Attendance Policy for Pediatric Therapy

We care about your child’s progress and want your child to meet their therapy goals as quickly as possible. In order to meet their goals, your child should attend therapy as often as your therapist recommends.

To get the most from your child’s therapy program, we ask that you:

- Be on time. If you are late for your appointment, your therapist may not be able to see you.
- Stay in the building for the entire therapy appointment. If you need to leave for any reason, please tell your therapist and give contact information for when you will be offsite. Please return no later than 10 minutes before the end of the appointment.
- Take part in parent education.
- Call us as soon as you know a session needs to be cancelled. You may leave a message at any time, 24 hours a day. We will do our best to reschedule to a day and time that works for you.

  - Please cancel at least 24 hours in advance.
  - If you must cancel at the last minute, please call to let us know. This will allow us to give your slot to another patient.
  - If your child has a fever or diarrhea within 24 hours before your appointment, please call to cancel.

If you have a pattern of missed visits, we will need to decide if your treatment plan should continue.

- We may end your care if you miss 2 visits without calling to cancel or if you cancel more than 3 times within 3 months.
- If this happens, we will let your child’s doctor know that your services have ended. In other cases, we will try to find a schedule that works better for you.

Please note that you may be seen by more than one therapist for ongoing treatment. This is so we can offer you continuous care, flexible scheduling and multiple treatment points of view.

**I understand and agree with this attendance policy.**

Parent signature: __________________ Date: __________ Time: __________

Therapist signature: ________________ Date: __________ Time: __________