



NEURODEVELOPMENTAL THERAPY SERVICES, INC.

Attendance Policy

Our goal is to maintain the optimum level of continuous care for our clients. To encourage consistent attendance to therapy, the following policies are in place.

1. **\$30 late fee will apply if a client is more than 20 minutes late for an appointment.**
2. **\$50 no show fee will apply if a client cancels less than 24 hours before an appointment. The no show fee will be waived if client reschedules within 7 days of the no show day and keeps that rescheduled appointment.**
3. If there are two (2) consecutive no shows, the client will be placed on a hold status until the issue can be resolved.
4. 75% attendance is required. If this percentage of attendance is not maintained, the client may be removed from the schedule.
5. Should a client need to cancel multiple consecutive appointments for extended travel, etc., his or her appointment time will be held for two (2) weeks at no charge. On the 3rd week, a \$25 hold fee will be charged to hold that appointment time in his or her absence:

***Insurance companies do not reimburse for these fees and they are the responsibility of the client, parent, or guardian.**

****Should sudden illness or unavoidable emergencies occur, exceptions may be made.**

Clients will also be responsible for the time of service discount of \$100 per hour or \$60 per half hour should any notifications of denials or reviews be obtained from insurance companies.

I hereby understand the above cancellation policy and am aware that insurance DOES NOT cover these fees. I agree to abide by these policies.

Signature of parent/guardian

Name of child/client