



ATTENDANCE POLICY

Our goal at The T.E.A.M. Approach is to ensure positive therapeutic outcomes for each child. Regular attendance for therapy sessions is crucial, to accomplish this goal. Every attempt is made to schedule your services in a timely manner and when possible, at your convenience. However, because of the demand for therapy services at this location, we cannot reserve therapy time for persons who do not maintain consistent attendance.

Therefore:

We encourage you to make cancellations at least 24 hours in advance. We know that unexpected illness or events may occur that prevent this; therefore, in these circumstances, we ask that you make cancellations at least one hour prior to your scheduled treatment session. Unless prior arrangements have been made with our office, clients who cancel 3 consecutive visits will be at risk of losing their scheduled time slot.

Clients who miss 3 scheduled appointments in a 30-calendar day period or 5 scheduled appointments in a 60-calendar day period without notifying our office will be automatically discharged from therapy services. Notification will be sent to you and your physician.

We offer 50 minute sessions scheduled on the hour. Due to scheduling constraints, a client's designated therapy session will end promptly at its assigned time, regardless of the client's arrival time.

Exceptions to the aforementioned policies are considered on a case by case basis. If you have questions or feel you have a situation that requires special consideration, please contact our scheduling coordinator or Sara McMahan as soon as possible.

I have read and understand The T.E.A.M. Approach Attendance Policy and agree to comply.

Signature of Parent or Responsible Party

Date