be cancelled at least 24 hours in advance.** All cancellations are handled by the front office – speak with the front office or leave a short message on the answering machine. A full charge will be applied for appointments not cancelled 24 hours in advance unless there is an emergency or illness. Monday appointments must be cancelled on the previous Friday, please.

### **Counseling**

We know that you are entrusting us with a great deal when you bring your child to counseling. Again, we want to work collaboratively with you in that effort. We expect and encourage you to obtain knowledge of the process, goals and possible side effects of counseling. We believe our counseling will be of help, and we will also keep you informed about alternatives to our counseling.

Counseling may be tremendously beneficial for some individuals, while at the same time there are some risks. The risks may include the experience of intense and unwanted feelings, including sadness, fear, anger, guilt or anxiety, on your part or the part of your child. It is important to remember that these feelings may be natural and normal and are an important part of the counseling process. Other risks of counseling may include: recalling unpleasant life events, facing unpleasant thoughts and beliefs, increased awareness of feelings, values and experiences, and alteration of an individual's thinking. As your counselors, we will be available to discuss any of your assumptions, concerns, or possible negative side effects of our work together.

**Client Rights**

At any time, you may question and/or refuse our counseling services, or gain whatever information you would like to know about the process and course of counseling. Our clients are given the respect of the highest level of confidentiality. There are, however, important exceptions to confidentiality that are legally mandated. In general terms, these exceptions require 1) that we notify relevant others if we judge that a client has any intention to harm either themselves or another individual, including your child 2) report any incident of suspected child abuse, neglect, or molestation in order to protect the child or children involved, 3) that in legal cases, we or our records may be subpoenaed by the court. Confidentiality will be respected in all cases, except as noted above.

In regard to minors, confidentiality continues to be just as important to the therapeutic process. As your child's counselor, it is important that your child be able to completely trust us. As such, we keep confidential what your child says in the same way that we keep confidential what an adult says. As the parent or guardian, you have the right and responsibility to question and understand the nature of our activities and progress with your child, and we must use our discretion as to what is an appropriate disclosure. In general, we will not release specific information that the child provides to us; however, we feel it is appropriate to discuss your child's progress in broader terms and value your participation in their counseling experience. We will discuss that progress in those third sessions, that are particularly set aside for you. If your child is in a life-threatening situation, we will inform you, with or without the child's consent. Then, if authorities need to be brought in to the situation, our goal is to do so together.

Your counselor will, at times, discuss you or your child's therapy progress with his or her clinical supervisor. This is purely for the purpose of offering the best help we can to your family, and for the ongoing professional growth of your counselor. With your permission, if several members of your family are seeing different counselors at Daystar, we will work together as a team to best help all members of your family.

If you would like for us to work collaboratively with another professional, such as an educator or another health care professional, we are able to at your request and written consent. You may obtain a consent form in the office, which specifies exactly who you would like us to contact. We will not discuss your family or child's counseling with any other individuals.

If you are involved in some type of court proceeding, any requests for information will be directed to Daystar's legal counsel first, in an effort to maintain confidentiality. Your counselor cannot provide any information to the court or legal representation without written authorization or a court order. Sometimes we find that the litigation process itself may become a barrier to our effectiveness and a detriment to the client's progress, and in certain situations we may discuss with you whether we should make a referral to a different counselor outside of Daystar. If you are contemplating litigation, we recommend that you inquire with your counselor or the front office about Daystar's policy regarding litigation.

In order for us to provide the best support for your child, we need support from both parents. In the case of divorce and shared decision-making power, we need to have a copy of your parenting agreement on file. Equally, we need both parents to sign this form as their way of communicating consent from both parents for us to enter into a counseling relationship with your child.

**Group Counseling**

Group counseling may be recommended for your child by their counselor. Groups meet weekly at a specific time and are a commitment on the part of the child and family. Every child who participates in a group counseling session agrees in writing to the bounds of confidentiality. They are made aware of the necessity of privacy and confidentiality, and that they will be released from their particular group if they violate confidentiality of a group member. With our groups, we often have dinner in a public location. Conversations in public will be limited to information the child feels comfortable sharing and every effort will be made to have any type of personal conversation out of earshot of any bystanders. Clients involved in group counseling must be seen by a Daystar counselor for individual counseling.

**Parent Consultations**

Parent Consultations are 50 minutes and are handled with the same policies and adherence to confidentiality as individual counseling. The same therapeutic rights and risks apply, as well. If one of our therapists is counseling your child, the counselor conducting the parent consult will coordinate care with that counselor to provide a team approach on how we can best help your entire family. Parent Consultations conducted virtually are subject to any risks that technology brings.

**Outdoor/Off-Site**

We have created intentional outdoor spaces and activities that help facilitate the therapeutic process. Counselors may choose to do outdoor activities as part of the ongoing counseling experience. If your child’s counselor feels it would be beneficial to the therapeutic process to take them off-site (for example, our neighbor park or a restaurant), they will request your permission in advance.

**Termination**

Termination of counseling may occur at any time and may be initiated by either the client or the counselor. Counseling is not a great fit for every child or family. While we believe counseling can be profoundly helpful, we also know that it is not for every situation and, at times, counseling can intensify situations that are already difficult. If you decide to terminate counseling, no reactionary measures will be taken by Daystar or your specific counselor. If any referral is warranted, we will make a recommendation for other services.

**Rates**

Our standard fee for individual counseling is \$150 (50 minute session), \$170 for the initial assessment, \$180-\$250 for a parent consultation and \$45 a week for group counseling. *(These rates are current as of 2/1/24, please confirm current rates with the front office.)* If, at any time, these rates are prohibitive, Daystar offers a sliding scale rate based on annual household income. Call the office to request an application.

**Payments**

Monthly charges are invoiced at the end of each month via email. If you have a credit card on file, it will be charged on the last day of the month. If you do not have a card on file, you must make arrangements when you receive your statement. Make checks payments to *Daystar Counseling*. Checks can be mailed or dropped in the box outside the front office.

Our board of directors may increase our fees periodically, and we will make every effort to let you know of any increases in advance. It is also important to note that Daystar will bill on an hourly basis at a standard rate for any counselor’s participation in other meetings (and reasonable preparation time), either as requested by the family or as required by law. This may also include any reasonable out of pocket expenses including travel expenses if incurred. The family agrees to be financially responsible for all such additional hourly fees and reasonable costs while the counseling relationship is ongoing and if we are called upon after the counseling relationship has ended. Daystar may request that these other meeting fees and costs be paid in advance.

**Special note about insurance and third-party payments** We do not file insurance claims, and we are not paneled by any insurers. All families are responsible for paying Daystar directly for services rendered. If a family’s insurance provider or another third party will be covering costs of counseling, then arrangements will need to be made by the family with the insurance carrier for reimbursement. The family would then be responsible for obtaining and filling out any appropriate paperwork and submitting it to the insurance company. Insurance companies typically ask for an ICD 10 diagnosis code. Because children are still changing and growing, it is Daystar’s longstanding policy to not diagnose.

Again, we’re honored you’ve chosen to bring your child to Daystar and are in prayer that God will use our little yellow house to bring hope and healing to your family.

*Signing below states that you have read and agreed to the above information regarding informed consent.*

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Client \_\_\_\_\_ Date \_\_\_\_\_

### Counseling Staff



**Melissa Trevathan**, MRE, *Founder, Senior Director*

**Sissy Goff**, M.Ed LPC-MHSP, *Executive Director*

**David Thomas**, LMSW, *Executive Director*

**Sherman Bucher**, MA

**David Denton**, MA, LPC-MHSP, TBRI Trained

**Allye Gray**, M.MFT

**Tommy Hart**, LCSW

**Amy Jacobs**, LMFT

**Emma Soechting**, TBRI Trained

**Shannon Flynn**, LMSW

**Kenneth Littleton**, M.MFT

**Don Logan**, M.MFT

**Rachel Pritchett**, MS, LPC

**Jenny Tang**, LPC-MHSP

**Blair West**, MA

**Emma Pasquale**, MA

**Blair McFadden**, MA

**Richie Presley**, M.MFT



### What We Offer

**Individual Counseling** for children, adolescents, families, and young adults

**Group Counseling** for children and adolescents

**Parent Consultations** to discuss parenting strategies and concerns, available virtually or in-person for clients across the country

**Parent Groups** occasionally offered, based around various themes

**Special Events** including summer programs, family soup nights, retreats and more

**Seminars and Training** for high school students and parents in our community and beyond

### Policies and Procedures



**Payment** – Statements are sent via email at the end of each month. If you've elected to have your card on file, it will be charged for that month's activity. Otherwise, you will receive a statement at the beginning of the next month. Payment must be made within 30 days by mailing a check, calling the front office to pay with a card or putting a check in the check box outside the front office. We do not file insurance claims.

**Appointments** – Individual counseling is by appointment only, and clients are scheduled for 50-minute sessions. As a courtesy, an email and text reminder will be sent prior to each appointment to those clients who have valid contact information on file.

**Cancellations** – **All appointments for counseling must be cancelled at least 24 hours in advance.** You may cancel by calling the front office and speaking to a staff member or leaving a short message on the answering machine. **There is a full charge for appointments not cancelled 24 hours in advance** unless there is an emergency or illness. Monday appointments must be cancelled on the previous Friday, please. **Email is not permitted** for any scheduling matter.



Daystar Counseling Ministries, Inc. is a **501(c)(3) nonprofit organization** that seeks to offer the hope of Christ to children, adolescents and families in need. Counseling services are offered on a sliding scale system, based on a family's or individual's ability to pay. Through individual and group counseling, summer retreat programs, leadership training and parenting seminars, Daystar is dedicated to serving the greater Nashville area, as well as the community at large, with encouragement and support.

We are so grateful for our volunteers and love when we have volunteer opportunities around the house and at our events! Currently, most of our opportunities are events-based (Soup Night, Evening in December, Christmas Decor Set-Up, etc.) **Scan the QR code below** to fill out the volunteer form and we will be in touch when the next volunteer opportunity arises!





*We love our pets here at Daystar. They have their own personalities, just like people. When getting to know our dogs, please keep these tips in mind...*

- Let the dogs sniff your hand or shoe at first to get to know you.
- Be gentle while petting the dogs – they’re not toys to tug on or squeeze.
  - Please do not pick up the dogs or sit on them either.
- Don’t stare directly into the dog’s eyes – they can be nervous too.
- Don’t put your face in the dog’s face – sometimes they just need space.
  - Don’t run, scream, or chase the dogs around the Daystar house.
- If a dog starts to growl, stand up straight and be still. Let them walk away.
  - If a dog jumps up, turn your back and cross your arms.
  - Don’t disturb the dogs while they are eating or sleeping.
- If you see the door open to the outside, please close it so the dogs won’t get out.
  - Make friends with the dogs! Good manners show you care.
- **Please don’t bring your own pet unless you have specific permission from your counselor.**

