



**Claudia Zimmermann
Educational Therapist
General Policies**

Dear Clients,

Consistency is the key to making progress and solidifying skills. Missed sessions reduce my ability to help your child in his academic achievements. My fee for a 45-minute session is \$95. When you receive my invoice the last week of the month for the following month, **please look over dates for any conflicts**. Let me know at that time, so I can adjust the invoice. This is the time to solidify sessions for the following month. Once sessions are agreed upon, canceled sessions need to be made up within 2 months. Saturdays are usually my time for make-ups. If I have to cancel for any reason, you have the choice of a make-up or a credit for the next month.

PLEASE NOTE THE FOLLOWING:

- *Sessions need to be paid at the beginning of the month**
- *Session fee includes parent meetings and emails to teachers, schools, allied professionals**
- *Extra fees include all school meetings, IEP meetings, school observations**
- *I allow ten days to receive payments via Venmo or check. *I can not start another month of sessions if there is an outstanding balance.**
- *As usual 24 hours cancellation is required to receive a make-up session.**
- *Make-ups will be done on Saturdays or a mutually agreed upon time within 2 months.**
- *If less than 24 hours is given, it is then considered a late cancellation and make-ups are at my discretion.**
- *Make-ups for late cancellations will be given only if it is something unusual such as last minute sickness or an emergency.**
- *If I have to cancel for any reason, you have the choice of a make-up or credit for the next month.**
- *My e-practice (virtual) sessions follow all the same policy guidelines.**
 - *No recordings are permitted unless agreed upon**
- *When you are considering terminating your sessions with me, I would appreciate 1 month's notice so that I can wrap up my work with your child.**

Parent Signature : _____

Date : _____