



# Attendance Policy

## MMG Speech & Therapeutic Services, LLC: Attendance Policy Acknowledgment

*I acknowledge and understand the following attendance policies of MMG Speech & Therapeutic Services, LLC:*

- 1) **Mandatory Attendance:** Regular attendance at scheduled sessions is required to continue receiving services. Failure to attend may result in discontinuation of services.
- 2) **Cancellation Fee:** A fee of \$25.00 may be charged for each session not canceled at least 24 hours in advance. This fee applies separately to occupational and speech therapy sessions, and for each child if multiple children are scheduled.
- 3) **Fee Payment:** Any fees incurred must be paid before the next scheduled session.
- 4) **Cancellation Notice:** Cancellations made with 24-hour notice allow us to offer the session slot to another client. Cancellations can be made via phone or text at (253) 753-4008, available 24/7.
- 5) **No-Show Policy:** After two "no shows" without 24-hour advance cancellation, MMG Speech & Therapeutic Services, LLC reserves the right to terminate services immediately.
- 6) **Excessive Cancellations:** Excessive cancellations within a given month may result in the termination of the contract or loss of weekly scheduled appointments, at the discretion of MMG Speech & Therapeutic Services, LLC.
- 7) **Termination Notice:** A two-week notice is required if I decide to discontinue therapy, unless otherwise agreed upon.

**By signing below, I, the legal guardian/parent or self, confirm that I have been informed of and agree to adhere to the attendance policies of MMG Speech & Therapeutic Services, LLC. These conditions are effective immediately.**

Client Name: \_\_\_\_\_

Relationship to client: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_