



Payment & Attendance Policy

PLEASE INITIAL AND RETURN

1) Payment is due at the time of service (unless the month has been pre-paid in advance)

_____ **Initials**

2) Illness

I want to keep all my clients healthy! It is important to keep sick children at home so that they can have time to recover, while minimizing the spread of illness to others.

Below is a list of required reasons to cancel therapy, but if you have specific questions, please do not hesitate to call.

- Diarrhea in the past 24 hours
- Vomiting in the past 24 hours
- Fever over 100 degrees in the past 24 hours
- Excessive coughing, sneezing, or runny nose (requiring attention more often than once every 10-15 minutes)
- Any other known, communicable or contagious disease

I will make my best effort to reschedule any sessions missed due to illness, and you will not be charged for sessions missed due to illness.

_____ **Initials**

3) Frequent Cancellations and No-Shows

With a finite number of appointment slots available and a large population in need of speech and language therapy, consistent attendance is requested. The following reasons will be enforced for placement on the wait-list:

- 3 no-shows in 1-year period
- less than 70% attendance rate

_____ **Initials**

4) No-Show Payment Policy

- Sessions cancellations must be made at least 24 hours in advance
- All no-shows will be billed at the regular session rate

_____ **Initials**