

**PROFESSIONAL THERAPY SERVICES, INC.**  
**ATTENDANCE POLICY**  
(revised July 1, 2015)

When you commit to speech, occupational, physical or music therapy at PTS, we assume it is your intent to be as consistent as possible to optimize progress, as well as to justify the use of the therapy slot you are given. We will make every effort to work with you to select a day and time that will work with your schedule. The following policy has been established for your benefit, as well as the benefit of PTS.

**EVALUATIONS:**

When you request an evaluation for yourself or your child, you must make every effort to keep the appointment. If you must cancel, PTS will reschedule one time only before putting you back on our waiting list. A second cancellation will not be rescheduled. If you do not show for an evaluation, you will be removed from the waiting list.

**THERAPY SESSIONS:**

1. Please give a minimum of 24 hours notice to cancel sessions if possible so that therapists can use the time for another client. We realize this is not always possible when the cancellation is due to illness.

2. More than 3 cancellations without rescheduling within a 2 month period will result in dismissal from the program.

3. If you “no show” an appointment (no cancellation) 3 times in a 6 month period, you will be dismissed from therapy.

4. If you cancel, but reschedule for a time during the same week, it will be considered a kept appointment and the cancellation will not be recorded as such.