



FOCUS ON KIDS TOO, INC.

Pediatric Rehabilitation and Education Centre

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

To All Parents:

Due to our continued growth, we must remind you of our Cancellation Policy:

A 24-hour notice must be given in order to avoid a \$165.00 cancellation fee. Although there may be exceptions for sudden illness or emergencies, we ask that no more than three (3) cancellations occur every quarter throughout the year. The quarters will be as follows:

January - March
April - June
July - September
October - December

A 75% attendance record is required in order to maintain your permanent time slot. We will reserve your appointment at no extra charge for three weeks in case of a medical leave, vacation or insurance issues.

Please understand that as we grow we need to ensure that every child who would benefit from therapy receives it. Your advanced notice of a cancellation will allow us to treat other patients.

We appreciate your understanding and efforts in upholding our Cancellation Policy.

Thank you,

Focus On Kids Too, Inc.

Parent/Guardian's Signature Date