



Service Agreement

Client Name & Contact Information

1. Organization/School District: Pennridge School District
2. Main Contact Name: Scott Ware
3. Main Contact Telephone Number:
4. Main Contact Email Address: sware@pennridge.org
5. Student's Name: 2027-08

☐ Check here if Billing Contact Same as above Main Contact, or please complete:

1. Billing Contact: Chelsea Lear
2. Billing Contact Email: clear@pennridge.org
3. Billing Contact Phone: 215-453-2718

Contractor Name & Contact Information

SMart Center

Office Address: 261 Old York Rd Ste 900 Jenkintown Pa 19046

Scheduling Contact: Mary Kate Nolen

Email Address: mknolen@SelectiveMutismCenter.org

Phone: 215-887-5748 x106

Billing Contact: Laura Bansemer

Email: lbansemer@SelectiveMutismCenter.org

Phone: 215-887-5748 x101

Billing Address for Payments:

Check Payments can be made out to "SMart Center"

PLEASE SEND CHECK PAYMENTS TO:

Dr Elisa Shipon-Blum

6044 Creekside Drive

Flourtown, PA. 19031

SMart Center

www.SelectiveMutismCenter.org

Ph: 215-887-5748 Fax: 267-415-8612 Email: SmartCenter@SelectiveMutismCenter.org

261 Old York Rd Ste. 900 Jenkintown Pa 19046

Available SMart Center Services

For a full listing of Professional Services & Fees offered through the SMart Center click the below:

- **SMart Center Services & Pricing (password: bridge)**

Agreed Upon Services:

List Specific Services:

1. Psychotherapy Consultations with Jennifer Brittingham, MA, LPC as requested by school district

2. School Consultations (60 or 30-Mins) with Jennifer Brittingham, MA, LPC as requested by school district

(see service descriptions below)

Psychotherapy Follow-up Consults

For those eligible, parents/children or teens are seen weekly for a more typical psychotherapy experience. Each session is 45 min and builds upon the next. Families will update their clinician during their session. Clinicians will troubleshoot and therapy will be performed/practiced during this session. Clinicians will provide, when appropriate, relevant handouts or updated goals/strategies.

Program Fee with Jennifer Brittingham, MA, LPC: **\$150**

School Consultation

This service, conducted by phone or web-conferencing, is designed to aid in the support and coaching of school professionals working with a student with selective mutism, social anxiety, and/or extreme shyness. This is an opportunity for an open dialogue between school personnel and our clinical team to promote understanding of a child/teen's social communication challenges, the recommended strategies for increased social communication, and how adjustments can be made given the needs of the specific school. We can discuss 504 or IEP plans during these consultations. This service includes a professional review of our school assessment form, one hour or thirty-minute session time, and a clinical summary report including supporting articles/handouts.

Service fee details

Includes 30 to 60-minute phone or web-conferencing session with school professionals and clinical time before the appointment for clinician to review parent and school assessment forms.

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Program Fee with Jennifer Brittingham, M.A., LPC: 30-minute consult **\$300**, 60-minute consult **\$500**

OR

☐ Check here to confirm agreement to render any of our professional services available as requested by a school district employee or by designated personnel only.

If only designated school personnel may schedule services, please list their name(s) & contact information here:

Service Terms

Dates of Service(s) or Valid date range (eg school year):

2026 to 2027 School Year

Payment Policy:

With the demand for services and clinical team member's time, we require a purchase order promising the total service fee payment or a signed contract no later than 3 days prior to services being rendered. Service payment is due four weeks following the service being rendered.

Cancellation Policy:

We ask for as much notice as possible prior to a scheduled consult if it needs to be rescheduled. We have a long waiting list for appointments and the sooner you let us know, the better the opportunity to allow for another patient in need of our services to take that time. We understand that unforeseen circumstances can cause an organization/family to cancel their appointment. Our office staff sends out reminders via email. ***If we receive less than 24 hours' notice that a consult time needs to be rescheduled, then the consult payment is still due as previously scheduled. Less than 24 hours' notice cancellations & no show appointments, unless a sudden emergency occurs where documentation can be provided, are not acceptable and payment is required for the no-show appointment.***

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Special Considerations

Please add any special considerations/terms below:

As provided by Pennridge School District:

1. **Relationship of the Parties.** Nothing in the Agreement shall be considered to create the relationship of employer and employee between Smart Center and Pennridge School District and Smart Center shall be deemed at all times an independent contractor of Pennridge School District.

2. **Indemnity.** Smart Center hereby agrees to indemnify, defend and hold harmless the Pennridge School District from and against any and all claims, suits, damages and liability of any kind arising as a result of or caused by the negligence, recklessness, or intentional acts or omissions of Smart Center, its agents, officers, employees or contractors and/or the breach by Smart Center of any of its obligations hereunder. Further, Smart Center understands and expressly agrees that the Pennridge School District is an agency of the Commonwealth of Pennsylvania and, as a matter of law, the provisions of the Sovereign Immunity Act and/or the Tort Claims Act cover Commonwealth property and employees, including the District's faculty, students, and officials acting within the scope of their employment, as well as claims relating to or arising out of this Agreement. Nothing in this Agreement is intended to waive any protection or provision of the Sovereign Immunity Act and/or the Tort Claims Act. Smart Center expressly understands and agrees that, as a matter of law, Pennridge School District cannot extend or bestow the protections granted to the District under the Sovereign Immunity Act and/or the Tort Claims Act to any other party to this contract including that party's officers, directors, employees, agents, and its members, parents, subsidiaries, corporate affiliates, and their officers, directors, employees and agents.

3. **Termination.** Pennridge School District reserves the right to terminate this agreement at any time for convenience.

4. **Entire Agreement.** This Agreement shall be deemed to express, embody and supersede all previous understandings, agreements and commitments, whether written or oral, between the parties hereto with respect to the subject matter hereof and to fully and finally set forth the entire agreement between the parties hereto. No modifications shall

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be binding unless stated in writing and signed by both parties hereto with the approval of the Board of Directors of the District.

5. **GOVERNING LAW:** This Agreement shall be governed by the laws of the Commonwealth of Pennsylvania.

Please sign to verify agreement of service, fee, and terms:

School District Representative Full Name: _____

Title: _____

Signature: _____

Date:

Additional comments/Information:

SMart Center Representative Full Name: Laura Bansemer

Title: Office Manager

Signature: Laura Bansemer_____

Date: 10/1/26

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