



Individual attention from a leader in Sensory Processing Disorders.

425 Huehl Road Building 14A Northbrook, IL 60062 (847) 412-9772 - fax (847) 412-9773

www.focusonkidstoo.com

ENROLLMENT AGREEMENT

Doctor's Orders/Prescriptions

- A current prescription is required before your child can receive treatment.
- Families are also responsible for assisting Focus On Kids Too, Inc. with updating therapy prescriptions.
- Please be aware that a new prescription is necessary for reinitiating therapy services anytime there is a medical change in your child's status (i.e. Hospitalization, surgery, etc.).

Appointments

- In order to provide comprehensive care for your child, each appointment includes, but is not limited to, hands-on-treatment.
- Other aspects of therapy may include preparation time, discussion of progress, school issues, etc.

Attendance

In order to maintain your permanent time slot on the therapist schedule a 75% compliance rate is required.

Late Arrival

If you arrive late for your appointment; you will be charged the entire session.

Cancellation

- We require a 24-hour notice for all cancellations by telephone.
- Any cancelled appointments with less than 24-hour notice, or simply not showing up for your scheduled appointment, unless related to infectious illness or emergency, will incur a \$165.00 charge due upon receipt of your monthly invoice.
- Consecutive or chronic cancellations will jeopardize your child's permanent time slot.
- If a pattern of cancellations develops your child's therapy will be placed on hold and may result in a discharge.
- Please refer to our attached *Cancellation Policy* for complete details.

Illness

Please do not bring children to the Center if they are ill; call the clinic to inform us if your child will be unable to attend his/her appointment.

Leaving the Center During Treatment

You are required to remain in the clinic during your child's treatment session, otherwise, consult with your child's therapist if you need to make other arrangements.

Siblings

- Siblings are allowed in the waiting room and treatment rooms by invitation only, provided that parents assume full responsibility for the child's well-being and behavior.
- As a safety precaution, siblings should never be left unattended and may not use any equipment in the treatment rooms.
- Parents are strongly encouraged to bring quiet-time activities for siblings.
- Please try to make other arrangements for siblings who are ill.

Waiting Room Area

Please help to keep our Center clean. Wastebaskets are available in the waiting room for depositing any trash.

Change of Information

Please let us know of any changes regarding your contact information (e.g. home address, phone numbers, etc.).

Payment

Payment is due at time of service or upon receipt of invoice. A \$250.00 deposit is required for initial evaluations. A \$50.00 fee will be charged to your account each time your check is returned due to non-sufficient funds. All credit card payments are subject to a 4% processing fee. Focus On Kids Too, Inc. will provide necessary documentation to insurance companies. Focus On Kids Too, Inc. does not guarantee insurance verification of coverage. We strongly encourage you to review your benefit status on a regular basis. **All past due balances will be assessed a 1.5% monthly finance charge. Any accounts past due 120 days will be sent to collections and the account holder will be responsible for any fees acquired.**

I HAVE READ AND UNDERSTAND THE FOCUS ON KIDS TOO, INC. ENROLLMENT AGREEMENT.

Parent

Date

Rev. 02/14/19