



To all families of S.M.I.L.E.S.:

I just want to send out a friendly reminder about session policy to everyone as fall gets under way. We need to be sure to take appropriate precautions to reduce the spread of germs that none of us want!

I ask that everyone remember sessions are 50 minutes in length. This time is to include all questions/concerns/etc a parent may have any give day. Should a parent not attend the session (as most do not) they are to be back into the therapy room after 45 minutes. For example, if your session is a 3pm you should be back in the therapy room no later than 3:45pm. This will allow time to provide an update on the session and any small tasks to work with at home. If a parent has information to share or questions to ask this should be done at the beginning of therapy or by returning earlier than 5 minutes before the end of the session. It is important to not be late. Please refer to the updated late return policy included in this packet.

It is important to vacate the therapy space at 10 minutes to the hour or at 20 minutes after the hour depending on when your session began. It is important that if a parent chooses to leave the premise they must return at the correct time. This is a courtesy to all other families as everyone deserves to have the same consideration. It is for the safety of your child as sanitizing of the space has to happen between each session. It is important to not enter the therapy room no earlier than 5 minutes before your start time and preferably not until it is your time for therapy to ensure that surface areas have dried appropriately from cleaning.

I want to thank you all for your cooperation with this matter. Adhering to the policy will ensure that each child and family receives the best service during their time.

Please contact the office if you have any questions at (513) 404-5915 or by e-mail at tlkn@teachtofeed.com

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