

OT 4 KIDs Associates, INC Clinic Policies

1. Illnesses:

Please do not bring your child to therapy if they are ill. In consideration of the other children in the clinic and the therapists, we prefer not to work with children who have runny noses, coughs, colds or temperatures. When the therapists become sick many children's appointments are canceled). Although your child may tell you they feel well enough, we ask that you keep them home if they have obvious symptoms. We also ask that you keep your child home for 48 hours after a temperature or stomach virus.

2. Absences:

Please call 24 hours in advance if a cancellation is necessary. Several of the therapists in our clinic commute a considerable distance and may adjust their schedules accordingly. Consideration will be given for family emergencies and children who become ill on the day of the appointment. Please notify us of any other planned absences (such as family vacations and trips) at least one week in advance. If your child's therapist is not notified of an absence in advance, charge for the session will be incurred. Notification is essential for our planning. We will also do our best to give you ample notice of therapist vacations or leaves.

3. Inconsistent attendance:

We strongly believe that consistent input and attendance are essential to a child's benefit and progress in therapy. If a child misses more than 2 consecutive appointments, the third appointment will be charged at the full rate regardless of notification. Special consideration will be given to cases of severe illness or family emergency. Generally, school holidays do not cluster together in a way that would involve missing more than 2 weekly sessions in a row with the exception of the Christmas/Winter holidays, during which time OT 4 KIDs may be closed. Summer vacation plans may be worked out with the treating therapist. If a child needs to discontinue therapy for any length of time, his or her regularly scheduled time cannot be reserved. In this case families may choose to go on the waiting list for another therapy time or may pay full fee to hold that space. If there is a pattern of inconsistent attendance and frequent absences therapy will be discontinued at the discretion of the treating therapist and clinic director.

4. Punctuality:

Please be Prompt. Appointments are scheduled closely and if you are late your child will not receive the full therapy time. If your child has the last appointment of the day and you are more than 15 minutes late it will be considered an unreported absence.

5. Timely Payments:

Prompt payment in full is appreciated. Payment is due by the 15th day of the month and payment received after that time will incur a late fee. If insurance is covering your child's therapy, we ask that you handle such arrangements and reimbursement be sent directly to you. If payment is 60 days past due, therapy will be discontinued until payment is received.

6. Dress Code:

We ask that children come dressed in appropriate clothing for movement and exercise (shorts in warm weather and sweats in colder weather). **Please No Jeans.** We also appreciate your help keeping our mats and equipment clean by having the children wear clean clothing and removing shoes and socks before entering the clinic gym.

7. Safety Considerations:

Please drive slowly and cautiously as you approach the nursery school parking lot. Also be sure to latch the lock on the gate while the nursery school is in session. The first driveway on the south side of Alameda is one way- Do not enter.

8. Playground Usage: The playground is not to be used when the nursery school or Roots Child Care is in session. I understand and agree to OT 4 KIDs policies:

Signature of both parents is required in the case of divorce and joint custody

Parent Signature _____ Date _____

Other Parent Signature _____ Date _____