



# Postpartum Doula *Intake Form*

## PEDIATRICIAN INFORMATION

**Pediatrician's Name** : \_\_\_\_\_

**Address** : \_\_\_\_\_

**Phone Number** : \_\_\_\_\_

## GENERAL HOUSEHOLD INFORMATION

**Are there any known allergies in your family?** : \_\_\_\_\_

**Do you have pets in the home? If yes, what kind?** : \_\_\_\_\_

**Are you planning to breast or bottle feed?** :  Yes  No  Both  Undecided

**Does anyone in the house smoke (if yes, please list)** :  Yes  No If yes, who? \_\_\_\_\_

**Are there any parenting techniques you plan to use or have questions about?** :

**What are your primary goals for having a postpartum doula?** :

**How did you hear about our services?** :  Referral  Google  Podcast  Event  Other

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## GENERAL HEALTH INFORMATION

**Do you have any fears about your upcoming birth, postpartum, or parenting?** :

**Are there any medical concerns you feel I should know about?** :

**Do you have a history of depression or other emotional disorders?** :

**Do you know if you will want postpartum doula services during the day, evening, or a combination?** :

Daytime     Evening     Combination

**Please explain anything else you would like me to know about your health condition.** :

# *Service Agreement*

## **MY ROLE AS YOUR POSTPARTUM DOULA:**

As your postpartum doula, I am here to help your family in those first days and weeks after the new baby arrives. I will assist you with self-care recovery measures, provide information on mother and baby care, assist you in caring for and feeding baby/babies, breastfeeding support, infant soothing, teaching and education, assist your family with adjusting to the new roles and responsibilities, assist with sibling adjustments, assist with pet adjustments and parent coaching. I offer light household support: including preparing occasional light meals, meal planning, grocery shopping, baby laundry, tidying and dish-washing. All services are provided with no judgment and with the utmost care and support of your family values.

## **HIGHLIGHTS OF MY SERVICES:**

When the baby is born, I will provide the following services:

- Education on postpartum issues
- Guidance with newborn care and feeding
- Sibling care
- Breastfeeding support and tips
- Bottle feeding support and tips
- Emotional support and nurturing for the new mother
- Help with postpartum care (i.e.: preparing sitz baths, foot soaks, etc.)
- Healthy and nutritious meals and/or meal planning
- Very light housekeeping (i.e.: light laundry and folding, tidying up)
- Feeding and care of the newborn
- Referrals to local resources such as but not limited to parenting classes, pediatricians, lactation support, and other parenting support groups.

## **OBLIGATIONS OF THE POSTPARTUM DOULA**

Services are to be provided to \_\_\_\_\_ (herein after known as the Client) at the address of \_\_\_\_\_ in \_\_\_\_\_.

\_\_\_\_\_ (the Postpartum Doula) will be on time for the new mother's care and stay the entire agreed upon time. If the Postpartum Doula is unable to come, she will inform the new mother or a designated representative of their family, (Name) \_\_\_\_\_ (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_ as soon as the Postpartum Doula knows she is unavailable. The Postpartum Doula will always keep the Client's parenting style in mind and not force her opinions on the Client(s). The Postpartum Doula will be available by phone and email during regular business hours when she is not with the parent during the period of employment by the Client(s). The Postpartum Doula will be flexible so the Client's needs can be met.

## **OBLIGATIONS TO THE DOULA**

The Client(s) need to let the Postpartum Doula know of any special needs or customs they may have during the postpartum period. The Postpartum Doula asks for the Client(s) to be flexible as well since sickness and other events could happen in her life.

## *Service Agreement*

I agree to work for you on a predetermined schedule, subject to availability and mutually agreed upon hours. For billing purposes, an hour begins when I arrive at your home at a previously arranged time. If I run requested errands for you on my way to your home, the hour begins when I arrive at my first stop. If I run errands for you during our scheduled time, mileage fees may be added to your invoice.

Please notify me within 24 hours of the birth of your baby/babies. We will discuss the schedule you'd like me to work in the coming week or determine a start date. The more notice you give me of your desired schedule, the better I will be able to meet your needs.

I am happy to start postpartum care when it works for your family. This could be the day you arrive home from the hospital or the day the baby is born for home-births. I am also willing to come to the hospital to provide support when requested. It is suggested that postpartum care start sometime between birth and three months postpartum.

### **Doula Term of Practice**

A Postpartum Doula provides evidence-based information on things such as infant feeding, emotional and physical recovery from birth, mother-baby bonding, infant soothing, and basic newborn care. The Postpartum Doula is there to help a new family in those first days and weeks after bringing home a new baby. A Postpartum Doula is not a housekeeper, nor a medical practitioner and will not perform any clinical procedures outside of weighing the baby and assisting with breastfeeding and breastfeeding education. A Postpartum Doula does not assess for recovery of vaginal tears or cesarean incision recovery of the mother, although she may provide traditional methods of helping the mother recover from birth, whether cesarean or vaginal, and will observe for signs of infection and/or postpartum depression, educating the mother on signs and symptoms regarding these issues. A Postpartum Doula may provide information for the new mother's partner in order to assist in observation for signs of infection and/or postpartum depression.

### **AS A POSTPARTUM DOULA, I DO NOT:**

- I do NOT diagnose medical conditions in the mother or baby/babies. However, I will refer you to a health care provider when appropriate.
- I do NOT take over care of the baby/babies. However, I will assist you in learning to care for your baby/babies' needs and assist you while you are in the home.
- I do NOT do heavy house cleaning such as mopping, scrubbing, cleaning bathtubs, yard work, etc. I am not a nanny or babysitter.

I/we have read this letter describing postpartum doula services and agree that it reflects the discussion we have had, and I/we agree to such service.

Client Name (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Postpartum Doula (print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# *Financial Agreement*

## **RETAINER FEE:**

A non-refundable retainer detailed in the packages/fees area of this packet, or of 50% of the minimum contracted hours, is required upon signing this contract. This retainer will be applied to the first half of services rendered. An invoice will be provided weekly with payment due upon receipt. A credit balance will show until the retainer has been applied in full. If additional hours beyond the minimum hours contracted are requested, they will be invoiced weekly. Should you decide for any reason you do not wish to use my services once we have entered into this agreement, no refunds will be given on the retainer. The retainer reflects my commitment to be available to you as well as being your commitment to securing my services. Beyond the retainer commitment, you will only be charged for the postpartum service hours provided.

In the event of a miscarriage, loss of pregnancy, or maternal or infant mortality, I will continue to provide compassionate services as are appropriate and necessary to your situation. Any hours already paid will be applied to these new services. Any further care not included in your prepayment will be complimentary at the sole discretion of the Doula.

## **SERVICE FEES:**

Our agreed-upon fee structure is as follows:

- \$ 45.00 per hour if using hourly services
- The Postpartum Doula's minimum hours per day is 2 hours per day.
- The Postpartum Doula will provide services outlined under \_\_\_\_\_ Package #\_\_  
OR  
The Postpartum Doula will provide \_\_\_\_\_ hours of service
- Available hours are 9:00 am to 9:00 pm. The Postpartum Doula does not provide overnight services.
- At any time, extra days may be added, and the Postpartum Doula will try to be flexible to allow for this.
- 50% of the minimum contracted hours is required upon signing of this contract. This is a non-refundable retainer applied to the last week of services.
- The services will be paid for on a weekly basis, as laid out above.
- If the mother/partner decides to contract the Postpartum Doula for more hours after the completion of this contract, they may do so pending the Postpartum Doula's availability. This may occur once this contract payment is satisfied and then contracting another set of hours with a 50% retainer at that time.
- The Postpartum Doula asks that the Postpartum Doula receives payment on the first day the Postpartum Doula works each week unless other arrangements have been made.

## **FAILURE OF THE DOULA TO PROVIDE SERVICE:**

The Postpartum Doula will make every effort to be with the Client at the scheduled times. If she is not able to come due to sickness or other emergencies, the Client(s) will be informed in advance and those hours rescheduled by mutual agreement and as promptly as possible.

## **CANCELLATION POLICY:**

I understand your needs may change after the birth of your baby/babies, and I agree to be as flexible as possible in the event you desire more or fewer doula hours. A non-refundable deposit of 50% of the contracted hours will be required to ensure the availability of your doula when your baby is born. This will serve as a credit towards doula hours and is non-refundable should you decide not to use my doula services after contract signing.

## *Financial Agreement*

In the event of unpredictable scheduling conflicts (i.e. emergencies), I will stay in open communication with you and may need to reschedule. In addition, I agree to communicate the due dates of any birth clients I am under contract with that could overlap with your postpartum care.

Should I need to reschedule due to sickness, your hours will be credited to the new mutually agreed upon date and time.

**Anticipated Needs, Schedule of Services, and Retainer Amount Due:**

\_\_\_\_\_ Morning \_\_\_\_\_ Afternoon \_\_\_\_\_ Evening

For a total of \_\_\_\_\_ visits taking place \_\_\_ times per week  
(I understand it's difficult to know your exact postpartum needs, and I expect they may change. However, it is necessary that we have an idea of your wishes for scheduling purposes.)

Please fill in the hours and dates below you wish to utilize postpartum care:

Total hours contracted: \_\_\_\_\_ Total cost of contract services: \$ \_\_\_\_\_  
Travel fee: \$ \_\_\_\_\_ Exceptional Gas Prices fee: \$ \_\_\_\_\_

50% non-refundable retainer due: \$ \_\_\_\_\_ (Balance due weekly upon receipt of invoice; credit balance of retainer applied first)

I/we have read this letter describing postpartum doula service fees and agree that it reflects the discussion we have had, and I/we agree to such service.

Client Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Partner Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Postpartum Doula Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Confidentiality/Media Release Form

DOULA/CLIENT CONFIDENTIALITY/MEDIA RELEASE FORM I, \_\_\_\_\_, give my permission for my doula, \_\_\_\_\_ to take notes about me, including personal information I choose to disclose to the doula, and information regarding my labor, birth, and postpartum experience, as well as any information regarding my child or children.

I understand that this information may be used for the purpose of doula certification or recertification and will be shared with the certification committee of the applicable certifying institution or organization. I acknowledge that this information will be shared with any doula that may be providing backup support.

I also understand that this information will anonymously be used by my doula for statistical purposes and that my doula may use this information to provide me with a summary for my own personal use.

I also understand that Cynthia Cheshire of Cheshire Doula Care operates as a business providing the same or similar services to other clients, by sharing with others their experience with me, my spouse/partner, and my baby will allow others to know about the business and positive client experiences.

I also understand that at all times Cynthia Cheshire will disclose only the information which I have specifically allowed to be disclosed in this release.

To that end, I allow my doula to share with others, including on social media websites, the following information about my labor, birth, and postpartum experience:

**Check the categories of information which you are permitting your doula to share with others:**

- |   |   |
|---|---|
| <input type="checkbox"/> Date of birth          | <input type="checkbox"/> Natural vs. Medicated  |
| <input type="checkbox"/> Time of birth          | <input type="checkbox"/> Vaginal vs. C-section  |
| <input type="checkbox"/> Location of delivery   | <input type="checkbox"/> Length of labor  |
| <input type="checkbox"/> Baby's name            | <input type="checkbox"/> Pictures of the baby—will not include the baby's face or exposed private areas |
| <input type="checkbox"/> Baby's first initial   |   |
| <input type="checkbox"/> Birthing parent's name |   |
| <input type="checkbox"/> Partner's name         |   |

I/we have read this form and agree with the terms.

Client Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Partner Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Doula Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Release of Liability

A contract for Postpartum Doula services is being entered into on \_\_\_\_\_ (date)

by Cynthia I Cheshire (Postpartum Doula)

and \_\_\_\_\_ (Client)

This waiver and complete release of liability applies to Cynthia I Cheshire (postpartum doula) personally and any backup postpartum doula who may assist in providing the services listed under this agreement. (Client) \_\_\_\_\_ acknowledges and agrees by entering into this agreement, and during the performance of services under this agreement, services will be provided to you in your home and potentially outside of the home. Client acknowledges and agrees Cynthia I Cheshire (postpartum doula) has a limited role pursuant to the description of services outlined in this agreement, wherever services are provided. Client acknowledges and agrees postpartum doula does not make medical or nursing decisions on the Client's behalf or perform clinical tasks, including decisions on when to seek medical care and the inclusion or exclusion of treatments available to you and your baby.

Now, therefore, in consideration of the above acknowledgments, Client, jointly and separately, on behalf of Client and their heirs, administrators, assigns, personal representatives, and executors, hereby RELEASE AND FOREVER DISCHARGE Cynthia I Cheshire (postpartum doula) from any and all damages or causes of action, either at law or in equity, which Client may have or acquire or which may accrue to Client and their heirs, administrators, assigns, personal representatives, and executors, as a result of performance of this agreement. Client understands and intends that this be a COMPLETE RELEASE AND DISCHARGE from all liability whatsoever. Client has read all statements contained herein and fully realizes that Client is signing a COMPLETE RELEASE and bars any claim resulting from the attached contract or the provision of services hereunder.

I/we have read all statements contained herein from our contract for Postpartum Doula services.

Client Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Partner Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Doula Name Cynthia I Cheshire

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Postpartum Depression *Reference Sheet*

## POSTPARTUM DEPRESSION (PPD)

Depression affects a woman's mood, behavior, thoughts, and physical well-being. Some women might start feeling depressed within the first few days after the baby is born. Others might not feel depressed until weeks or months later. A woman who is experiencing PPD may experience the following:

- Feel depressed or extremely sad most of the day and nearly every day
- Feel irritable or angry
- Feel guilty or worthless
- Feel hopeless and overwhelmed
- Lose interest in things she used to enjoy
- Sleep a lot more or a lot less than usual
- Eat more or less than usual
- Withdraw from family, friends, and contact with other people
- Cry for no apparent reason
- Be restless, or have little energy
- Find it hard to concentrate or make decisions
- Have headaches or upset stomach, or other physical symptoms
- Have thoughts of being a terrible mother

## POSTPARTUM BLUES

About 80% of mothers feel the "baby blues" or postpartum blues 3-5 days after giving birth. They may:

- Feel happy one minute and sad the next - rapid mood swings
- Feel helpless, worried, irritable, or anxious cry for what seems like no reason
- Have problems sleeping

These are normal feelings and responses when women have postpartum blues. Usually, these symptoms get better or go away within a week or two and do not require treatment. But, if your mood does not improve after 2 weeks of giving birth, you may be experiencing postpartum depression.

## ACTIVITIES TO MINIMIZE (PPD)

Don't be ashamed of having emotional changes after delivery. It is very common.

- Utilize the support/help of a postpartum doula
- Talk to family and friends about the changes in your mood and problems that may occur after delivery.
- Take care of yourself. This means eating a balanced diet, getting regular exercise, and getting adequate sleep.
- Share your feelings with someone close to you; don't isolate yourself at home.
- Don't try to do everything for everyone.
- Don't expect too much of yourself.
- Allow friends and family to help with shopping and cooking.
- Ask friends and family to help care for other family members or children.
- Maintain a relaxed, flexible home routine.
- Avoid caffeinated products (i.e., coffee, tea, soft drinks, and chocolate).
- Don't be afraid to ask for what you need.

Contact your healthcare provider if you think you have any of these signs or symptoms:

- Trouble sleeping or sleeping too much
- Feeling irritable, angry, or nervous
- Thoughts of harming others or yourself
- Lack of interest in friends and family
- Not enjoying life as much as in the past
- Feelings of being a bad person
- Feeling guilty or worthless
- Lack of interest in activities, hobbies, and/or others
- Dramatic changes in appetite
- Extremely low energy
- Feeling overly exhausted
- Crying uncontrollably
- Feeling hopeless
- Trouble concentrating

# SERVICE FAQS

## Frequently Asked Questions

### What is a postpartum doula?

A postpartum doula comes with endless resources, support, and guidance during the transition into parenthood, from the first few weeks to a few months postpartum.

### What services can I expect from a postpartum doula?

Postpartum doulas provide unbiased, evidence-based information and create a safe space for you to feel comfortable and cared for. You will receive assistance with newborn care, light household tidying, food preparation, lactation, laundry, etc. Postpartum doulas provide critical support during the often overlooked "fourth trimester."

### When should I hire a postpartum doula?

This depends on you and how you anticipate your postpartum needs will be met. Some families hire a postpartum doula while they are still pregnant. Maybe a previous experience has encouraged them to secure a postpartum doula early on. Other families start their postpartum journey on their own and then recognize that they would benefit from a doula or want to wait to see if they would require the support. The timing of when you hire a postpartum doula is completely up to you! Even if you do not hire one ahead of time, researching and knowing your options while pregnant can be helpful for when you end up searching for one after you give birth.

### How does a postpartum doula work with the family?

Working with your family means that the doula offers encouragement, advice, and guidance as everyone navigates the new transition. Support for the family often looks like suggestions for bottle feeding and bath time, help with preparing dinner, and more. Yes, a professionally trained postpartum doula makes you the priority. This includes your mental and emotional health, your physical healing from birth, and your sleep. Those needs are often met when a postpartum doula supports another aspect of the family/home. When you feel your baby is taken care of, the kitchen is organized, and your lunch is made, your overall well-being has a chance to feel restful and cared for. A postpartum doula tends to what you need, sometimes even without needing direction (as long as it's within their scope of practice).

### How long does a postpartum doula work with the family?

Depending on the doula and their availability, you may have them do day or night shifts, ranging anywhere from 2 hours long to 8 hours long. Some doulas even will do longer if needed! You can choose to have your doula with you once a week or several days a week; again, it's completely between you and your doula.