

## **WELCOME & THANK YOU**

Hello & welcome! I want to acknowledge and thank you for taking this step on your path of healing & growth. Whether you found me through the internet or through community connections, I realize that this step towards working together is a step into the unknown which can often bring up a wide range of feelings... so thank you and I honor you for taking the step.

Please read through the entire disclosure form as there is important information here that I need you to understand before we begin our work together. Let me know if you have any questions or need clarification on anything.

## **RELATIONAL TERMS**

The work we do together will be unique to you based on your needs, desires and the foundation of trust we establish. It takes time to get to know each other, to build trust and safety in the container and to learn where our edges lie. I realize that trust is earned and built over time... and with this trust, there may be more access to vulnerability and deeper levels of healing possible.

It is my intention to create a container where you feel safe to offer feedback openly. If there is something about the way I work that isn't feeling in alignment for what you need, I welcome feedback. I am happy to discuss how to meet those needs in a more aligned way or help you find the right resources or support that can.

## **MY TRAINING & BACKGROUND**

I have training and embodied knowledge from several different schools and teachers that I've worked with over the last 15 years. These modalities include holistic health practices, Family &

Systemic Constellation Work, Internal Family Systems, Reiki, energy medicine, yoga, somatic psychology, dream work, and coaching. Below is a list of more professional training and mentoring I've completed or am still actively engaged in.

- Studying & Mentoring in Family Constellation Work with Elaine Dilley March 2024 - October 2024
- Internal Family Systems (IFS) Informed - Online Circle Training October 2023
- Trained at The Seattle School for Body Psychotherapy from October 2020 to April 2023
- Studied & Mentored in Family & Systemic Constellation Work 2020 Certified Eating Psychology & Mind Body Nutrition Coach 2017
- 200 Hour Yoga Teacher Training through Zuna Yoga in March of 2016
- Healing Touch & Energy Medicine Training at The University of Vermont 2012-2013
- Bachelor of Science in Holistic Health & Integrative Medicine at The University of Vermont in 2015
- Reiki I, Reiki II, Reiki Masters Training in 2010 with Berta Prevosti

\* Please note that I am not a licensed therapist. While a lot of the things we do will be healing & therapeutic in nature, our work is not to be construed as therapy. We will most likely encounter material that is typical for therapy but this is not therapy. If there is specific material that you or I feel would be best supported by a licensed therapist, I will recommend that you either see

someone in addition to me or in replacement of me (depending on the nature of your situation).

Since this is not a therapy relationship, we are not bound by the usual code of ethics, mandates of government oversight, and licensure requirements. Practitioners like myself who are offering healing services outside of licensed therapy have the responsibility to create a code of ethics based on their values and commitment to the well-being of each person they serve. With that being said, I am educated around the ethics that therapists legally have to abide by and I hold a lot of these in my practice based upon my own discernment. I share more about what this looks like in the **Boundaries** section.

## **BOUNDARIES**

***Confidentiality:*** I take confidentiality very seriously. Anything that you bring into our work together is held strictly confidential. Nothing you share with me will ever be shared with anyone without your explicit request to do so.

However, I do reserve the right to consult with a group of my colleagues (therapists/ healers/coaches) in order to support my process in holding space and to make sure I am providing the best support possible. I will always avoid using any identifying information during these conversations to support your privacy.

In order to honor confidentiality in sessions, please know that if we run into each other outside of session, I will not engage with you unless you say hello to me first. We can discuss this element further if you would like.

***Relationship:*** Although there may be a lot of intimacy in our work together, there will never be sexual interaction or romance between us.

***Touch:*** Depending on whether or not we engage in energy work together, I may offer light hands on touch throughout our sessions. I will check in with you periodically to make sure it still feels okay for you. You are welcome to change your mind at any time if receiving hands on work is no longer feeling supportive to you.

## **COMMUNICATION POLICY**

For all homework related content, we will communicate through emails - [contact@mackenzie-rae.com](mailto:contact@mackenzie-rae.com)

Text is the best way to reach me to set up an appointment, reschedule or if you're running late or need to cancel - 203-520-1093.

*Zoom* - If we are meeting on Zoom, I will send you a zoom link right before our first session. Please save this link for all future zoom sessions, as I do not send out Zoom links for every session. Note that you are responsible for your Internet connection and service if we are meeting virtually on Zoom.

*Referrals* - My practice thrives off of referrals. If you know someone that might benefit from the work that I offer, please share! Thank you!!

## **RATES & PAYMENT**

Sessions are typically an hour long. If you would like to schedule a longer session together to cover more material or combine a wider range of modalities, this is available upon request.

For new and existing clients investing in a 3 or 6 month package, my rates are available on my website. There are two different

options, one includes unlimited text/voice message support outside of sessions and one does not.

You can pay in full or do a payment plan. For the payment plan, payment for the first month of sessions is due prior to our first session together and then monthly after that.

After finishing a package, you are welcome to continue working together in the form of a container/package or you can schedule individual sessions on a **\$100-150**/hour sliding scale. Those who are able to pay the full rate help support those who are not able. My sliding scale is based on an honesty policy. I have a guide laid out below that can help discern where you may land on the scale.

As you go through this annual income reference guide, take into account not only the money that you earn per year but also anyone in your household that supports you or any outside support you receive from friends or family.

\$100 - under \$40k annually

\$115 - between \$40k and 60k

\$125 - between \$60k-80k

\$150 - above \$80k

Please note that you must be investing into a 3-6 month package in order to receive support from me outside of our sessions together!

**Payment** - I accept cash, check, Venmo. For all payment services, I expect the client to pay the fees. So if you check off that you're paying for a service on Venmo, please add the the fees into your payment (1.9% plus 10 cents per transaction).

Venmo Handle: Mackenzie Rae @mackenzierae44

I ask for payment within 1 hour of receiving services. I ask that I don't have to track you down for payment. If late payment becomes a pattern, I will ask you to either pay in advanced or at the time of session. Thanks for understanding.

## **SCHEDULING**

I offer 3-6 month long packages for new clients as a way to build some foundation together. We meet 3 times a month in these packages for a total of 9 sessions in the 3 month package or a total of 18 sessions in the 6 month package.

After a package, you are welcome to continue to do another package or you can choose to shift the frequency with which we work together.

## **CANCELLATION & RESCHEDULING POLICY**

I require at least **48 hours** to cancel or reschedule sessions. If this does not happen, your session will be considered missed and appropriately charged the amount you paid in our previous session. Please text me for last minute cancellations - 203-520-1093

If you are running late to your appointment, please text me to let me know. If you are **more than 15 minutes late** to your session, your appointment will be cancelled and charged the full session amount.

## **SIGN & DATE**

I, \_\_\_\_\_, have read the entire disclosure form and agree to the boundaries, responsibilities, and terms.

Signature:

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Date:

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**For Minors — Parent or Guardian Please Read & Sign**

I, \_\_\_\_\_, have read the entire disclosure form and agree to the boundaries, responsibilities, and terms.

Signature:

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Date:

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