



*Licensed Professional Counselor*  
61 North Maple Avenue, Suite 402a  
Ridgewood, NJ 07450  
KristinaVandeVrede@gmail.com

Welcome to the office of Dr. Kristina Vande Vrede. I look forward to the opportunity of working with you, and I am optimistic that together we can find solutions to the problems that brought you here. In order for me to best help you, I would like to explain how I work.

1. The duration of individual psychotherapy session is 45 minutes. There is also an option for 60 minute sessions. This is not like a typical office visit with a physician where you are seen 15-30 minutes after your scheduled appointment time. I make every effort to be as prompt and on-time with my scheduling, right down to the minute. Please plan accordingly and make sure that you are on-time for sessions.
2. Usually when I am working with a client I do not answer the telephone. It does not mean that I am not available. If you get my voicemail, please leave a message and I will return your call as soon as I can. Some evenings I work late and therefore I may not be able to return your call until I am finished for the evening, or sometimes the next morning.
3. I currently do not accept any insurance, and therefore, all fees are due in full at the end of the session. I will provide you with a receipt containing all necessary information for you to submit to your insurance company for reimbursement. You also may choose to have me submit these claims to insurance on your behalf.
4. I will provide you with the best of services that I am capable of offering. However, there may be specific limitations on my areas of expertise. In an effort to avoid practicing outside my area of competence, there may be some instances in which I must refer a client to another/additional provider.
5. When we make an appointment, please make every effort to keep it. Insurance companies do not pay for any missed or cancelled appointments. If you must cancel an appointment, please give **at least 24 hours notice**. If you must cancel an evening appointment, please notify me by 5:00pm the day before the appointment. If you must cancel a Monday Appointment, please notify me by 5:00 the Friday before the appointment. If you follow these guidelines you will not be charged for the appointment.
6. If you cancel an appointment with less than 24 hour's notice, or miss an appointment altogether, you will be charged the full fee for the session (\$150/\$200). This policy does not apply when a legitimate emergency or illness prevents you from keeping an appointment.

If you have any questions about any of the above, please ask me at any time during our work together. I am open to any and all questions.

Sincerely,

Kristina B. Vande Vrede, PsyD:

---

Signature of Client or Parent

---

Date