

ATTENDANCE POLICY

Parent/Guardian Acknowledgment

Each 12-week Plan of Care (POC) period - one quarter of your child's OT plan - includes up to 3 cancellations without penalty.

WHAT COUNTS AS A CANCELLATION?

All missed visits count toward the 3-cancellation limit, including **planned cancellations, last-minute cancellations, and no-shows.**

1st Allowed	2nd Allowed	3rd Allowed	4th Discharge
-----------------------	-----------------------	-----------------------	-------------------------

WHAT HAPPENS AFTER A FOURTH CANCELLATION?

A fourth cancellation during the same 12-week POC period **typically results in immediate discharge from OT services.**

In exceptional circumstances, management may review the cancellation history. Additional leniency may be considered only when all cancellations were planned and communicated more than 24 hours in advance. Allowing a fourth cancellation is rare, is not guaranteed, and is determined on a case-by-case basis.

WHY THIS POLICY MATTERS Consistent attendance supports your child's progress and helps us reserve limited caseload space for families who are ready to participate consistently in care. Attendance shows us that your family wants and values this therapy opportunity.

ACKNOWLEDGMENT

I have read and understand East Coast Therapies' attendance policy. I understand that signing and returning this form is required before treatment visits can be scheduled.

Child's Name: _____

Date of Birth: _____

Parent/Guardian Printed Name: _____

Date: _____

Parent/Guardian Signature: _____

POC Start Date: _____

Thank you for helping us protect consistent, effective care for every child.