

## **Lawrence Creative Therapy Center LLC: Wellness Services-Groups and Workshops Policies**

**Enrollment:** Enroll for each group or workshop following the specific instructions in the group description. \* Note\* Participants will need to complete enrollment information with their group leader prior to attendance if indicated in the group description. Some groups may be eligible for insurance reimbursement. 20% discount for enrollment in monthly membership or booking a full series of groups. Check the group descriptions for details.

In select groups/workshops one scholarship slot is available for those who can demonstrate financial hardship (3 month limit for ongoing groups). Scholarship rates will be at a 90% discount. Contact [lawrencecreativetherapy@proton.me](mailto:lawrencecreativetherapy@proton.me) or 785-424-7410 to apply.

**Cancellations:** Notifications for cancellations of services will be sent by email or text message and posted on the website.

**Refunds:** Refunds for groups, workshops, or services will be provided if the customer contacts the Lawrence Creative Therapy Center at least 48 hrs prior the event to cancel their enrollment. Refunds will not be provided for people who do not request a refund or attend events with no prior notice.

**Monthly Memberships or Packaged Enrollment Discounts:** Monthly memberships can be cancelled at any time. Missed groups/workshops for monthly memberships will not be refunded. Log in to the Lawrence Creative Therapy Center website to manage memberships.

### **Participation information: Terms, Conditions, and Privacy Policies**

Participants in creative arts or music activities at the Lawrence Creative Therapy Center and will assume any risk if self/child is injured as a result of the activities or purposes hereby consented to. All facilitators leading the group or activity are professionally trained and credentialed in creative therapies. However, Participants are informed that the identified group or workshop is intended as a wellness activity and is not considered psychotherapy or include assessment or diagnosis of mental health conditions. Participation in the event may include activities such activities: use of art materials, movement, play, use of musical instruments, discussions about wellness topics or self-reflection.

The Lawrence Creative Therapy Center approach's all wellness relationships with respect and collaboration in the development of goals and processes and view each individual as the expert of their experience. We encourage each person to speak up if any elements of the process feel uncomfortable or if our work is not fitting with a person's needs.

All members of groups and workshops are asked uphold confidentiality and refrain from discussing the content from the group activity or information shared by others outside of the group setting. If a participant has concerns about a group process or a fellow group member they are asked to speak with the therapist leading the group. Members who are not upholding the privacy of the group will be asked to leave the group. Group facilitators will do their best to ensure privacy is maintained but cannot guarantee that all participants of the group will uphold confidentiality practices. The Lawrence Creative Therapy Center maintains the privacy of all participants and will not release information without consent.

Reference the linked Informed Consent for full details about confidentiality practices and participation policies for wellness groups and workshops. (Informed Consent for Wellness Groups and Workshop)

For information about individual therapy services please contact your individual provider. Affiliated creative therapy providers are not employed by the Lawrence Creative Therapy Center and each operate their own independent practices and businesses within the center.

### **For more information please contact:**

Lawrence Creative Therapy Center LLC  
Cara Weeks Neuburger, Executive Director  
(785) 424-7410  
[lawrencecreativetherapy@proton.me](mailto:lawrencecreativetherapy@proton.me)  
306 E 23rd  
Lawrence KS 66046

Lawrence Creative Therapy Center LLC  
Cara Weeks Neuburger, ATR-BC, LCPC (Executive Director)  
306 East 23rd St, Lawrence KS 66046, (785) 424-7410

## INFORMED CONSENT FOR WELLNESS GROUP/WORKSHOP (UPDATE 8/13/26)

This information applies services conducted at the Lawrence Creative Therapy Center and its affiliated providers. However the below list of affiliated providers are not employed by the Lawrence Creative Therapy Center and each operate their own independent practices and businesses. Please communicate with your specific provider to address any needs or concerns.

### Affiliated providers:

Cara Weeks Neuburger, ATR-BC, LPC, LCPC, Sunflower Art Therapy, 785-424-7410,  
cara@sunflowerarttherapy.com  
Wendy Lynch, ATR-BC, LCAC, LCPC, Making Meaning Art Therapy, LLC, 785-251-8354,  
wendylynch@makingmeaningarttherapy.com  
Charlie Spear, LPC, Dandelion Therapy, LLC, 785-251-8033, charlie@dandeliontherapyllc.com  
Noel Kearns ATR-BC, Start Therapy, 816-704-0378, Noel@start-therapy.com  
Kelli Verble, LSCSW, Firebrand Wellness Initiative, LLC, 785-979-8784,  
kverble@firebrandwellnessinitiativellc.com  
Kori Staab, MT-BC, Rhythm & Resonance Music, LLC, kori@rhythmlawrence.com  
Christie Scanlin Dobson, Ph.D, RDT, 785.979.9484, christiescanlindobson@gmail.com  
Jason Sanders, LCPC, LPC, 785-424-7410, CreativeExpressions.JS@gmail.com  
Tina Brackman, M.S, LCPC, Creative Embodiment Therapy, (785)214-4043,  
tbrackman@creativeembodimenttherapy.com  
Meredith Hodges, LCPC, Prairie Bloom Counseling, LLC, contact@prairiebloomcounseling.com  
Phone: 785-521-3321  
Art Therapy Graduate Student Interns- See intern consent for details

By signing this form I consent to participation (for myself or my minor/child) in wellness focused groups or workshops at the Lawrence Creative Therapy Center:

### General Information:

I agree to participation in creative arts or music activities at the Lawrence Creative Therapy Center and will assume any risk if self/child is injured as a result of the activities or purposes hereby consented to. I understand that all facilitators leading the group or activity are professionally trained and credentialed in creative therapies. However, I understand that the identified group or workshop is intended as a wellness activity and is not considered psychotherapy or include assessment or diagnosis of mental health conditions. Participation in the event may include activities such activities: use of art materials, movement, play, use of musical instruments, discussions about wellness topics or self-reflection.

We strive to approach all wellness relationships with respect and collaboration in the development of goals and processes and view each individual as the expert of their experience. We encourage each person to speak up if any elements of the process feel uncomfortable or if our work is not fitting with a person's needs.

### Confidentiality

The session content and all relevant materials to the client's participation will be held confidential unless the client requests in writing to have all or portions of such content released to a specifically named person/persons. Limitations of such client held privilege of confidentiality exist and are itemized below:

1. If a client threatens or attempts to commit suicide or otherwise conducts him/herself in a manner in which there is a substantial risk of incurring serious bodily harm.
2. If a client threatens grave bodily harm or death to another person.
3. If the therapist has a reasonable suspicion that a client or other named victim is the perpetrator, observer of, or actual victim of physical, emotional or sexual abuse of children under the age of 18 years.

4. Suspicions as stated above in the case of an elderly person who may be subjected to these abuses.
5. Suspected neglect of the parties named in items #3 and # 4.
6. If a court of law issues a legitimate subpoena for information stated on the subpoena.
7. If a client is in therapy or being treated by order of a court of law, or if information is obtained for the purpose of rendering an expert's report to an attorney.

Occasionally we may need to consult with other professionals in their areas of expertise in order to provide the best services for you. Information about you may be shared in this context without using your name or any identifying information.

If you are participating in groups, you and all group members are asked uphold confidentiality and refrain from discussing the content from the group activity or information shared by others outside of the group setting. If you have concerns about a group process or a fellow group member please speak with the therapist leading the group. Members who are not upholding the privacy of the group will be asked to leave the group. Group facilitators will do their best to ensure privacy is maintained but cannot guarantee that all participants of the group will uphold confidentiality practices.

If you see your provider accidentally outside of the therapy office, they will not acknowledge you first. Your right to privacy and confidentiality is of the utmost importance to us, and do not wish to jeopardize your privacy. However, if you acknowledge your provider first, they will be more than happy to speak briefly with you, but feel it appropriate not to engage in any lengthy discussions in public or outside of the therapy office.

#### **About the therapist (s)**

Cara Weeks Neuburger holds the following professional credentials: Registered Art Therapist-Board Certified (ATR-BC) with the Art Therapy Credentials Board ([www.ATCB.org](http://www.ATCB.org)), Licensed Clinical Professional Counselor (LCPC) with the state of Kansas, and Licensed Professional Counselor (LPC) with the state of Missouri.

Other providers at The Lawrence Creative Therapy Center include the following:

Wendy Lynch, ATR-BC, LCPC, LCAC; Kelli Verble, LSCSW; Charlie Spear, LPC; Tina Brackman, LCPC; Christie Scanlin Dobson, RDT; Jason Sanders, LCPC; Kori Staab, MT-BC; Art Therapy Graduate students studying for a master's degree in art therapy at Emporia State University.

We strive to create a safe place for individuals to feel comfortable speaking openly about themselves and their lives. We have an open door policy where individuals are free to discuss topics relative to themselves, their identity, their cultures, or their personal stories. We will always strive to respect a person's wisdom, experiences, and preferences while also maintaining awareness of how our own lived experiences influence understanding.

#### **About the creative therapies process**

Creative therapy is the use of creative arts processes to improve and enhance the physical, mental and emotional wellbeing of individuals. Creative therapies are differentiated from other creative arts professions because the focus of the creative activity is not simply on the creative product. The primary focus of the creative activity is to help a person reach a therapeutic or wellness goal. Creative therapies are conducted by professionals trained in fields such as art therapy, play therapy, music therapy, drama therapy and related professions.. Typically a master's degree and professional registration. Some common goals of expressive therapies include: managing symptoms, increasing hope, managing emotions , increasing positive self-image, gaining insight into challenges, self-expression, and reducing anxiety.

Creative therapy is generally an enjoyable and enriching processes. However, there are a few risk factors to be aware of:

Art Materials -some art materials may stain clothing or have strong odors. You are advised to wear clothing that you will not mind getting stained. Additionally, you should inform me of any allergies or respiratory problems that could be aggravated by dust or chemicals.

Physical exertion - Some creative processes require repetitive motions or physical exertion. Many times accommodations can be made to support the use of the materials or the activities involved. Let us know of

any injuries or conditions that could impact your participation.

Emotional expression – Creative expression can provide powerful outlets for expressing or evoking emotions or memories. Creative therapists have training to help guide this process in ways that feel safe and comfortable. Please inform your provider if the creative process triggers thoughts or feelings that are distressing or overwhelming.

#### **Handling of artwork or other creative products:**

The creative projects you produce during your creative therapy appointments are your property. You may take them home at any time. You may store works in progress at The Lawrence Creative Therapy office during the time you are participating in services but will be responsible for taking your creative products with you at the end of your services. Artwork or other products of the therapy sessions will not be shared publicly without your signed consent. Artwork left behind will be retained in storage for 6 months after you end participation. Audio, video, or image files created electronically during the art therapy process will be treated with privacy and the same respect as hand created products. Electronic files of artwork are your property. Files may be stored on password protected technology during the course of treatment and will be deleted after 6 months of ending the service.

During the course of the therapeutic process we may request permission to photograph your creative expressions to include in your clinical file. Photographs of artwork will be protected with the same privacy practices as all other health information unless you have a signed a release for other purposes.

#### **Creative Therapy Groups**

Creative Therapy Groups at the LCTC are conducted by therapists professionally trained in creative approaches to therapy and wellness. Please check with your group leader whether the group is eligible for insurance billing. Groups billed to insurance are considered psychotherapy groups. Groups and workshops that are not eligible for insurance billing are focused on mental health and wellness practices and are not intended for the diagnosis and treatment of specific mental health disorders. For all groups we request that all group member maintain confidentiality and not share names or information about other group members outside of this group. The group leaders are bound to uphold the confidentiality rules outlined above. Participants of group therapies should be mindful that the group leader will do their best to maintain a confidential group environment but cannot control the actions of others in the group. Individuals who do not respect the privacy of others in the group or act in such a way that it disrupts the effectiveness of the group process and participation of others will be asked to end participation in the group.

#### **Crisis situations**

We will do our best to return phone calls, emails, or patient portal messages in a timely fashion. However, I do not have availability to provide 24/7 coverage of messaging systems. In the case of emergency, such as being at risk of danger or having thoughts/taking actions of harming yourself or others, you should call 911, go to the closest emergency room, and/or contact the 24-hr crisis hotline (**National Suicide Prevention Lifeline Center - call or text 988, Kansas Suicide Prevention Headquarter (Lawrence Ks location): 800-273-8255 or 785-841-2345 , Kansas Crisis Hotline for domestic violence or sexual assault: 1-888-END-ABUSE (1-888-363-2287)).** Please notify your provider of any crisis situation or hospitalization. We will coordinate with you and your support team to provide a plan of care that will help stabilize the crisis and provide the support needed.

#### **SOCIAL MEDIA AND TELECOMMUNICATION**

Due to the importance of your confidentiality and the importance of minimizing dual relationships, your provider can not accept friend or contact requests from current or former clients on any social networking site (Facebook, LinkedIn, etc). Adding clients as friends or contacts on these sites can compromise your confidentiality and our respective privacy. You are welcome to follow The Lawrence Creative Therapy Center business pages on social media to gain updates of events at the LCTC

#### **ELECTRONIC COMMUNICATION**

We cannot ensure the confidentiality of any form of communication through electronic media, including email and text messages. If you prefer to communicate via email or other electronic messaging for issues regarding scheduling or cancellations, we will do so. Your provider will try to return messages in a timely manner, we

cannot guarantee immediate response and request that you do not use these methods of communication to discuss therapeutic content and/or request assistance for emergencies.

#### **MINORS**

If you are a minor, your parents may be legally entitled to some information about your participation. Your provider will discuss with you and your parents what information is appropriate for them to receive.

#### **ANIMALS IN THE OFFICE**

Service Animals are allowed within the office space. A service animal is defined under the Americans with Disabilities Act (ADA) as a dog/animal that has been individually trained to do work or perform tasks for someone with a disability, and that the work performed is directly related to the disability.

Emotional Support Animals (ESA) may be allowed in the office with prior approval from the provider. ESAs do not require individual training, are not recognized by the ADA, and be excluded from most public places. However, the therapist or provider may approve the presence of an ESA if the animal's presence will aid in an individual's feelings of safety and calm within the therapy environment. For an ESA to be approved it must be able to abide by the following expectations: The animal will not damage property. The animal will not provide a distraction to the therapy process. The animal will not create discomfort or interact in an intrusive way with other people in the building.

#### **RECORDING DEVICES**

Recording of therapy sessions or wellness groups/workshops is not permitted. Exceptions can be granted and for special purposes that benefit the creative or therapeutic process.

BY SIGNING ELECTRONICALLY OR IN PERSON I AM AGREEING THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ITEMS CONTAINED IN THIS DOCUMENT.

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Signature

Date