

EFFECTIVE FEB.1, 2017

Group Schedule 2017

Cost: \$50 per session

Monday

- Adult Treatment (MAKE-UPS ALLOWED)** **1:30 – 2:30 pm** **Megan**

Tuesday

- Anger Management** **4:30 – 5:30 pm** **Nicole**
 Adult Education **6:00 – 8:00 pm** **Janine**
 Adult Treatment (MAKE-UPS ALLOWED) **6:15 - 7:15 pm** **Jeremy/Senequa**

Wednesday

- Adult Treatment (MAKE-UPS ALLOWED)** **2:00 – 3:00 pm** **Brenda/Megan**
 Adult Treatment **7:00 – 8:00 pm** **Janine/Megan**

Thursday

- Men's Treatment** **6:00 – 7:00 pm** **Litsa**
 Women's Treatment **6:15 – 7:15 pm** **Senequa/Camille**
 Adult Treatment (GROUP IS FULL) **7:30 – 8:30 pm** **Litsa**

Saturday

- Yoga (MAKE-UP CLASS ONLY)** **10:00 – 11:00 am** **Camille**
 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, plan accordingly. There is a non-negotiable 10 minute grace period. This means you will not be permitted into group if you are later than 10 minutes.

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 attend an OPEN group to make up 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. There is a **non-negotiable** 10 minute grace period. This means you will not be permitted into group if you are more than 10 minutes late. If you want to make-up the group you must attend an OPEN group.