



Attendance Policies and Procedure Checklist

- Your child's (circle one) **OT, PT, SP** Therapy appointment time is _____ at _____ a.m./p.m. If you need to change this appointment day and/or time, you need to give the Therapist more than two weeks notice of the request. We cannot guarantee that a new time and/or day will be available.
- Attendance Policy** - Your child must attend at least **75%** of his/her appointments over a three-month period. If he/she misses more than **25%** of visits over a three-month period, the time slot may be given away and your child may be discharged due to lack of attendance.

This also applies to the summer appointments as well. Your kiddo cannot take summer time off and must attend **75%** of his/her summer appointments, in order to keep your child's fall timeslot.

Your child must also be on time for his/her appointments, if your child is consistently late to his/her session(s) your child may be discharged.

- Parents are always welcome in the treatment sessions. Once sibling(s) are of walking age, the sibling(s) can no longer be in the treatment rooms and will need to stay in the waiting room.
- Progress notes that need prepared for teachers/doctors will need to be requested at least one week prior to needing them.
- Your child's sessions include 10 minutes for wrap-up. Wrap-up includes getting your child ready to come out and speaking to you about the session. Due to the back-to-back appointments, the Therapists are not able to take longer than your child's appointment time to speak with you.

Thank you!

We look forward to working with you and your child.

Child's Name _____

Parent Signature _____

Date: _____