

ATTENDANCE POLICY

REVISED 07/25/2018

If you fail to show up (NO-SHOW/NO-CALL) for an appointment without a valid reason, you will lose your weekly time slot and services will be discontinued.

If your child has THREE (3) cancelations in a short period of time, or excessive absences in general; his or her time slot will be assigned to a child on the waiting list.

We understand that:

- Children and parents get sick
- Transportation isn't always reliable
- Families go on vacation
- Unforeseen events happen

However, we request:

- Consistent attendance
- Timely arrival and pick up
- 24-hours' notice for cancelations (if possible)

We will do our best to make your therapy time as convenient as possible. Please notify us if you prefer a new time or day, you need to put services on hold because of unforeseen circumstances, and you would like to try a different approach with a new therapist.

We are not able to reserve weekly time slots for families that are not consistent in their attendance. If we have concerns about your child's attendance, a letter will be sent to you. We will do our best to accommodate your needs. **We reserve the right to charge a \$20 fee for No-Show visits.**

~Thank You for Understanding