



141 N Main Street
Fuquay-Varina, NC 27526

1520 Glenwood Avenue, Suite 201
Raleigh, NC 27608

Office: 919-577-6807 Fax: 919-577-6853
www.capitolcityspeechtherapy.com

Welcome to Capitol City Speech Therapy! Pediatric Policies

It is our responsibility to provide your child with the highest quality of services possible. There are several items to be aware of that will be helpful to you during your child's treatment:

- Hours of operation: 8:00 am to 5:00 pm
- Appointments should be scheduled as far in advance as possible, to ensure you get the appointment times most convenient for you.
- If you are unable to make it to an appointment, please contact Capitol City Speech Therapy to cancel or reschedule. Please call 919-577-6807.
- If you are going to be late, please give us a call to see if we need to reschedule your appointment.
- If child has a temperature, lice, pink eye or any other contagious illness, please call your therapist to cancel you session. If therapist comes to your home and siblings or family members are contagious, please call your therapist to discuss other treatment options or to reschedule.
- If more than 2 appointments are missed without canceling, you may be discharged from therapy.
- We are here to serve you and your child, don't be afraid to ask questions about treatment, etc – it's your right!
- You also have the right to refuse any treatment that you would rather your child not have.
- During your treatment sessions, you may be asked to perform a series of exercises or activities as part of your child's home program. It is important that these activities are done because they are the part of your child's therapy that you are responsible for. It will take a team effort to achieve your child's goals. If there are questions concerning this program, don't be afraid to talk with your child's therapist. There may be adjustments that need to be made to your child's program.
- Siblings are welcome to attend therapy sessions, however, if they become a distraction to your child or interrupt your child's therapy session, they may be asked to wait in the waiting area.
- **IT IS NOT REQUIRED THAT YOU STAY WITH YOUR CHILD DURING ALL TREATMENT SESSIONS. HOWEVER, IT IS STRONGLY RECOMMENDED INORDER TO CARRY OVER GOALS IN THE HOME.**

Thank you for choosing Capitol City Speech Therapy!



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Welcome to Capitol City Speech Therapy! Adult Policies

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- Hours of operation: 8:00 am to 5:00 pm
- Appointments should be scheduled as far in advance as possible, to ensure you get the appointment times most convenient for you.
- If you are unable to make it to an appointment, please contact Capitol City Speech Therapy to cancel or reschedule. Please call 919-577-6807.
- If you are going to be late, please give us a call to see if we need to reschedule your appointment.
- If more than 2 appointments are missed without canceling, you may be discharged from therapy.
- We are here to serve you, don't be afraid to ask questions about treatment, etc – it's your right!
- You also have the right to refuse any treatment that you would rather not have.
- During your treatment sessions, you may be asked to perform a series of exercises or activities as part of your home program. It is important that these activities are done because they are the part of your therapy that you are responsible for. It will take a team effort to achieve your goals. If there are questions concerning this program, don't be afraid to talk with your therapist. There may be adjustments that need to be made to your program.

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Bienvenidos a Speech Therapy!

Su doctor a referrido a su hijo(a) a Speech Therapy(terapia de habla) para tratamiento. Es nuestra responsabilidad proveer a su hijo(a) con la mas alta calidad de terapia de habla possible. Hay varias cosas de las cuales usted deberia estar advertido para ayudarle durante el tratamiento de su hijo(a):

- Horas de operacion: 9:00 am - 5:00 pm
- Citas deberian ser hechas lo mas pronto possible para asegurar que la hora de su cita sea la mas conveniente para usted.
- Su usted no puede venir a su cita, porfavor comunice a Capitol City Speech Therapy para cancelar su cita o cambiar la hora. Porfavor llame al _____.
- Su usted va llegar tarde, porfavor llamenos para ver si necessitamos rehacer su cita.
- Si usted no attiende a mas de tres cias sin cancelar, su doctor puede ser notificado y puede ser que lo quiten de la terapia.
- Nosotros estamos aqui para servirle a usted y a su hijo(a), no tenga miedo de preguntarnos sobre el tratamiento, etc.----es su derecho.
- Usted tambien tiene el derecho de rehusar cual quier tratamiento que usted pefiera no usar con su hijo(a).
- Durante las sesiones de su tratamiento, usted talvez tenaga que hacer una serie de ejercicios o actividades como parte del programa para la casa de su hijo(a). Es importante que estas actividades sean echas porque son parte de la terapi de su hijo(a) de las cuales usted es responsable. Va a tomar esfuerzo de los dos para poder obtener las metas de su hijo(a). Si tiene preguntas sobre este programa no tenga miedo de hablar con la terapeuta de su hijo(a). Podria haber ajustes que se necesiten hacer al programa de su hijo(a).
- Hermanos son bienvenidos a atender la sesion de terapia, pero si ellos se convierten en una distracion para su hijo(a) o interupen la sesion de terapia de su hijo(a) tendran que esperar en la area pediatrica.
- Si un padre tiene que estar en la area de espera con un hermano, tenemos una ventana de observacion para su convenencia para que usted todavia pueda ver la sesion de tratamiento.
- **NO ES REQUERIDO QUE USTED ESTE CON SU HIJO(A) DURANTE TODAS LAS SESIONES DE TRATAMIENTO. SINEMBARGO, ES RECOMENDADO QUE LO HAGA ESPECIALMENTE DURARANTE LAS PRIMERAS SESIONES PARA QUE ASI SU TERAPISTA LE PUEDA ENSEÑAR EL PROGRAMA CASERO Y PARA QUE USTED ESTE BIEN INFORMADO SOBRE EL PROCESO DE TRATAMIENTO DE SU HIJO(A). NOSOTROS NO TENEMOS EL PERSONAL QUE QUIDE A SU HIJO(A) EN CASO DE QUE USTED LLEGUE TARDE A RECOJERLO Y SU TERAPISTA TENGA QUE EMPERZAR SU SESION DE TRATAMIENTO.**

Gracias por escoger Capitol City Speech Therapy!