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## Welcome to group!

This is a note to welcome you and your child to group and to remind you about a few things.

### Check-in Process:

When you come in for group, please check in with the front desk staff who will take care of payment and provide you with the superbill/receipt. It is important to do this when you arrive for group as opposed to after group, because the office staff will often not be available once group has ended.

### Traffic Patterns:

Because we have a number of groups running and some on the same day, we will use a specific "traffic pattern" in the Raleigh office to help the transitions between groups go smoothly. At the start of group, I will come out to the waiting room to call the children back for group. At the conclusion of group, we will leave via the back door of the group room so there won't be so many children coming in and out of the waiting room door at once. The back door to the group room in Raleigh is directly across from the main entrance into our office and across the hall from the bathrooms and water fountain.

### Bathroom and Water Fountain:

Please encourage your child to visit the bathroom and water fountain before coming into group. Children will certainly be permitted to use the restroom during group if needed but visits to the bathroom and water fountain often become "contagious" and then children are missing important parts of group. Also, I am unable to accompany each child to the restroom because I must stay with the group and keep group going.

### Behavior Charts:

Your child will have a "Learning To Do My Best" chart each week with space for 3 goals. You and your child may pick these 3 goals and you may change them week to week. These goals do not have to be specific to social skills, although you may include some that are. This is an opportunity for your child to work on goals and earn points that he/she can spend in our behavior store each week. I usually advise parents to pick one goal that is "easier" while the other two can be more challenging. It is also important that the goal be something you can conclusively indicate whether it was met or not. Some examples are:

"will do homework each night without arguing"

"will make bed each morning"

It would be very helpful if you could help your child "score" his/her point sheet before coming into group each week. This would save me a bit of time during group so that we can focus more on the activities of the day. Here's the "formula": Each box will be worth 5 points, meaning your child can earn up to 15 points per day (5 points for each of the 3 goals). Thus, the total number of possible points on a sheet is 105 points:

3 goals x 7 days per week = 21 boxes  
21 boxes x 5 potential points each = 105 points (maximum)

Your child will either earn 5 points or 0 points for each box on the chart—either the goal was met or it wasn't. **Please write the "grand total" at the bottom of the chart.**

#### Communicating with Me:

You may also use the charts to communicate with me by simply writing a note on it. If there is something you think I need to know about your child before he/she arrives for group (that isn't conducive to a quick note on the chart), please leave me a voicemail message with the details. It is best if you leave this message before noon on the day of group, because often once the afternoon starts, I am booked with appointments and unable to check my messages until the end of the day.

If you would like to schedule a time to meet with me one-on-one, please feel free to do so by simply letting the front desk staff know that you would like to meet with me for a collateral session. These sessions are often very helpful if you would like to discuss an issue in depth with me, as I am generally unable to talk with individual parents at group because I have other appointments immediately before and after group. If it is a small/brief issue, we can catch up with each other via phone—just leave me a voicemail message.

#### Waiting Room:

While we certainly encourage parents to communicate with one another regarding resources and so forth, please keep in mind the presence of others in the waiting room, especially children. You are welcome to move out of the waiting room to exchange ideas/discuss issues with one another if the atmosphere in the waiting room isn't appropriate at the time. We realize parents are a great resource for one another!

#### Medical/Allergy Issues:

Please alert me if there are special medical or allergy issues of which I should be aware. Please keep in mind that snack is a part of group. If your child has specific allergies or if he/she has dietary restrictions, please talk with me. In these types of situations it is often best if you send a snack in with your child to assure he/she does not ingest something inconsistent with specific dietary restrictions.

#### If Your Child Must Miss a Group:

Please let me know as far in advance as possible if you know your child will not be at a particular group session. This helps me know how many children to expect and alerts me if we need to cancel a group session because the majority of the group members will not be able to attend on a particular day. This is also important because I plan activities ahead of time based on the number of children in the group and certain activities won't work if there are less children than expected. We ask that you please give us 48 hours notice if your child won't be able to attend group, otherwise you may be charged. Illness is certainly an exception—just please let us know as soon as possible if your child won't be able to come to group because he/she is sick.

I am looking forward to your child being a part of group!

Kim Painter, Ph.D.  
Licensed Psychologist

Welcome to Group.07.07.09