



## GENERAL OFFICE POLICY STATEMENT

September 2015

- ✓ Please discuss any allergies or other special accommodations for your child prior to beginning therapy so that we can do our best to meet your needs.
- ✓ We are a fragrance-free office. Please respect other patients' fragrance sensitivities by abstaining from wearing perfume or cologne when joining us in the office.
- ✓ Please do not bring food or drink into our waiting rooms. If your child must have a snack, please refrain from bringing peanut or peanut products into the office and if possible, have the snack before coming in.
- ✓ The waiting area is equipped with toys and books for your child in therapy as well as for any siblings. Please keep the waiting area reasonably quiet and assist the children with toy cleanup before leaving the office.
- ✓ Please do not leave your children unattended in the waiting area. Children are also not allowed to be unaccompanied in the hallways and/or treatment rooms.
- ✓ Snow Policy... Our offices do not automatically follow any school closings. Your therapist should be contacted regarding your desire to cancel a session due to driving conditions, and rescheduling when possible is much appreciated. Please see the full snow policy for further information
- ✓ We must keep our hallways and observation areas quiet for the sake of the children in therapy and also so that the parents watching their child, are able to hear what is happening inside the therapy room. Cell-phones, portable TVs or DVD players (without headphones) are not allowed. If bringing siblings to your child's session, please utilize the waiting area as well so as to not create additional noise or activity outside of the treatment rooms.
- ✓ Treatment rooms and the kitchen are solely for the use of our therapists. For liability reasons, children who are not directly supervised by a therapist in treatment may not be in these areas. Toys or equipment in those rooms must remain inside the therapy rooms.
- ✓ If you opt to leave the premises during your child's session, please make sure your therapist has a way to reach you (cell phone) in case of any emergency. Please return to the office at least 15 minutes prior to the end of your child's session. For example, if your child is seen from 1-2 pm, you must return to the office by 1:45pm. Your child's therapist may not have time to discuss your child's session if you are late.

Thank you!