



30347 Canwood St, #100
Agoura Hills, CA 91301

To Parents:

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 2 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 80% or higher for one month will be given written notice. If schedules are not met for two consecutive months families are subject to receiving 60-day termination notice. We ask parents to minimize cancelations to the best of their ability. We understand vacations/illness occur; we ask parents to work with their supervisors on making up any missed hours.

What can parents 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

Parent Signature

Date