

## ***Policies and Procedures***

*Your Son or daughter will receive skilled speech therapy 1 to 2 times a week for 30 minutes each. This scheduled time is reserved for your son or daughter and it is very important that you keep your scheduled appointment.*

### ***Please initial each policy and procedure***

\_\_\_1. 24 hour notification is needed to cancel therapy, with the exception of snow or severe weather. You may text your cancellation to 404-931-3901. 3 cancellations will result in dismissal from speech therapy. In the event that Gwinnett County Schools closes due to inclement weather, ABC Speech and Language Therapy will also be closed.

\_\_\_2. In case of illness, a 2-hour Notification prior to scheduled therapy session is required. You may text your notification to 404-931-3901. 4 cancellations will result in dismissal of speech therapy, unless a doctor's note is provided.

\_\_\_3. 2 no shows will result in dismissal of speech therapy.

\_\_\_4. A two-week written notification is required to discontinue speech therapy.

We understand that emergencies come up and we will work with you, please just give us a call to notify us of the situation.

We look forward to providing skilled speech therapy to your child.

**By completing and signing the New Client Form, I acknowledge and understand that I have read its contents and accept its terms.**

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Parent/Guardian Signature

Date

Please feel free to call me or e-mail me with any questions or concerns regarding the new client form.

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**Achieving Better Communication**

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