



Schedule Agreement

Hello,

In hopes to abide by insurance policies, Sunderlin Behavioral asks for parents to adhere to the arranged schedule provided below. Any changes to your original schedule agreement must be reviewed with your Case Supervisor and submitted in writing two weeks prior to the requested change. Be advised changes to your schedule will not guarantee the therapist assigned and or services. You may be placed on the wait list based on staff availability.

Arranged schedules that are not fulfilled 90% or higher for one month are subject to be given written notice. Families are given a maximum of 3 late starts that are no more than 15 minutes per month and 2 no-shows per month. If schedules are not met, more than 3 late sessions occur or there are more than 2 no shows for two consecutive months, families are subject to receiving 30-day termination notice. We ask parents to minimize cancelations to the best of their ability. We understand vacations/illness occur; we ask that you work with your supervisors on making up any missed hours.

What can parents/legal guardians/clients do to ensure their scheduled hours are fulfilled:

- Extend session times
- Add a Saturday or in-clinic session
- Have a sub provide an additional session if scheduled therapist is not available

Arranged Schedule:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Client's Printed Name

Legal Guardian's Printed Name

Legal Guardian's Signature

Date