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## Policy Statement

### Services Provided:

Miller Educational Excellence provides educational therapy and academic instruction to students from Kindergarten through college. 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, writing, handwriting, organization, communication, and attitude toward academics.

### Payment Policy:

- Our current rate is \$130 per session (50 minutes) for instructional services with associates and \$145 per hour for consultation, test administration and educational sessions (50 minutes) with Dr. Miller.
- 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 cancel your appointment if your child is too ill to profit from instruction.
- For non-emergency situations, please provide as much advance notice as possible of changes in appointment days/times. We require a minimum of 48 hours advance notice of changes or cancellations.
- In case of emergency (such as illness), please call as soon as you know you are not able to attend.
- 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.
- You will have three months to schedule a make-up session at a time that is mutually convenient. If you do not schedule a make-up session within the three month period, you will NOT be given credit for the missed session.
- Only one make-up session will be scheduled for each session missed. If your child does not attend the make-up session, no other make-up session will be scheduled. It is your responsibility to schedule the make-up session.
- If cancelled or missed sessions occur frequently or become a pattern, we will not be able to keep the appointment time available for you. Please note that only 5 make-ups can be accumulated. Should your missed sessions exceed 5, you **WILL** be charged for these sessions (as outlined above) and you will **NOT** be given any makeup sessions. Please plan to come to 100% of your scheduled sessions in order to see true progress.

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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 \_\_\_\_\_

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**Dr. Kari Miller, PhD, BCET, Director**

**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 13 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 13.
- 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 for this review and development. 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 treatment decisions. The consultation rate will apply to these meetings.
- Consultation time will be recorded on a monthly basis. All consultation time above 30 minutes per month 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.

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

\_\_\_\_\_ **Date** \_\_\_\_\_

**Dr. Kari Miller, PhD, BCET, Director**