



Policies and Procedures

The Speech Space, LLC is pleased to have you as a valued family in our practice. We offer a wide range of services and look forward to helping your child improve their communication skills. Please read, initial and sign the following policies and procedures agreement.

Treatment Sessions

Therapy sessions are 50 minutes in length unless other arrangements have been made with your therapist. During the last 5-10 minutes of your child's session, your therapist will write up a treatment note that you will receive a copy of at the end of the session. This treatment note is designed to provide you feedback on that specific session, as well as provide you with homework activities. We believe carryover activities in the home environment are essential to success! Please feel free to ask brief questions at the end of the treatment session, reserving more lengthy discussions for consultation appointments. _____ (initial here)

Billing

We accept payment via check or Venmo. Please make checks payable to The Speech Space, LLC. You will receive an invoice at the beginning of the month for the previous month's sessions. Payment is **due no later than the 15th** of every month. Payments that are late will incur a \$25 late fee. _____ (initial here)

Insurance

Unfortunately, The Speech Space, LLC does not accept health insurance at this time. It is your responsibility to retain all treatment notes, evaluations, progress reports, invoices and treatment plans to provide to your insurance company. We are happy to help and provide additional information and services if needed. A fee of \$50 per half-hour for the time it requires to collect and send the materials needed will be charged. _____ (initial here)

Cancellations

If you must cancel a session, please do so 24 hours prior to your appointment to avoid being charged for the session. Exceptions will be made in cases of emergencies and illness at the discretion of the therapist. Please be mindful that careful individual planning and time goes into preparing for your child's speech-language therapy. We want to maximize your child's potential and progress with consistent therapy sessions. Also be advised that there is an extensive waiting list for current therapy slots. Therefore it is important for you to attend all therapy sessions as scheduled and to arrange for make-up sessions when possible. Should frequent cancellations become problematic, we reserve the right to bill for a minimum of 3 sessions per month in order to hold your time slot. Should you be arrive late to your child's therapy session, the session will not go over the allotted time slot, nor can make up time be scheduled. It is your responsibility to arrive on time and pick up your child on time. _____ (initial here)

Inclement Weather and Holidays Policy

The Speech Space, LLC does not follow any local school districts' inclement weather policy or holiday schedule. Your therapist will contact you if therapy is canceled due to inclement weather or upcoming holidays. If driving conditions are poor and will prevent you from making your child's appointment, please be sure to contact your therapist as early as possible. _____ (initial here)



Consultative Services

When needed or wanted, we are happy to schedule appointments for phone, office or school consultations. Please schedule these with your therapist and note that should the consultation require more than 15 minutes, you will be billed our hourly rate for the service. _____ (initial here)

I, _____, parent/guardian of _____ acknowledge that I have read and understand the Policies and Procedures regarding speech-language therapy with The Speech Space, LLC and I accept the terms of agreement.

Signature

Date