

# DAVIS ART THERAPY OFFICE POLICY

We are committed to providing your child with the best possible care. Please review our clinic policies listed below to help us achieve this goal.

## **THERAPY START TIMES AND SCHEDULES:**

Please arrive on time for your therapy session. We make every effort to begin therapy sessions at the scheduled time, and in order for your child to receive the maximum benefit from each session, it is imperative that you arrive on time. Patients may not be able to receive therapy if they arrive 15 minutes late and will not be able to be treated past the end of their scheduled appointment time, as this often interferes with another child's therapy. We ask that you discuss any immediate concerns with your therapist at the **beginning** of your child's session. In order to meet Health Insurance documentation requirements, all therapists are required to document therapy activities and goal progress the last few minutes of each session.

## **DROP OFF/PICK UP:**

Parents must check their child in at the beginning of each therapy session, and walk into the clinic to pick up their child at the end of the session. If you opt to leave your child in the care of the therapist during the session, you must arrive to pick them up 5 minutes before the session ends. For safety reasons, we cannot allow "curb side" drop off and pick up.

## **CHILD SUPERVISION:**

All clients and siblings must be supervised by parents or caregivers at all times. While all children are adored here, siblings can often be a distraction that may interfere with the client's success during a therapy session. Parents are always welcome to stay and observe therapy sessions; however, siblings 15 years old or younger are not permitted beyond the waiting area. Should your child have an urgent bathroom need please notify your therapist to gain access to use the restroom. We appreciate you staying with your child and maintaining their safety and cleanliness while in the bathroom area.

## **VIOLENT BEHAVIOR**

We reserve the right to refuse further treatment following a significant incident of violent behavior from a child. If a violent incident occurs, the parent will be notified of our inability to safely control and treat the child.

## **CONFIDENTIALITY:**

We maintain a strict confidentiality policy for all of our clients. This is for your protection. Please do not make inquiries regarding other clients to any member of the staff. We are happy that our office may be a networking resource for our families. We encourage our parents to share their experiences, concerns, and successes with each other, however, in order to reinforce strict confidentiality guidelines, our office staff and therapists are not permitted to discuss client information with anyone other than the immediate family. **If anyone other than yourself brings your child, they must also comply with the confidentiality rules.**

## **CANCELLATION, NO SHOW and TARDY POLICY:**

Your child's treatment plan of care has been designed specifically for your child and is based on optimum clinical results. Failure to attend a certain number of sessions will limit progress.

- **Excessive cancellations, tardies and/or two failures to call and cancel 48 hours before appointment begins will result in the loss of permanent appointment times. The therapist will discuss with you whether this is a good time to continue therapy on an individual basis.**

**HIPAA laws prohibit use of all cell phones/electronic devices/ cameras/ recording devices in treatment areas.**

I have read the above and will comply with all Davis Art Therapy/ Dallas Art Therapy policy guidelines.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name of patient