



Dear Family,

Thank you for choosing or continuing to receive your speech services from Speak-2-Me LLC! We look forward to working with or continuing to work with you and your family!

Speak-2-Me LLC strives to offer excellent services while doing our best to accommodate everyone's schedule and needs. Cancellations, especially those that are last minute, along with no-show appointments, make it difficult to accommodate the scheduling needs of the therapist and other families. Consistent attendance is also key factor for your child's speech and language progress. For these reasons we kindly ask for your full cooperation with the following policies:

ATTENDANCE AND CANCELLATION:

- ✓ We request 24 hour notice for cancellation of appointments when possible. To cancel or reschedule your appointment call 201- - or text 718-344-2978 We will do our best to offer a make-up session when possible for any cancellations.
- ✓ In the event that you do not notify us to cancel your appointment or inform us that you will not be attending at least 3 HOURS prior to your scheduled appointment time, it may be recorded as a NO SHOW or LATE CANCEL. A \$50.00 charge may be charged for any NO SHOW or LATE CANCEL appointment.
- ✓ After 2 NO SHOW or LATE CANCEL appointments your child may be taken off the weekly schedule and put on the waiting list.
- ✓ If you would like weekly reminder calls or texts please check the appropriate box and circle the method. Yes I would like weekly calls / texts

We understand that emergencies and unexpected situations will occur at the last minute, and therefore, we provide some leniency in our policy for these circumstances. 😊

PAYMENT

- ✓ Payment must be made at the time of service. Speak-2-Me accepts either personal checks or cash. A 40\$ fee will be charged in the event that a check is returned. A 5 % fee will be added monthly to accounts 30 days past due.

Thank you for your cooperation!

Speak-2-Me, LLC

I have read and understand the above attendance, cancellation and payment policies for speech/language therapy services and agree to abide by them.

Parent/Guardian's Signature

Date