



ATTENDANCE POLICIES AND SICK PROCEDURES

Auditory, Speech and Language Therapy

APPOINTMENTS AND CANCELLATIONS

Please remember to cancel or reschedule with at least 1 hour in advance notice. You will be responsible for a \$30 fee if cancellation is less than 1 hour, or if you "no show" to an appointment. This is necessary because a time commitment is made to you and is held exclusively for you. If you are late for a session, you may lose some of that session time.

SICK PROCEDURES

Please do NOT attend speech if:

- The client or anyone in the household has a contagious illness.
- The client has missed school/work on that day due to illness.
- You do not have doctor's clearance to restart activities after a diagnosis. Please inform your clinician if a more serious contagion is diagnosed, even if the client stays home sick, so we can take proper sanitary precautions. In cases like this, a doctor's note will be required to return to therapy.
- The client exhibits sickness, and has not yet seen a medical provider for clearance to attend activities.

Our cancellation policy is at least one hour before your scheduled appointment, however, we would rather you miss the session than attend sick. Keep in mind, once a sickness is brought into the clinic, there is a likelihood of it spreading to our clinicians and other clients.

For everyone's health and safety, please use your best judgment when it comes to attending therapy if sick, coming down with something, or getting over an illness. If the clinician feels a client should not be in therapy, they reserve the right to send the client home.

ATTENDANCE RATE

Should you attend your scheduled appointments less than 50% of the time over the course of 3 months, unless other arrangements have been made in advance, you risk forfeiting your scheduled therapy slot.