



Preschool Program
Provider and Family/Preschool Personnel Agreement for Services

*Developed by the Suffolk County LEICC Quality Assurance Subcommittee
and the Professional Ethics Subcommittee*

As a provider of services to children in your municipality and school district Preschool Program, I am bound by a Code of Professional Ethics. It is important that the families of the children I provide services for understand the professional standards that are incorporated in this code and that we enter into an agreement to assure that the standards are followed.

I will:

- Provide services to the best of my ability based upon my training and credentials;
- Maintain all information to protect the privacy of your child and family.
- Make every effort to follow the schedule for service provision;
- Make up missed sessions, whenever possible, within 10 working days of the missed session;
- Advise you ahead of time if I am going to be absent for an extended period of time and call ahead of time if sickness prevents me from providing a daily service;
- Maintain accurate records of the services provided and bill only for those services provided;
- Provide you with accurate reports of your child's progress;
- Not engage in non-emergency cell phone and/or text conversations during service provision;
- Work cooperatively with other members of the treatment team;
- Work with you and other family members in developing strategies you can use to enhance your child's development.

Please understand that the provider must comply with the following professional boundaries:

I am:

- not allowed to work for you in any capacity other than to provide therapy to your child as authorized on the IEP.
- not allowed to be left alone with your child. A person over the age of 18 must be present in your home at the time I provide services.
- not allowed to transport you or your child anywhere or at anytime.
- not allowed to accept gifts or meals and is not allowed to be involved with you in personal activities such as birthday parties or family events.
- not allowed to recommend changes in services for which he/she cannot provide appropriate documentation to substantiate that recommendation.
- required to report any suspicion of child neglect, maltreatment or abuse as directed under Suffolk County Department of Health Services Policy and Procedure, Child Abuse and Maltreatment Reporting Process, Revised 7/16/04.

I have read this agreement and understand the professional boundaries that my provider is required to follow.

Name of Child: _____

Name of Parent/Guardian/Staff Personnel
(Please print)

Signature

Date

Name of Therapist (please print)

Signature of Therapist

Date