

EFFECTIVE OCT. 1, 2016

Group Schedule 2016

Cost: \$50 per session

Monday

- Adult Treatment (OPEN) 1:30 – 2:30 pm**

Tuesday

- Anger Management (CLOSED) 4:30 – 5:30 pm**
 Adult Education (CLOSED) 6:00 – 8:00 pm

Wednesday

- Adult Treatment (OPEN) 2:00 – 3:00 pm**
 Adult Treatment (CLOSED) 7:00 – 8:00 pm

Thursday

- Men's Treatment (CLOSED) 6:00 – 7:00 pm**
 Women's Treatment (CLOSED) 6:15 – 7:15 pm
 Adult Treatment (CLOSED) 7:30 – 8:30 pm

Saturday

- Adult Treatment (OPEN) 11:00 – 12:00 pm**

Closed: You must be on the permanent roster to attend a closed group.

Open: Arrive 15 minutes before group to register and sign-in if you are using this as a make-up and are not on the permanent roster.

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.

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 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.

