



Agreement to Terms Cancellation & Attendance Policy

Attendance

I understand that by committing to commence speech-language therapy services with Budding Voices, I am expected to consistently attend scheduled therapy sessions. I understand that I am expected to maintain at least 80% attendance rate; meaning no more than one missed session per five scheduled sessions. I understand that my regularly scheduled sessions may be cancelled due to failure to maintain an 80% attendance rate. I understand that I will be able to continue therapy services with Budding Voices, but my regularly scheduled session time may change.

Illness

Please do NOT bring your child to therapy if he/she is ill. If your child has any of the following symptoms within 48 hours of your session time, please contact your therapist directly to determine whether to proceed with therapy or cancel the session: fever of 100° or higher, persistent or productive cough, runny nose, rash of any kind, eye irritation of any kind, vomiting or diarrhea.

Inclement Weather & Federal Holidays

Budding Voices will follow Anne Arundel County Schools decisions for delayed openings and closings due to inclement weather. Budding Voices observes all federal holidays. Sessions missed due to inclement weather or federal holidays may be made up if requested by the client and the therapist's schedule allows.

Patient Cancellation

I understand that advance notice of at least 24 hours prior to the scheduled session time is expected for all cancellations; including but not limited to changes in schedules due to school, vacation plans, and medical appointments. In the event of illness, I understand that as much advance notice as possible must be given. I understand that any cancellation made less than 24 hours prior to the scheduled session time or a missed appointment (no show) will be charged at a rate of 50% of the total session cost. Exceptions to this policy can be made at the discretion of Budding Voices in the event of illness or emergency.

Therapist Cancellations

In the event that your therapist needs to cancel a session for any reason, you will be offered at least one option for a make-up session. Budding Voices will contact me with planned cancellations due to holidays, therapist planned vacation, or therapist continuing education at least one week prior to the cancelled session time. In the event of therapist illness, I will be given as much advance notice as possible but no later than 7:30am on the day of the scheduled session. I understand that I will not be charged for any absence initiated by Budding Voices.

Termination of Service

I understand that 2-weeks advanced notice is required should I decide to terminate services at Budding Voices. Failure to provide 2-weeks notice to your clinician and Tiffany in writing citing the reason for termination and effective date will result in a termination fee of \$275. I understand that Budding Voices will provide me with 2-weeks notice in the event that my child's service will be terminated. Budding Voices reserves the right to terminate services at its discretion for reasons including but not limited to: failure to maintain an 80% attendance rate, frequent late cancellations or no-shows, failure to make payment, lack of progress, scheduling conflicts.

I understand and will abide by all policies outlined above.

Patient Name: _____ Date of Birth: _____

Signature: _____ Date: _____

Relationship to Patient: _____