



**CORPORATE OFFICE**

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Vacaville, CA 95688  
707-474-9184

**DAVIS OFFICE**

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Davis, CA 95616  
530-220-9655

**EMAIL**

office@thespeechacademyinc.com

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## Office Policy

\_\_\_\_\_The Speech Academy, Inc. will deliver therapy in-home (North Bay Regional Center clients) or in-office setting. Therapy appointments are 45-50 minutes in length with the remaining time spent on documentation and parent questions/feedback/education. Therapy may be provided by a Speech-Language Pathologist, Speech-Language Pathology Assistant, or Speech Language-Pathology Student intern.

\_\_\_\_\_The Speech Academy will only provide services authorized by North Bay Regional Center for your child once authorization paperwork has been received, and IFSP meetings have taken place. The Speech Academy has the right to cancel/reschedule any appointments if NBRC paperwork is pending or not yet received.

\_\_\_\_\_If your child, or any member of your household, has experienced a fever, rash, diarrhea, vomiting, or any illness within 24 hours, please call the office to cancel your child's session.

\_\_\_\_\_In the event of illness or other scheduling conflict, the Client will contact The Speech Academy as soon as possible (at least 24 hours in advance). Appointments missed without cancellation notice may result in cancellation of services and being sent back to NBRC. **It is within The Speech Academy's discretion to cease scheduling the Client for future appointments if there are repeated cancellations or no-shows (2 no-call/no-show or 3 cancellations within one month).**

\_\_\_\_\_All documentation (evaluation reports and progress reports) will be given to family after submission to the North Bay Regional Center. These reports may also be shared with other professionals who are involved in your child's IFSP team.

As the party responsible for payment to The Speech Academy, Inc., I have read this policy. I understand the above Office Policy and agree to its terms as presented.

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Parent signature

Date

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Client's name