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## **Letter of Agreement Describing Postpartum Doula Services, Limits & Fees**

### **What is the postpartum doula's role?**

As a postpartum doula, I provide an extra set of hands, and information as needed to help you parent your newborn and adjust to the changing family roles with knowledge and confidence.

I will spend time listening and asking questions, offering emotional support to the mother and her family. I will help to take the edge off exhaustion and other challenges by flexibly supporting the family according to your priorities each day.

### **My services include:**

- Nurturing for the mother's postpartum recovery
- Opportunities for rest and family bonding
- Support and inclusion of partners
- Parenting information, including newborn care and feeding support
- Attention for older siblings
- Light housework (e.g. grocery shopping, laundry, dishwashing)
- Basic meal preparation
- Answering the phone and taking care of guests
- Connections to community resources

### **Meeting the Doula**

- It is very important that you and your partner are comfortable with me and with my role in your home. Our first meeting will be a time for us to get acquainted and make certain that I will be a good match for you as your postpartum doula. You are welcome to take time to consider your decision after our meeting. If you select me as your postpartum doula, we will continue with paperwork and scheduling when you are ready. Should you or I determine that we are not a good fit, I am happy to help you find an appropriate alternative, if needed.

## **Limitations of the Doula Practice**

- The doula is a non-medical generalist. I can help with many aspects of postpartum life. If you are looking for a high degree of specialization however, another provider may be needed.
- The support I provide is non-medical. I do not diagnose medical conditions in the mother or baby. I do not weigh babies, administer medicine, or take temperatures. I have a list of healthcare providers I can refer to when appropriate.
- I can assist you in learning to care for your baby's needs and building your confidence as new parents. Unlike a baby nurse, I do not take over care of the baby, except to free the mother for a nap, shower, time with older children, etc.
- As a doula, I can assist with the care of older siblings though their care will never be completely in the doula's hands. The mother must be present to supervise in the care of her older children.
- I do not do heavy house cleaning or yard work.
- If you are breastfeeding, I will offer basic support. I have some experience as a breastfeeding mother, and have taken a one day course in breastfeeding training. If breastfeeding issues develop which are beyond my scope of practice, I can refer you to an IBCLC certified lactation consultant.
- I do not transport the client or family members, although if desired, I will accompany the mother for errands or appointments.

## **Client Responsibilities**

- Honest communication of medical conditions or emotional situations that may affect your postpartum experience.
- Full disclosure if you wish to terminate my postpartum doula services (at the point of termination, it is expected that all unpaid, contracted hours will be paid in full if termination occurs prior to the end of our agreement date).
- Contact within 48 hours by phone or email regarding any hospital admittance or delivery of baby.

## **Billing, Hours, and Scheduling**

- My hourly fee for doula services is \$25, with a minimum 12 hour package at a three hour minimum per day. Rate drops to \$22/hour with the larger 60 hour package at 5 hours a day twice a week. Payment is due upon completion of services each week. A receipt of services will be provided.
- Reimbursement for groceries or supplies is due the same day, unless otherwise arranged.
- For billing purposes, an hour begins when the doula arrives at your home. If errands are run on the way to your house, the hour begins at the first stop.
- Should you decide that you would like me to work additional days or hours, additional time will be subject to availability and mutual agreement.
- Once we schedule set hours and days together, I will do everything in my power not to change them. However, in the event that I should be sick, have an emergency, or encounter severe weather, I will make every attempt, based on your preference, to either arrange for a back-up doula, or to reschedule services at a time that is convenient for you.
- If I arrive at your home to provide doula services as scheduled but am not needed for some reason, I will be paid in full for the time previously agreed upon. Services must be cancelled 48 hours in advance and hours rescheduled. Upon being cancelled for the time I can choose to terminate further services and can expect that all unpaid, contracted hours will be paid in full.

**Agreement**

This agreement is between Michelle Smith and \_\_\_\_\_ for the purposes of providing non-medical, postpartum doula care services after the arrival of your baby, expected around the date of \_\_\_\_\_.

There is no fee for our first meeting. A non-refundable deposit of \$100 is due upon signing the agreement. That deposit will be applied to the first week of services.

We have read this form describing Michelle Smith’s postpartum services and agree that it reflects the discussion had by all parties.

Based on discussions during the initial consultation, we agree on the following schedule or number of hours:

Prior to signing this agreement, we will disclose an potential scheduling conflicts.

This agreement is intended to be fair to both parties, so that we can feel secure in our mutual commitments. In signing this contract, you promise to pay me for services that are described above. In return, I promise to provide the services according to the schedule set forth above. I look forward to helping your family in the coming weeks.

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michelle Smith

\_\_\_\_\_  
Date