



SPEECH THERAPY CONTRACT

PATIENT: _____

DOB: _____

Our patients' results and progress with speech therapy relies not only on the patient being present for scheduled therapy sessions, but most importantly, they must continue practicing and implementing strategies and techniques presented during their sessions at home and away from the office. All patients are extended the opportunity to a permanent weekly time slot to make scheduling easier for your family, but some guidelines need to be followed in order to remain on a permanent schedule.

1. **SPEECH THERAPY NO SHOWS:** After 3 no call/no show missed appointments in any 3 month period, you will be removed from the schedule and will be required to contact the Center in order to resume appointments.
2. **CANCELLATIONS:** 5 cancellations in any 3 month period without extenuating circumstances will also result in removal from the schedule.
3. **AAC SESSIONS:** 2 missed appointments during trial or training period for AAC clients will result in removal from the schedule.
4. When late to your scheduled appointment, please understand the session will be limited to the remaining time allotted for the session, and it will end at the scheduled end time.
5. If you arrive to therapy 15 minutes or more after your appointment start time, you may be rescheduled to another time/day, if one is available, or forfeit that day's appointment.
6. If you arrive for your appointment early, understand that we will not be able to see you until your scheduled appointment time, unless there was a cancellation.
7. Allow extra time for traffic and parking in order to arrive at your scheduled appointment on time.
8. All minors must be accompanied by an adult on the premises. WTHSC is not responsible for patients left unattended.
9. WTHSC does not operate under any school calendar and may remain open during various school holidays.
10. Should the patient receive services in a shared space with other patients, I understand that anything observed should not be shared with anyone under any circumstances.
11. WTHSC is an educational facility, which means students, physicians, etc. may observe a session. A graduate speech-language pathology student may participate in or lead sessions under the supervision of your speech-language pathologist.

My signature below indicates I have read and agreed with the policies outlined above. I understand that in order to receive optimum speech therapy benefits that full participation from me and/or my guardians may be necessary.

SIGNATURE: _____

DATE: _____

PRINTED NAME: _____

RELATIONSHIP TO PATIENT: _____