



Bosque Valley Children's Services

2124 N. 25th St., Waco, Texas 76708

Phone: 254-235-2430 Fax: 254-235-2434

Attendance Policy

Bosque Valley Children's Services is pleased that you have entrusted us with your child's therapy needs. Our goal is to provide our patients with quality therapy services in a prompt and efficient manner. We understand the busy schedules of our patients and their families, and want to ensure that each family's valuable time is respected.

Regular attendance of scheduled therapy sessions is critical to a child's progress. Therefore, we require everyone to adhere to our 85% attendance policy and follow our "24 hour cancellation" policy for appointment cancellations and rescheduling. The attendance policy is as follows:

1. All patients must maintain 85% attendance for all therapy appointments.
2. Three "no shows/no call" for scheduled appointments results in immediate discharge.
3. Please provide 24 hour notice for cancellations.

To best serve all of our patients, we reserve the right to discharge patients who do not maintain 85% attendance or violate the "no show/no call" policy.

Bosque Valley Children's Services understands that unexpected circumstances can occasionally arise and we are willing to work with you on an individual basis to resolve scheduling issues. Please make sure you notify the clinic when you are unable to keep scheduled appointments.

If you have any questions, please contact us (254) 235-2430. We will be happy to answer any questions or reschedule any appointments.

I have read and understand, or have had explained to me, Bosque Valley Children's Services attendance policy stated above and agree to adhere to policy.

Patient Name: _____

Parent/Guardian Name: _____

Signature: _____ Date: _____