

Policy Statement

Services Provided:

Dr. Kari Miller provides educational therapy and academic instruction to students from Kindergarten through all levels of college (undergraduate and graduate degrees). Instruction in any of the following skill areas may be provided as needed: motor and perceptual skills, processing skills (attention, memory, etc.), executive functions, reasoning skills, math, reading comprehension, word attack, writing, handwriting, organization, communication, study skills, and attitude toward academics.

Payment Policy:

- Rates are subject to change with a one-month advance notice to you.
- Payment is due in advance on the first day of each month. Payment received more than 5 days after the due date will be assessed a 3% late payment fee.
- If your payment does not clear your bank, you will be asked to pay any fees that are incurred.
- If you terminate services before the end of the month, you will receive a refund (subject to the cancellation policy).
- Please provide one month's advance notice of termination of service.

Cancellation Policy:

- Every effort should be made to attend each session. **Consistency is essential to your child's progress.** Please plan to come to **100%** of your scheduled sessions in order to see true progress. If cancelled or missed sessions occur frequently or become a pattern, I will **not** be able to keep the appointment time available for you.
- For non-emergency situations, please provide as much advance notice as possible of changes in appointment days/times. I require a minimum of 48 hours advance notice of changes or cancellations in order to avoid charges for the session.
- **In case of cancellations on the day of your appointment, please phone or TEXT to 310-892-7794 as soon as possible.**
- If you cancel an appointment less than 48 hours before your scheduled appointment time, for any reason whatever, or if you or your child forgets to come to an appointment, you will be charged for the session. No refunds or credits will be given.
- **Sessions cancelled with less than 48 hours' notice but more than 1 (one) hour's notice can be rescheduled as makeup sessions.** The 48 hour cancellation rule applies to makeup sessions. If it becomes necessary for you to reschedule a makeup session, you must reschedule the session more than 48 hours in advance of the scheduled makeup session time. If you fail to reschedule the makeup session with more than 48 hours' notice you will not be given another opportunity to reschedule that session and you will not be given a refund or credit toward other sessions.
- If your child does not attend the makeup session, no other makeup session will be scheduled.
- It is your responsibility to schedule the makeup session. You will have four months to schedule a makeup session at a time that is mutually convenient. If you do not schedule a makeup session within the four month period, you will NOT be given a refund or a credit for the missed session and will not be given the opportunity to reschedule the makeup session.
- Please note that only **5** makeups can be accumulated. Should the number of sessions cancelled with less than 48 but more than 1 hours' notice exceed 5, you **WILL** be charged for all sessions and will **NOT** be given more than 5 makeup sessions.

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**I have received a copy of the policies and agree to the terms therein. (Please sign and date both pages)**

Date \_\_\_\_\_

Date \_\_\_\_\_

**Drop off/ Pick up of Students:**

- Should you arrive late for your appointment, we will not be able to extend instructional time beyond the scheduled ending time of your session in order to guarantee that the instructional time of other students is not adversely affected.
- Children under the age of 12 will not be released to go to their parent's car alone at the end of sessions without a signed authorization form. A parent or authorized adult must come in to pick up children under 12.
- Please pick up your child promptly at the end of the scheduled session. No child care services are available and charges may apply.
- The following individuals are authorized to pick up my child from educational therapy:

\_\_\_\_\_ relationship \_\_\_\_\_  
 \_\_\_\_\_ relationship \_\_\_\_\_

**Consultations and Testing:**

- Dr. Miller will meet with parents before a student begins to attend educational therapy sessions in order to share information and determine goals for sessions. The consultation rate will be charged for this meeting.
- As part of the intake process for new students, evaluation of testing reports, report cards, teacher narratives, and other academic documents will be conducted and an educational plan will be developed. You will be billed for two (2) hours at the consultation rate. This is significantly less than the actual time required to develop the educational plan.
- In the event additional assessment is needed in order to develop a comprehensive educational plan, you will be provided with an estimate of the charges. Fees are due on or before the scheduled assessment date.
- Dr. Miller will request a meeting with parents when there is a need to discuss issues and make decisions. All consultation activities requested by parents or deemed essential by Dr. Miller will be billed at the consultation rate.
- Consultation time will be recorded on a monthly basis. All consultation time will be billed at the consultation rate.
- Evaluation of academic documents subsequent to the initial intake such as report cards, teacher narratives, and testing results will be billed at the consultation rate.

**Travel:**

- Dr. Miller is available to attend school conferences and meetings. One-way travel time of 20 minutes or less will be billed at \$50 for the round-trip. Total travel time in excess of 40 minutes will be billed at an hourly rate of \$90.

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\_\_\_\_\_ Date \_\_\_\_\_  
 \_\_\_\_\_ Date \_\_\_\_\_