



WELCOME TO KAYENTA THERAPY!

WHO WE ARE:

Kayenta was established in 2005 with the vision of having a one-location experience for therapy needs. Kayenta is a Navajo word meaning “land of many springs” and inspired the idea of a community for mental health professionals to reach the Las Vegas area. Over the years, Kayenta has grown into three main office buildings with over 1,000 visitors every week. Each provider at Kayenta is an independent private practitioner who sets their own session charges, schedules their own appointments and processes their own billing and record keeping.

FRONT DESK STAFF:

Our front desk staff becomes your staff. We are here to receive your packages, greet your clients, and maintain a quiet, calm waiting room atmosphere while you are in session with your clients.

The following is information for Kayenta’s locations:

Kayenta I

9402 W. Lake Mead Blvd, Las Vegas, NV 89134

Ph. 702-438-7800 ext#100 Fax 702-254-7830

Kayenta II

9414 W. Lake Mead Blvd, Las Vegas, NV 89134

Ph. 702-438-7800 ext#200 Fax 702-445-6434

Kayenta Legacy

9418 W. Lake Mead Blvd, Las Vegas, NV 89134

Ph. 702-438-7800 ext#300 Fax 702-445-6454



Kayenta Therapy Centers Website:

<http://www.kayentatherapy.com>

Kayenta Therapist Billboard email:

donotreplykayenta@gmail.com

Kayenta’s Business/Website email address:

Kayenta@KayentaTherapy.com

Kayenta's Office Info:

Rent Payment

Rent is due each month by the 1st. A folder has been provided for you to drop off your rent checks at each Kayenta location.

Vacation E-mail Notice

If you plan to be out of the office for an extended time, please inform the front desk. This will help us not only with referrals but with any client that may have the wrong time/day of their appointment.

Business Card Reminder

Kayenta has provided business card holders in each building. You may display your business cards in the building you are renting in. Occasionally, we may send out reminders if your business cards run out, but please be aware, it is your responsibility to provide and display your cards.

Bulletin Boards

Each Kayenta building has a bulletin board that can advertise current happenings at Kayenta or courses/seminars offered. Please keep to a minimum personal advertisements (cookie sales, garage sales, custom jewelry that a friend makes etc.) This type of advertising in addition to seminars/groups/workshops can be sent to front desk staff and we can post an email from our Kayenta Therapist Billboard email.

Sign-In Boards

For security reasons it is very important that when you arrive or when you leave the building you mark it on the Sign-in Board. This will help us to determine who is in the building in case of emergency or help to avoid setting the alarm while someone is still in session.

Keys and Security Passcodes – Closing Responsibilities

All keys to the buildings and offices are Kayenta's property. We will give you a four-digit passcode for the alarm system in your resident building. If you are the first or last person in the building you will need to enter your code. When leaving for the night, please check the sign-in board for others who may still be in the building. In case someone forgot to sign out please also check the back parking lot for cars and knock on their office door. The covered parking area behind each building is only for staff and therapist use. When vacating an office, please return keys to front desk staff.

Winter Windows

As sunset comes earlier in winter months, your office is exposed and clients can be seen when blinds are left open. Please close your office blinds after dark to protect your client's privacy.

Sublease Agreements

If you are the lease holder for your office and choose to sublease it to another therapist, you must submit a copy of your sublease agreement to Kayenta Management. Keys, codes and other administrative details are initiated by a copy of your sublease agreement. Please allow five business days to respond to all new sublease requests.

Reserving Play Therapy Room / Conference Room

Kayenta has provided extra offices to meet additional therapy needs. Both the Conference Room and the Play Therapy Room can be reserved through the front desk staff. We ask that reservations not be more than two months in advance. If reoccurring, front desk staff will reserve for you in two-month increments. Please notify the front desk to cancel your reservation so others may have the opportunity to use the room.

The Conference Room can be reserved by management approval only for nominal fees. Please ask the front desk to assist you in requesting use of the Conference Room.

The Play Room is intended only for client use and not to entertain children while parents are in session. No one is to be left unattended in the playroom. The Play Room is stocked with play therapy materials that other therapists have brought for use. If it is in the office, it is for everyone's use in that office; please do not remove items. Please keep the room clean and tidy at all times.

Office Courtesy

Lobby Doors – Doors that lead to hallways for therapist offices are to remain locked. Only designated lobby doors for public access for bathroom use can be unlocked during front desk hours. Please remember to close all doors after calling clients from the lobby. Because some offices are adjacent to lobby doors, please try to close these doors gently so as not to disrupt someone in session.

Outside Doors - Only the front doors can be unlocked during business hours. All back doors remain locked. Please be sure to close all outside doors securely when exiting.

Kitchen Provisions – Please label your food with your name and date. This will help front desk staff when cleaning/tossing post-dated items left in the fridge or freezer. Cleaning days are usually once a month on a Friday. Remember to take your items home.

Hallways – White noise machines have been provided in the halls for everyone's use. Please do not remove machines from hallway. Please keep conversations in hallway to a minimum as others may be in session.

Thermostats - Each building has several thermostats. While one temperature may feel comfortable to some, others may not. Please be considerate and only move thermostats by one degree at a time. Please check with the building front desk staff.

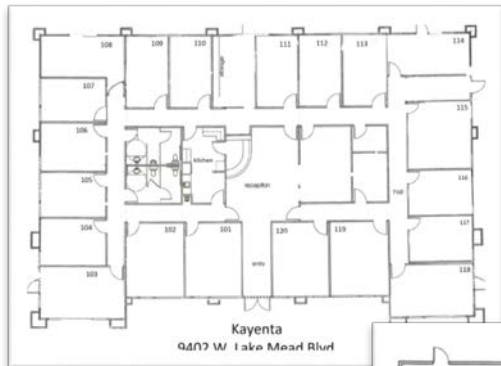
Rowdy Clients / Unattended Children in Lobby - it is our goal to make the lobby a safe and relaxing place for all clients waiting for appointments. Frequently, the front desk professionals may be busy, out of the room or have left the building. If your clients have children under the age of twelve, they cannot be left unsupervised in the Lobby at any time. *Please ask your clients to bring an adult friend or relative to care for them while you are with their parents/guardians.* In addition, your clients are your responsibility, not Kayenta's. If there are any issues or problems (such as: misbehavior in the halls, loud or out of control clients in Kayenta's foyers or in front of our buildings, etc.) you are responsible to see that your client(s) are under control and staying calm. If issues escalate we will call 911. You will be required to be in the waiting room or out front with your client.

Pet Policy - Pets are never allowed in the buildings. Per ADA regulations, we will **only** make exceptions to this policy if the animal is a *trained service animal*. We, as an establishment, have the right to ask what the animal is trained to do and can ask for the person to leave if the animal poses a danger or threat to any of our clients or staff. ESA (Emotional Support Animals) are not permitted. Therapists wishing to bring a trained therapy dog for use in sessions must first have prior approval from Kayenta Management.

Front Desk - If you need to leave something for a client to pick up at the front desk please mark clearly:

- ✓ Who will be picking up
- ✓ Date you left it at the front desk
- ✓ Your name
- ✓ Payment (if applicable)

If the item(s) are any kind of pills, herbs, drips etc. please place these items into a manila envelope with the outside clearly marked with the above information. Clear bags or bottles of any kind are not acceptable to leave at the front desk for privacy and security issues. Items will be returned to your file if not picked up by end of business week (unless otherwise specified).



Information Forms: Kayenta Use

Please fill out and return the following information. All personal information will be kept confidential and is only for Kayenta's use. This will help Kayenta provide a safe working environment for you and your clients and allow us to give accurate referrals to you. Please note: we make efforts to maintain the most current info available; however, it remains your responsibility to inform us of any changes or corrections.

Info current as of Date: _____

Therapist Name: _____ Birth Month/Day: ____/____

Address: _____ City: _____ State: _____ Zip: _____

Contact E-Mail Address: _____ Is this a client safe email? __yes __no

Client Safe Phone: _____ We call your client safe number first for work related messages

Personal Home/Cell phone number: _____ for Kayenta business use only

Emergency Contact Name: _____ Emergency Phone: _____

Any emergency notations we should be aware of: _____

Vehicle Description:

<u>Make</u>	<u>Model</u>	<u>Color</u>	<u>Type</u>	<u>License</u>
1.				
2.				

Kayenta Location: K1 ☐ K2 ☐ KL ☐

Requesting Name Plate: YES ☐ NO ☐

Office Room #: _____ - _____ Sub-leasing to/from: _____

Start Date: _____ Alarm Code# (please choose four-digit number or we will assign) _____

Scheduled Work Days – Please check all that apply; used for security only (times/hours optional):

__MON __TUE __WED __THU __FRI __SAT __SUN

For Kayenta Use

Date request rcvd: _____ Location # _____ Initials _____

☐ Entered ☐ Update Notes: _____
☐ Scanned ☐ File Copy Completed: _____