



**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 :** \_\_\_\_\_