

# b project

**clothing policy** / Treatment and training clients are put in various positions for training and treatment purposes, and the proper clothing and shoes are necessary to limit exposure, as well as not limit movement, or impede manual therapy. The clothing policy allows each session to be time efficient and maximize outcome. Examples of proper clothing include t-shirts, combination of exercise shorts with spandex under garment, sweats, running pants, & athletic shoes. Examples of improper gear include jeans, exposed sport-bras, low cut shirts/tanks, half-shirts, spandex shorts shorter than mid thigh, and street shoes.

**late policy** / Each appointment time is important and is scheduled based on the amount of time necessary to maximize outcome. Also, a client arriving 15+ minutes late to their scheduled appointment not only affects their plan of care, but also will affect appointments scheduled the rest of the day. The late policy states that clients arriving 15+ minutes after their scheduled time will be charged 50% of their scheduled service and will have to reschedule their appointment.

**cancellation policy** / In an attempt to have available time slots a cancellation policy is in place, where clients may cancel an appointment without charge, up to the end of the previous workday (5pm) preceding the scheduled appointment. Clients cancelling the same day of the scheduled appointment will be charged 50% of the scheduled service. Clients not showing for a scheduled appointment will be charged full price for their scheduled service. Clients using pre-paid packaged sessions will lose that session if cancelling on the day of their scheduled appointment or not showing for a scheduled appointment.

**treatment policy** / Current and past treatment clients with new injuries must schedule a treatment evaluation to assess new problem area, and establish proper plan of care. Prepaid training sessions cannot be used to pay for treatment sessions, treatment sessions are paid separately.

**strength-training packages policy** / The strength-training package design is to be used in consecutive week time frames. One-month packages expire 6 weeks after first scheduled session. Three-month packages expire 15 weeks after first scheduled session. Please note that packages cannot be used to pay for treatment sessions.

I have read and understand the policies and procedures explained above and agree to the following terms and conditions.

\_\_\_\_\_  
Client Signature or Parent's Signature  
(Parent must sign if client is under 18)

\_\_\_\_\_  
Date