
Ignite the Light Educational Therapy, LLC

14126 Elizabeth Lake Rd.
Lake Hughes, CA 93532
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Ignitethelightet.com
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General Policies & Procedures

SESSION INFORMATION Educational therapy sessions are one on one with the client and will be **50 minutes in length**. Consultation time with parents/guardians may be scheduled upon request.

CANCELLATIONS Consistent attendance is essential for steady progress. If the client is unable to attend a session, **cancellation must be confirmed at least 24 hours in advance in order to avoid full charge**. However, it is understood that family emergencies and illnesses may occur, on occasion, without 24 hour notice.

MEETINGS/TRAVEL FEE An hourly session rate will be charged for attending all school-based and professional meetings. **Consultations lasting longer than 15 minutes in length will be charged an hourly rate. A travel fee of \$25** will be assessed for sessions or meetings that require more than a 15-minute commute.

CONFIDENTIALITY Any information concerning the contact or work between Ignite the Light Educational Therapy, LLC and clients will remain confidential. **Information will be provided at the request of the client to school personnel or other related professionals as appropriate, and with a signed release form.**

PAYMENT **Payment of \$175 per 50 minute session is due upon receipt of your monthly invoice**, or at the time of service unless otherwise specified.

I understand and agree to all of the above policies and procedures.

(Parent/Guardian signature)

(date)

Student's Name _____