



30252 Tomas Suite 100, Rancho Santa Margarita, CA 92688 Ph: 949-459-1658 Fax: 949-459-1667

Child's name: _____

Attendance Policy

Every effort is made to provide an individual therapy time, which is conducive to your child and family schedule. In the event that you do need to cancel we request that you call our office or your therapist directly. Cancellation must be made **24 hours in advance** of therapy session (please see "Cancellation Policy"). If 75% per month of scheduled are missed, a change in your therapy scheduled time **WILL** occur. Rainbow Kids Achievement Center will send you written notification of the change in your schedule, as well as contact you via phone **or** email. Please call our office immediately to schedule a different therapy time. Once you have exceeded the 75% of missed/changed or cancelled visits the therapy time/day you had previously schedule is revoked. Please call the office to re-schedule ongoing therapy time.

Should your therapist cancel a visit, every effort will be made by the therapist to reschedule the missed visit within the month. Sessions cancelled by the parent are not guaranteed to be made up in additional visits.

I have read and understand Rainbow Kids Achievement Center's Attendance Policy.

Parent/Guardian Signature

Date

Cancellation Policy

Rainbow Kids Achievement Center strives to ensure quality of service for both the child and family along with our commitment to provide service to meet each individual child's needs. Hence, our Cancellation Policy aids us in achieving these high standards.

Cancellation must be made 24 hours in advance of therapy session by either calling therapists directly, leaving a message on phone service, or email. Failure to cancel within 24 hours' notice will result in a \$25.00 charge, to be paid directly by family.

I have read and understand Rainbow Kids Achievement Center's Cancellation Policy.

Parent/Guardian Signature

Date

Date:
Attendance Policy Insurance/Private