



Date: _____

Attendance Policies

Cancellations Policy

At My Kids Therapy, we are dedicated to providing the best one-on-one treatment possible for your children. This requires a time commitment from our therapists and your family. We will do our best to provide advanced notice of any changes in your child's therapy schedule. Along the same lines, **we require 24 hour advanced notice for all cancellations (cancellations must be made with our front desk staff).**

- 1) All appointments cancelled within less than 24 hours notice will be subject to a \$50 cancellation fee.
- 2) This fee may be waived if the appointment is rescheduled and attended within a 4 week time frame.
- 3) If your make-up appointment is not attended, the \$50 cancellation fee will be applied to your account. If you cancel your make-up appointment with less than 24 hours notice or do not show up for your scheduled make-up, the \$50 fee will apply to that session as well as the originally missed session for a total of \$100.
- 4) Excessive cancellations (approximately 40% of scheduled appointments) will result in the loss of your reserved appointment time; this includes vacations that will exceed 2-3 weeks.

_____ Parent Initial

No Show Policy

- 1) All No shows will be charged an automatic \$50 fee, which is due prior to the attendance of your child's next scheduled therapy session.
- 2) More than 2 no shows recorded in a 3 month period will result in a review of attendance and possible loss or your reserved appointment time.

_____ Parent Initial

Sick Policy

At My Kids Therapy, we want to support the health of your child, your therapist, and other families who attend therapy.

- 1) Your child must be free from fever, stomach virus, or other contagious illnesses for 24 hours prior to attending therapy.
- 2) We understand that children can become ill on the day of your session. In order to avoid the cancellation fee, sessions must be rescheduled and attended within a 4 week time frame.

_____ Parent Initial

Inclement Weather & Holiday Policy

Please note that My Kids Therapy does not follow local (Anne Arundel, Prince George, Montgomery County) school or government closings and delays. Please call to see if the office is open at these times. Our first concern is for your safety and the safety of our therapists. Our clinic is often open on days that schools are closed for those families who wish to make up appointments or schedule additional therapy sessions.

_____ Parent Initial

I have read and agree to the above policies.

Child's Name: _____

Parent or Legal Guardian Name: _____

Parent or Legal Guardian Signature: _____ Date: _____

Staff Witness Name: _____

Staff Witness Signature: _____ Date: _____