



## ATTENDANCE POLICY

The following are our policies regarding attendance and cancellations. We take this subject seriously because it can make the difference between whether your child succeeds in treatment. It is important to know that consistent attendance is vital to your child's optimal progress in therapy. If the therapist instructions are followed at home, the goals can be achieved faster.

- We require a parent or guardian to be present for the initial intake evaluation in order to consent to treatment.
- We require a 24 hour notice in the event of a cancellation. Our voicemail is available 24 hours/day. There is a \$25.00 charge for a cancellation without proper notice. Although we recognize that unanticipated scheduling conflicts sometimes occur, we must maintain a policy of discharging a patient after three (3) no-shows.
- If you must cancel due to a doctor's appointment and/or scheduled vacation, it is the parent/caregiver's responsibility to keep the therapist informed of any changes they need to make in their scheduled therapy visit.
- If your child is sick, please contact us immediately. If your child is vomiting, has diarrhea, a temperature over 100 degrees or a contagious disease/rash, he/she should not and will not be seen by a therapist. This is to ensure the well-being of the therapist as well as the other patients. Your child should be symptom-free for 24 hours before returning to therapy.
- If your child's therapist is sick, we will do our best to provide therapy from another one of our experienced therapists. If the session cannot be covered by another therapist, we will contact you immediately.
- If your child misses his/her scheduled therapy session 5 or more times in a 2 month period, it can be grounds for discharge. Excessive tardiness can also grounds for discharge.

**I have read and understand this policy.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Relationship to Patient

\_\_\_\_\_  
Patient Name