



COACHING RELATIONSHIP GUIDELINES AND POLICIES

1. I promise to provide a safe and nurturing environment.
2. I promise to be on time and fully available to your coaching process.
3. All information you share will be held in the strictest confidence.
4. Cell phone and pager use during the coaching session is discouraged except for personal emergencies.
5. Fees will be collected on or before the coaching session or contracted period. Payment may be made by check or online at andreabeaulieu.com.
6. Rescheduling an appointment must be done 72 hours in advance of a set appointment. If I receive notice you need to reschedule closer to your appointment, it will be handled in the following way:
 - First rescheduling – forgiveness
 - Second – 50 percent of time is carried forward within the month
 - Third – this appointment is surrenderedThank you for keeping your originally scheduled appointment – it is much appreciated!
7. The coaching session will begin and end on time. If you are late, the session will still end at its regular time.
8. With phone coaching or Skype, please contact me at our designated time. My phone number is 602-769-3674. My Skype address is [andreamariebeaulieu](https://www.skype.com/user/andreamariebeaulieu).