

Dana Rimer Speech Therapy  
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### **APPOINTMENT POLICIES**

**Co-payments:** are due at the time of service in the form of personal check or cash. An invoice will be supplied to you at every visit. If you would prefer to receive a monthly invoice, please let me know. If you would prefer to have your invoice emailed to you in an attachment(Microsoft Excel), please also let me know.

**Cancellations with more than 24 hours notice:** will not be charged. Please cancel your child's appointment via email or voicemail the day or evening before the session.

**Cancellations with less than 24 hours notice (late cancel):** A cancellation fee of \$30 will be charged if short notice is given. Every effort will be made to schedule a make up session in order to eliminate this fee.

**Missed Treatment Sessions (No Show):** If a treatment session is not cancelled in advance and your child is not at home for his scheduled session, the full session fee of \$95 will be charged. Every effort will be made to schedule a make up session to eliminate this fee.

**Extended Absences:** If your child's therapy sessions are cancelled for more than two consecutive weeks due to vacations, camps, or other programs throughout the year, you run the risk of losing your scheduled time slot. I will make every effort to find a session time in the schedule based on availability when you return.

**Session Information:** Treatment sessions run for 45 minutes. Often, the direct therapy session will wrap up after 40 minutes in order to provide feedback and homework to the parents or caregiver. Carry-over and generalization of skills are a critical component to the therapy program. Siblings are welcome to join the session periodically for a portion of the session if it is found to be beneficial for your child's progress or motivation.

**Hand Washing:** It would be greatly appreciate if you thoroughly wash your child's hands with soap and warm water just prior to my arrival. This will help us all stay healthier throughout the year. I will likely also ask to wash my hands upon arrival or before my departure.

**Illness:** Parents often wonder when they need to cancel the session due to illness. If your child has a runny nose or a cough NOT accompanied by a fever, I am happy to come for our session as long as your child seems to have the energy and motivation. If the session does not seem to be productive after all, I will gladly use the remaining time for parent education, counseling, and support. If your child has a fever, has vomited recently due to a stomach bug, or has any other type of contagious illness that has been treated for less than 24 hours, please cancel.

**My Travels:** If I feel that I will be more than 10 minutes late for our session, I will call you to let you know. Otherwise, know that I am on the way 😊!