



# **SPEECH SPOT LLC**

## **Children's Speech Therapy**

### **2017 Attendance & Cancellation Policies**

Dear Family,

Thank you for choosing or continuing to receive your speech services from Speech Spot LLC! We look forward to working with or continuing to work with you and your family!

Speech Spot LLC strives to offer excellent services while doing our best to accommodate everyone's schedule and needs. Cancellations, especially those that are last minute, along with no-show appointments, make it difficult to accommodate the scheduling needs of other families and therapists. Consistent attendance is also key factor for your child's speech progress. For these reasons we kindly ask for your full cooperation with the following policies:

- ✓ We request 24 hour notice for cancellation of appointments when possible. To cancel or reschedule your appointment call or text 514-9243 or call or text your therapist if you have made arrangements to schedule directly with them. We will do our best to offer a make-up session when possible for any cancellations by families or therapists.
- ✓ In the event that you do not notify us to cancel your appointment or inform us that you will not be attending at least 3 HOURS prior to your scheduled appointment time, it may be recorded as a NO SHOW or LATE CANCEL. A \$50.00 charge may be assessed to your account for any NO SHOW or LATE CANCEL appointment.
- ✓ After 2 NO SHOW appointments your child may be taken off the weekly schedule and put on the waiting list.
- ✓ If you would like weekly reminder calls or texts please check the appropriate box and circle the method.  
 **Yes I would like weekly calls / texts**

We understand that emergencies and unexpected changes will occur at the last minute, and therefore, we provide some leniency in our policy for these circumstances. 😊

Thank you for your cooperation!

*Speech Spot LLC*

I have read and understand the above attendance policies for speech therapy services and agree to abide by them.

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Parent/Guardian's Signature

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Date

