



OT4KIDS CLINIC POLICIES

PO BOX 587, Lexington NC 27293
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www.ot4kidsinc.com contact@ot4kidsinc.com

Name of Client: _____ Date of Birth: _____

1. Both caregiver and OT4KIDS, INC. agree to work together to meet the needs of the child.
2. OT4KIDS, INC. agrees to work with caregiver in establishing a schedule that meets the needs of the child.
3. Caregiver agrees to comply with OT4KIDS, INC. policies and procedures regarding billing and insurance information. In the event that the caregiver refuses to cooperate with these, OT4KIDS, INC. reserves the right to discontinue services.
4. Caregiver agrees to keep scheduled appointments or call to cancel or change appointment time for the week.
5. Twenty-four (24) hour notice is required for appointment not to be considered unexcused. Otherwise a fee may be charged for the missed appointment.
6. Caregiver understands that three unexcused visits without twenty-four (24) hour notification may result in the child forfeiting his or her place on the therapist's schedule.
7. OT4KIDS, INC. reserves the right to discontinue service for any reason.
8. Caregiver understands that OT4KIDS, INC. supports two therapeutic strategies:
 - DIRECT THERAPY – This may be completed between the therapist and client. Parents and/or caregivers may observe or participate. There may be times that the client makes more progress if the parent is not present. Observation windows are provided to always encourage the caregiver's understanding of the child's response to and progress in therapy.
 - CAREGIVER EDUCATIONS – This focuses on training the caregiver to implement a treatment plan in the natural environment and encourages participation and follow through with a plan to meet your child's needs.
9. OT4KIDS, INC. has a strict no smoking policy. No one is allowed to smoke anywhere on company property, or in company buildings. We strive to protect the health and well being of all clients, employees, and visitors.
10. OT4KIDS, INC. therapists will provide services in the clinic only when the caregiver (over the age of 18 years old) is present, unless permission is granted by the therapist. You may not leave the premises without your child, before, during or after therapy, unless permission is granted by the therapist. The caregiver may observe the therapy in the therapy room, or may watch from an observation window, depending on what the caregiver and therapist agree will do the most good for the client.
11. Every effort is made to ensure the safety of all employees, clients and visitors to OT4KIDS, INC. ANY PERSON acting in an unsafe manner will be asked to leave the premises. Failure to comply with such a request, may result in OT4KIDS, INC. contacting the police, and possible legal prosecution.
12. Every effort is made to accommodate the needs of the client. Their therapy and treatment will receive priority. No distraction from a client's friends or family is allowed during treatment. Only the therapist and client are allowed to use treatment equipment. The therapist performing the treatment has the final say as to what will happen during treatment time. Siblings may not play on therapy equipment. If the caregiver allows siblings on the equipment, he or she assumes all responsibility in the event of an injury.

Caregiver's Signature

Date

Therapist's Signature

Date