



## Policies

Revised January 2017

**Group Fee and Payment:** Groups are billed per 8-week session (unless shortened due to a holiday week). There are two session payment options: (1) Full payment prior to the first group meeting, and (2) Half payment of the session fee prior to the first group meeting, followed by payment of the remaining balance at the midpoint of the session (group 5 of 8). **Please note that all overdue balances are subject to a \$25 late fee.**

**Attendance:** If your child cannot attend group, please leave a voicemail or text on the cell phone number of the lead clinician as early as possible. Groups are balanced and planned for with great care and effort. The success of the group is dependent upon all members attending as many sessions as possible. If one group member is not in attendance, it can alter the entire experience of the group. We expect that each group participant and his/her family make a full 8-week commitment to the group assignment and respectfully ask that you schedule travel plans and appointments at times other than when the group meets. However, we also understand that there are times when a client cannot be at group. Please let your group leader know well in advance if your child will not be attending group due to an unavoidable situation. **NO REFUNDS WILL BE GIVEN DUE TO ABSENCES**, unless your child is absent due to extensive medical reasons. One makeup group is allowed per 8-week session.

**Inclement Weather:** Group sessions will be cancelled as determined by InSync staff up to 2 hours in advance of group start time. If you determine that travel from your location to InSync is too dangerous due to weather, please contact your lead teacher on their cell phone at least 90 minutes prior to the group meeting to set up a makeup time. **NO REFUNDS WILL BE GIVEN DUE TO SNOW DAYS.**

**Snacks:** We provide a variety of snacks during group time and although we do not have nut based items we can not claim to be a nut free facility. Parents are welcome to bring their own snacks.

**Individual On & Off Site Consultation/Treatment available by appointment.**

**\*Speech & Articulation**

**\* Language & Pragmatic Language**

**\*Social Skills**

**\* Behavior Management**

**\*Sibling Stuff**

**\*Home Visits**

**\*School Visits**

\$95.00 per hour with Judy Scola M.S. CCC-SLP

Phone meetings and document writings-same fees

\$80.00 per hour other InSync Clinicians

\$75.00 per hour travel time (prorated)

