7 Senses

Kids

OT STUDIO & ECO SHOP

Attendance/Cancellation Policy

The staff at 7 Senses Therapy, LLC are devoted to assisting families and children attain their full potential in life. We work closely with our families to achieve the goals that are important for each family and child. **Regular and consistent treatment plays a critical role in your child's progress and ability to achieve goals.** In order to help your child reach their goals and receive high quality pediatric services, we have established an attendance policy and guidelines.

Evaluation/Treatment Attendance Guidelines

Please arrive 10 minutes prior to your child's evaluation session in order to allow time to collect necessary paperwork. Evaluations are approximately 60 minutes long.

Please arrive on time for therapy sessions, and classes as they range from 30-60 minutes. If you are tardy for a session, we cannot extend it as we may have other sessions scheduled directly after and the price will not change. **Please notify your therapist as soon as you know you're unable to maintain your scheduled appointment. If you notify the therapist/office too late, (2 hours or less) that you must cancel your appointment, we unfortunately have to assess <u>a $40.00 late cancellation fee</u>. If you fail to notify the therapist/office at all, resulting in a <u>NO SHOW, the full price of the therapy session</u> will be assessed.** These fees are to cover a portion of the therapists' wages/time.

If you need to cancel here's what to do:
1. **Notify the office or your therapist immediately to avoid fees**
2. **Reschedule to another day that same week with your therapist or with another therapist (BEST OPTION)**
3. **Schedule two sessions the following week or extend the session the following week if time permits**

We have the right to discontinue services if a client has more than 2 cancellations a month without rescheduling.

I have read and understand 7 Senses Therapy, LLC Attendance Guidelines and Policy and agree to comply.

Parent/Guardian Signature   X_____Date:_____/_____/_____