



## Group Schedule 2017

Cost: \$50 per session

*Note: Adult Education is \$60 per session*

### Monday

- |   |                |       |
|---|----------------|-------|
| <input type="checkbox"/> Adult Treatment (MAKE-UPS ALLOWED) | 1:30 – 2:30 pm | Emily |
|---|----------------|-------|

### Tuesday

- |  |                |         |
|--|----------------|---------|
| <input type="checkbox"/> Anger Management                            | 5:15 – 6:15 pm | Jon     |
| <input type="checkbox"/> Adult Education ( <i>\$60 per session</i> ) | 6:00 – 8:00 pm | Janelle |
| <input type="checkbox"/> Adult Treatment (CLOSED)                    | 6:30 - 7:30pm  | Jon     |

### Wednesday

- |   |                |        |
|---|----------------|--------|
| <input type="checkbox"/> Adult Treatment (MAKE-UPS ALLOWED) | 2:00 – 3:00 pm | Eileen |
| <input type="checkbox"/> Adult Treatment (MAKE-UPS ALLOWED) | 7:00 – 8:00 pm | Elana  |

### Thursday

- |   |                |       |
|---|----------------|-------|
| <input type="checkbox"/> Men's Treatment (MAKE-Ups ALLOWED)   | 6:00 – 7:00 pm | Litsa |
| <input type="checkbox"/> Women's Treatment (MAKE-Ups ALLOWED) | 6:15 – 7:15 pm | Elana |
| <input type="checkbox"/> Adult Treatment (MAKE-UPS ALLOWED)   | 7:30 – 8:30 pm | Litsa |

### Saturday

- |   |                  |       |
|---|------------------|-------|
| <input type="checkbox"/> Adult Treatment (MAKE-UPS ALLOWED) | 11:00 – 12:00 pm | Elana |
|---|------------------|-------|

**Home Group:** You must be on the permanent roster to attend a group.

**Make-up Group:** You may make-up a missed group in any of the groups that are designated “Make-ups Allowed.” Please arrive 15 minutes early to register and sign-in.

**Note:** You must report on time. We *do not* have a grace period, so plan accordingly. If you are late, you *will not* be permitted into group.

## ATTENDANCE

- We expect weekly attendance from all clients enrolled in our treatment programs. Each client selects a home group to attend each week. If you need to change your permanent home group, contact front desk staff @ 410-730-1333.
- If you miss your home group, your account will be assessed a non-refundable \$20 administrative fee. There is **no difference** between a miss or calling to cancel. Please do not call to cancel.
- If you plan to make up a group for previous missed group(s), you must arrive 15 minutes before group to be registered and processed.

## CORRESPONDENCE

- Progress and completion letters are an included service within reason. Please give us 5 business days to complete your request. Letters needing immediate processing will be charged a \$25 administrative fee.
- You must fill out an application to receive a progress or completion letter
- Copies **will not** be given to clients.

## GROUP SIGN-IN PROCEDURE

- Arrive at least **10** minutes prior to group start time for payment processing, and administrative issues.
- Ease of Payment
  - Check: Have your checks completed **BEFORE** arriving to the office (make checks payable to CAC).
  - Cash: Have exact change, if not, it will be credited towards your account.
  - Credit Card: You must pay for 2 group sessions at a time. A **2% service fee** for credit/debit card processing will be added.
- **Everyone** must sign in neatly and personally greet the front desk staff. If we cannot read your writing, you will not get credit.

Arrive on time to every group. If you want to make-up the group you must attend an OPEN group.

- **Reminder:** You must report on time. We ***do not*** have a grace period, so plan accordingly. If you are late, you ***will not*** be permitted into group.

Phone 410-730-1333 | Fax 410-730-1559

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(effective 9/15/17)