

Annandale
7617 Little River Turnpike
Suite 310
Annandale, VA 22003

McLean
1481 Chain Bridge Road
Suite 102
McLean, VA 22101

Tel: (703) 941-7757
Fax: (703) 941-0587



Skill Builders

Speech Language and Occupational Therapy Services

3/15/15

Dear Parents:

We are all looking forward to a fun and successful summer speech, occupational therapy, and tutoring season with your kids. In order to ensure that your children progress at their maximum rate this summer, we must require consistent attendance just as is required during the school year. **As patient vacations, camps and therapist vacations make it more difficult to achieve the 80% show rate required per our cancellation policy, we will be asking all families to arrange for makeups of missed appointments this summer, during the weeks they are in town. If you plan to miss more than 2 weeks this summer, makeups will be required to have a summer spot held for your child. If you plan to miss more than 3 weeks, we will not be able to hold a summer spot for your child, but will do our best to work him/her in to the schedule the weeks you are in town.**

If your therapist is not available to provide an extra session in her schedule for that week, she will arrange for your child to see another therapist who will be provided with a treatment plan, by your child's regular therapist, for that session. Performing makeups with another therapist is not only an excellent way to ensure consistency in therapy attendance but also allows your child's regular therapist to benefit from the substitute therapist's new ideas related to treatment activities, goals, methods, etc. This also allows your child to know another therapist so that makeups may be scheduled with that therapist, as needed, during the school year.

Below is a brief review of our cancellation policy. A complete copy of the policy is available on request and was included in the original packet you received prior to the initiation of therapy.

Skill Builders' Cancellation Policy

- **A full cancellation fee will be charged for any session cancelled after 8:00am** the morning of your appointment. 24 hour notice is preferred whenever possible.
- **Full session fee is charged for any appointment in which your child is not present without prior notice. Be sure to let your therapists know about scheduled vacations in advance.**
- **If more than 2 cancellations** are made without attempts at makeups (summer months) your child's therapy will be terminated

Please let me know if you have any questions regarding this letter and have a wonderful summer!

Sincerely,

Cari Syron, MA CCC-SLP