
55 Moreton St
SW1V 4RW

Kent House
Rutland Gardens
SW7 1BX

Terms and Conditions

Play2Talk Therapy Sessions

Please take the time to read the information below.

Opening Hours

- Our centre is open 9-5 Monday to Friday (closed for 1 week the Christmas period).
- Holidays outside of this period will be charged as usual session (see Fees)
- Clients must arrive on time for their appointments.
- Lateness of 15 minutes or more will result in a session cancellation which will be charged
- If you are know you are going to be late / unable to collect your child due to an unforeseen circumstance, please arrange for another adult to collect your child (as stated on your approved adults form).
- Your child will not be released into the care of anyone other than those named in your approved adults form. Your child must always be handed into the care of Blue Sky staff upon arrival.

Referrals

Children do not need a diagnosis to access our services, but must meet a specific criteria* and be available for an assessment with our team ahead of admission to therapy sessions.

** 5 years or under on August 31st of their starting year (unless they have a school deferral year).*

** Experiencing a delay in their speech and/ or social communication skills.*

** Able to attend an initial assessment with our team to ensure we can provide the right level of support.*

** Able to attend a minimum of 2 sessions per week for a minimum of 6 months.*

Assessment

We require all children to attend an initial assessment with our Assistant Consultant.

Fees for Assessment: please see Appendix 1- Therapy Fees

Child Safety

If your child is going to be collected by somebody other than their main carer, you must notify our staff in advance so that we can arrange a password. You will then need to make sure the approved adults form is updated to include the name of the person (if not already). Without prior notification your child will not be released.

Children's Belongings

We cannot be held responsible for any loss or damage to property or clothing. All clothes, shoes, bottles / drink cups should be clearly marked with your child's name.

Snack and Lunch

A snack can be brought for sessions of longer than 90 minutes. Please note we are gluten, dairy and nut free due to allergies within our client group.

Clothing

- Children should come in standard day-to-day clothes. If your child is attending therapy more than once a week, with sessions where parents will be dropping them at the centre, please do provide us with 3 spare changes of clothes to keep in the nursery (in the case of accidents, messy-play etc). This should be brought in a labelled bag to avoid any items going missing or being misplaced.
- Please note any spare change of clothes may be worn to engage in messy-play - please don't provide anything valuable as messy accidents do happen.
- Please provide all nappies required. We do have a supply of nappies / wet wipes on site if needed but these will be chargeable if clients fail to bring sufficient supplies.

Sickness / Health & Safety

- If your child is unable to attend therapy due to illness, please telephone the centre to inform a member of staff (please leave a voicemail if your call is not answered).
- A member of staff will pick this up as soon as possible), or email Dr. Ruth (ruth@blueskyautism.com). If children fall ill during the day parents / carers will be contacted to collect their child.
- If parents are unavailable, another adult on your approved adults form will be contacted.

Cancellations

- Whilst we provide specialised services at a reduced cost, we do need to charge for all cancellations (*Please see 'Fees').
- Cancellations by Blue Sky – alternative services will be offered as a replacement wherever possible (swap of session days and/ or online parent coaching sessions)
- Client Holidays outside of our Holiday weeks - full cost of session
- Sickness or absence due to appointments - full cost of session

Children who are unwell must not attend the centre.

Children who have suffered from sickness or diarrhea must not be sent back to nursery within 48 hours after the last episode (2 full days before return).

Parents must inform staff immediately if their child is suffering from any contagious illness. Parents are informed of all accidents that may occur.. These will be filled out on an accident form and will be required to be signed by the parent / carer.

Payment Terms

Fees are required to be paid monthly in advance. You will be invoiced on the 25th of the month. Invoices need to be paid on or before 30th of each month. A late payment charge of £20 will be added to each invoice outstanding after 30th of each month.

The centre is open Monday - Friday throughout the year, and approximately 1 week over the Christmas period. The nursery will be open on Bank Holidays (excluding those which lie within our December closing period). Any client holidays / other absences will be charged.

Parents must inform therapists as far in advance as possible of any dates on which your child will not be attending. This helps us to organise our schedules in advance.

Emergency Contact

It is within the responsibility of the parent to inform us of any changes to the details of a child's emergency contact. This record must be kept up to date.

Notice of Termination

Private pay clients: All parents are required to give 1months' notice in writing to withdraw your child from therapy.

Please note- requests for change of days/ times/ part cancellation also need 1 month's notice

Please note: All fees will be due for this notice period.

I accept the terms and conditions as set out above:

Signature

Name of child: -----

Date: -----

NB: all therapy clients need to commit to a minimum of 1 consultancy session for progress review either every month or every 2 months. This can either be online or centre based.