



ATTENDANCE POLICY

Thank you for choosing KEY THERAPY. We want to provide the best possible services to all of our patients. We will do our best to schedule appointments that meet your needs. Regular attendance is important to your child's success. We ask that you follow the attendance policies outlined below:

Cancellations:

Non-emergency cancellations: sporting event, party, vacation (anything you will know about in advance). Please email/call us at least 24 hours in advance to cancel your appointment

Emergency cancellation: illness, death in family, illness of family member (something that comes up unexpectedly) please email/call us 2 hours in advance.

Missed Appointments: If you cancel or do not attend 3 sessions in a row, we will put your services on hold until scheduling problems can be worked out.

Late Appointments: If you are late for your appointment (i.e. your appointment is from 3:00-3:30 and you show up at 3:15, clinician will see your child till your regularly scheduled time of 3:30 and you will be charged for the entire session). If you are consistently late your sessions will be put on hold until scheduling problems can be worked out.

Clinician Cancellations: If your speech-language pathologist is not able to attend your appointment, you will be contacted as soon as possible. Please be sure that our office knows the best way to reach you. Every effort will be made to reschedule your appointment in a timely manner. Best number to contact you: _____

To cancel an appointment call our office at: 414-305-8495 or e-mail us at dlangle@keytherapy.org

I agree to the attendance policies outlined above.

Print patient's name

Signature of parent/guardian (if patient under 18 yrs. of age)

Date

Signature of patient (if 18 yrs. of age or older)

Date