

Terms and Conditions

Location of Sessions

Assessments will generally be offered in your home. Treatment sessions may be provided in your home or nursery/school.

For sessions carried out in your home please provide a quiet environment without distractions. It is expected that you will stay with your child during the appointments.

Fees

Session fees include time working directly with you and your child, writing up case notes, time spent planning sessions, preparation of resources, materials, emails and telephone calls (except for conference calls).

Sessions are invoiced in arrears at the end of each month. I accept payment by cash, cheque and bank transfer. If payment is not received within 14 days of the date on the invoice I may suspend sessions until the payment is received. If payment is not received after one further reminder a debt collection service will be used.

Cancellation Policy

Please give as much notice as possible.

Appointments cancelled less than 24 hours before the session will be charged at the full rate. **If your child is seen in school it is your responsibility to inform me in advance that your child is absent or not available (e.g. out on a school trip).**

Any failed appointments for which notice of cancellation is not received will be charged at the full rate.

If I am unwell or unable to attend a session I will offer a replacement one as soon as possible.

If you choose to withdraw your child from therapy a week's notice would be appreciated.

Private Medical Insurance

You may be able to claim fees from your insurance company.

All fees must be paid directly to me and then claimed back from your insurance company. I can provide receipts if required. Any additional letters, reports or forms will be charged for at the hourly rate.

Parents Role

I usually provide activities that can be carried out at home between therapy sessions. In order for your child to gain maximum benefits from the therapy it is important that these are practised regularly.

Liaison with other professionals

It is in your child's best interests that I liaise with any other professionals involved. Therefore, with your permission, I will distribute reports and therapy aims accordingly.

It is particularly important that you let me know whether your child has been assessed by another Speech and Language Therapist within the past 6 months so that assessments are not duplicated.

Data Protection

I am fully GDPR compliant. Please see my policy notice at <http://ag-therapy.com/privacy>

Please sign below to confirm that you have read and understood the terms and conditions.

Name

Signature

Date