



## ***Bosque Valley Children's Services***

2124 N. 25<sup>th</sup> St., Waco, Texas 76708  
Phone: 254-235-2430 Fax: 254-235-2434

### **Attendance Policy**

Thank you for allowing Bosque Valley Children's Services to serve your family. We understand the busy schedules of our patients and their families and want to ensure that each family's valuable time is respected.

Therapy must be attended regularly for children to make appropriate progress. To ensure adequate progress in therapy, as well as respect the time of our clients and therapists, we have established an attendance and cancellation policy. The policy is:

1. All patients must **maintain 85% attendance** for therapy appointments.
2. Please provide **24- hour notice for cancellations or rescheduling** of appointments.
3. No-showing appointments can lead to immediate termination of services.
4. If special circumstances arise, we will work with you on an individual basis to resolve the scheduling issues. Please make sure you notify the clinic of these circumstances as soon as possible.
5. **We reserve the right to discharge patients who do not follow the policy.**

**Consistent attendance in therapy and implementation of any home program recommendations facilitates greater progress in therapy. Therefore, the parent must agree to implement any home program developed by the treating therapist.**

If you have any questions, or need to reschedule an appointment, please contact us (254) 235-2430.

I have read and understand the attendance policy and agree to adhere to policy. I also agree to implement any home program developed by the treating therapist.

Patient Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_