



Welcome to the Center for Relational Healing (CRH). Following is an introduction to our administration and office policies. Please review carefully and, should you have any questions or concerns, talk to your primary therapist or the Clinical Director, Marnie Breecker. You may also address any concerns in your initial session on the first day of your IOP.

*Cell phones: Please turn off cell phones while in session and refrain from speaking on the phone in the waiting room as a courtesy to other clients. On break or during lunch, feel free to use your phone in the outdoor courtyard on the first floor.

*Attendance & Time: Please follow the schedule provided to you. This will be sent under separate cover prior to your start date. Sometimes there may be changes and you will be notified of these as the program proceeds. Please be punctual for all appointments. Sessions will begin and end on time even if you arrive late. Being on time will ensure that you get the most value from your sessions.

*Lunch: You will break for lunch each day for one hour. Please make sure you are back on time for your afternoon sessions. For your convenience, a list of local restaurants will be provided for you upon arrival.

*Restrooms: The men's room is down the hallway to the left of Suite 330 and the women's room is down the hallway to the right of Suite 330. The keys for the men and women's restrooms are on the glass coffee table in waiting room. Please remember to return the key to suite 330 after each visit to the restroom. There are also restrooms on the second level, and there are keys to those on the console table in suite 203.

*Call buttons: Please use the call buttons in the waiting room to notify your therapist/therapists that you have arrived.

*Payment: A deposit is due upon registration for your IOP and final payment will be charged to your credit card on the first day of your IOP. Should you require a superbill for insurance purposes, please contact the office manager, Kim Gould, at kim@lacrh.com to request one.

*Parking: There are 2-hour parking meters on Corinth and Sawtelle (please be sure to read the posted signs for any restrictions) and free 2-hour parking across the street on Sawtelle in the Marshalls Parking Garage. Guest parking is available in the

Oakwood parking garage; however you will be responsible for any fees incurred.

*Kitchen: Feel free to use the refrigerator to store any food or beverages and help yourself to water at any time. You may also use the microwave or keurig to make coffee or tea , but please make sure to clean up after yourself.