

An *Extraordinary* place where *Everyone* can learn



Educational Therapy Institute

## SERVICES, POLICIES, AND FEES

To ensure that the practices of therapeutic services are clear, a statement of services, policies and fees are listed below. Please review this policy, sign, and return to Milestones Educational Therapy Institute. Keep the other for your records.

### GENERAL INFORMATION

Please have your child arrive promptly at the pre-arranged time and plan to pick up your child promptly at the end of each session. All sessions are 50 minutes in length unless otherwise agreed upon.

### ATTENDANCE/MAKE-UP

Your child's sessions are considered standing appointments. This special time is a commitment on your part and Milestones Educational Therapy Institute. A child's rate of steady progress and growth is highly dependent upon regular attendance. If a child must be absent, the session should be rescheduled within the same week.

### CANCELLATION POLICY

We maintain a strict **24 hour cancellation** policy. When you begin services a commitment is made between Milestones Educational Therapy Institute, the therapist and your family. The same time is set aside each week; we require that every effort is made to attend those sessions. Consistency is important for the child and the therapist.

Please call to cancel if you are unable to keep an appointment. **One** cancellation per month is permissible due to illness or other unforeseen circumstances. You will not be charged for this session. If you cancel more than one appointment per month, you will not be issued a credit. It is your responsibility to schedule a make-up session during the same week.

### No-shows:

Appointments are a contract for the exclusive use of the therapist's time. Parents will be charged the **full session** rate for no-shows. Please call to cancel if you are unable to make an appointment.

### Illness:

In the case of illness children need to be 24 hours fever free to return to the clinic. A fever indicates that a child is ill and contagious. We are unable to expose the therapist and other children to the illness.

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## **Schedule of Fees:**

Payment for all assessments is required on the **day of service** by Visa, MasterCard, cash, or check. Payment for all therapeutic services is required on the **first of the month** by Visa or MasterCard. Fees for services will be charged on the credit card for the upcoming month. If your child receives services twice a week, your credit card will be charged for 8 sessions. If you are paying by cash or check, payment is required by the **fifth of the month or by the first date of service for the month, whichever is first**. In the event that there are more or less than 8 sessions a month, you will be notified for the total amount of sessions and fees you will be charged by e-mail.

## **EDUCATIONAL THERAPY SERVICES**

### **Educational Assessment - \$175.00 per hour**

Assessments are individualized and include approximately four hours of direct assessment, approximately 1 hour parent consultation and approximately two hours for scoring and a written report.

### **Individual Clinic Based Educational Therapy - \$175.00 per session hour**

Individual therapy is 50 minutes of direct contact with you and/or your child per session hour. At times, there may be information that you or the therapist needs to share. As your child's therapy is scheduled for 50 minutes, you may request that your therapist set aside time during the treatment to discuss any concerns or questions you may have. Some children require additional time for transitioning to leave after the session and some sessions require additional clean-up time following the session. Any remaining time will be used for the therapist to document treatment outcomes.

### **Meetings/Travel**

When services are provided off sight there is a travel fee. For local travel (within 5 miles) in the Los Angeles area the fee is \$25.00. For travel outside of our local area in a 5-10 mile radius the fee is \$75.00. For every additional 5 miles of travel, the fee is raised by \$50.00 increments; for example, if travel is 25 miles the fee is \$225.00. We want to work in a collaborative manner with parents and other professionals. We are happy to try to arrange our schedule (if possible) to participate in meetings, school visits, etc.

## **Additional Information:**

### **Late Pick-ups**

While we realize there are times a parent or caregiver may need to leave the clinic during the therapy session, we cannot have staff available and be responsible for monitoring/supervising the child once the therapy

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session is over. Therapy sessions are 50 minutes in length. Additional time will be pro-rated at regular therapy rates.

### Discontinue Services

If you plan to discontinue services, we would greatly appreciate a two weeks notice.

### Communication

Good communication is an essential part of therapeutic services. If you have any questions, comments or concerns please feel free to call us immediately. We look forward to working together. Thank you in advance for adhering to these policies. Thank you also for giving us an opportunity to work with you and your child.

Sincerely,



Judith Benn, M.A.  
Founder & Director  
Educational Therapist  
Certified Dyslexia Remediation Specialist

Please sign below indicating that you have read and received a copy of this policy.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Student