

CHILD NAME: _____



Attendance/Cancellation Policy

We are committed to providing you with consistent and reliable services each week. In return, we ask that you commit to attend all appointments as scheduled. Speech therapy is most effective when it is provided on a consistent basis. Therefore, we require regular attendance from our clients. We understand that there are times when you will need to cancel or reschedule; however, we kindly ask that you provide us a minimum of 24 hours notice for non-emergency cancellations. Non-emergency cancellations include vacations, doctor's appointments, play dates, after school activities, and school holidays. Non-emergency cancellations that occur with less than 24 hours notice will result in a \$50 fee. Emergency cancellations such as illness, death in the family, and hospitalizations will not be charged a cancellation fee. Appointments that are missed without any notification will result in a \$125 fee. In the event of a late arrival, your session will end at the regularly scheduled time and you will be charged the full rate for service.

Space is limited and there is often a waiting list of clients seeking services. Excessive cancellations and frequent rescheduling may result in your child's therapy being suspended. In the rare event your therapist cancels, we will offer you a makeup session at our earliest convenience.

Here at Sound Speech, we make every effort to accommodate your scheduling needs. We will do our best to find a standing appointment time that works for your schedule. However, because we are a highly specialized private practice, space is at a minimum and we may not always be able to accommodate your request. We appreciate your understanding and flexibility as we work to find an appointment time that is mutually agreeable.

Research has demonstrated that therapy is most effective when parents actively participate in treatment sessions. The amount of time your child spends in speech therapy is a small fraction of the time that (s)he spends with you. We partner with families to ensure that caregivers are comfortable carrying out strategies throughout the various daily routines at home. Please be prepared not only to sit in on sessions, but to participate in activities as well. After each session, we will provide you with activities and strategies to carry out at home during the week. This is a critical part of the treatment plan, as it helps to maximize your child's success.

As the parent/guardian, I have read the above information and understand Sound Speech's attendance/cancellation policies. I accept all terms and conditions. By signing this form, I acknowledge that I have read and understand the contents and am competent to execute it or, if executed on behalf of another, I am authorized to execute it on behalf of that person.

Parent/Guardian Signature

Date

Parent/Guardian Name (Printed)