

FirstRowe Speech Pathology, P.C.

2017-2018 School Year Policies

Consistent attendance and prompt payments are the crux of this speech therapy policy agreement. The speech therapist is committed to helping your child on many levels: working one-on-one, educating you, the parent(s), and performing the following: reading reports/assessments etc, planning sessions, researching, collaborating with other professionals who work with your child, scheduling, emailing, texting, and phone calls. Since the speech therapist works with a number of families, it's important to understand that the speech therapist's time should be fairly allocated among the families the speech therapist works with.

Speech therapy sessions cost \$ ___ for 60 minutes, \$ ___ for 45 minutes, and \$ ___ for 30 minutes. Sessions longer than 60 minutes will be prorated accordingly.

All checks are made payable to the speech therapist and cash is acceptable. The speech therapist can provide the parent with a monthly invoice, after the 1st of the month, but the speech therapist does not accept 3rd party payments, e.g. insurance, etc.

All speech therapist sessions begin and end promptly at a mutually agreed scheduled time. If the speech therapist arrives late for a session, the speech therapist will extend the session length to the appropriate time. If the speech therapist shows up at the scheduled time, it is important that the speech therapist leaves on time, so the speech therapist can promptly make their next scheduled appointment.

The breakdown of the session allotment time includes: setting up and cleaning up/sanitizing the educational materials, and bathroom time (for the child or clinician), if needed, and time spent with the caregiver discussing the session. At the end of each session, typically the speech therapist discusses how the child performed and makes the appropriate recommendations. For example, a 60-minute session may include 50 minutes spent with the child, with approximately 10 minutes needed to organize/clean up the materials and discuss the session with the caregiver. Also, when working with younger children, short breaks are needed. For some students, who need extra time to complete their work, 75-minute sessions are best: time needed for speaking with the caregiver right after working with the student is an important part of the tutoring process.

The speech therapist reserves the right to charge additional money, if the parent extends the session's length, e.g. a 60 minute session is lengthened to a 70-75 minutes. The speech therapist does not charge for time communicating (emailing, texting, talking on the phone) during the speech therapist's hours of

operation and time preparing for the session. More than average time spent per child, outside of the weekly home sessions, based on the speech therapist's discretion, can be billed at our hourly rate (the speech therapist will inform you beforehand, if this is the case). Parent phone and in-person meetings can be scheduled at the rates above; same for excessive time spent emailing. Periodic time spent updating teachers etc should not be billable. However, in-person meetings should be billed at the hourly rate above.

Written reports (greater than a half page) will be charged at \$100 per hour. If a report is needed, please provide the speech therapist with at least two week's notice.

Payment is due during the last session of the week. Failure to pay can result in suspension of services until payment is received or the session time can be moved to another time slot. During the non-payment period, the speech therapist reserves the right to forfeit your time slot to another child. In the event that a check is returned for non-payment, a forty (\$40.00) dollar fee will be applied.

There is a 24-hour cancellation policy: the speech therapist charges for a full session, if you cancel the session in less than 24 hours of the scheduled time. To accommodate cancellations made in less than 24 hours, the speech therapist will allow you to reschedule the missed session within 8 business days, during the speech therapist's working hours, without incurring a 24-hour cancellation charge. However, the speech therapist can't guarantee availability for a make-up during this time period. To take into consideration for the child being sick or for a family emergency, if the session is cancelled in less than 24 hours, for every six-month period, the speech therapist will not charge for one session cancelled within 24 hours.

During the school year, sessions are expected on an ongoing weekly basis, unless your child's school is closed for holidays and vacations.

During the school year, when the parent cancels sessions during a non-holiday, it is expected to be made-up by the family within a short time period. Although the speech therapist understands the parent will cancel a few sessions during a school year, the speech therapist reserves the right to terminate services or move the session to another time slot, particularly if the child's attendance is not consistent, e.g. parent cancels 10% or more of the sessions and the cancelled sessions are not made-up.

When the speech therapist cancels the session, it is up to the parent to decide if the session should be made-up, based on the speech therapist's availability.

Summer scheduling and need for services should be discussed before the school year ends.

Please provide the speech therapist with at least two week's notice for family vacations, holidays, or if the family needs to stop or reduce services

I understand and agree to the above policies.

Signature

Print Name

Date