



Dear Valued Vision Therapy Families,

At Clarendon Vision Development Center, we're committed to delivering the highest standard of care. As part of this commitment, we're introducing some guidelines aimed at enhancing the safety, efficiency, and effectiveness of our vision therapy program for all participants.

1. **Punctuality:** We kindly ask all families to arrive on time for their scheduled therapy sessions. Timely attendance ensures that each patient receives the full 40-minute therapy session, along with an additional five minutes for reviewing home vision activities. This not only respects our therapists' time but also the schedules of fellow patients. While we understand that unforeseen circumstances can arise, please note that sessions will start promptly at their scheduled times. If you're running late, rest assured we'll still accommodate you or your child, but please understand that the session will need to end on time to honor other patients' schedules.
2. **Guidelines for Caregivers:**
 - **On-site Presence:** Caregivers must remain on the premises throughout the therapy session. This ensures immediate availability for home activity demonstrations, facilitates seamless communication with our therapists, and enables prompt response in case of any unforeseen emergencies.
 - **Appointment Protocol:** We kindly request a minimum of 24 hours' notice for any appointment cancellations or rescheduling requests. Makeup sessions should be scheduled within a two-week timeframe to avoid incurring a \$150 cancellation fee. To facilitate these changes, please feel free to text or call our office at 630-323-7300.
 - **Open Communication:** We encourage direct communication with your therapist via email or phone for any inquiries or concerns regarding vision therapy or home activities. To ensure efficient sessions, we allocate up to five minutes post-therapy for discussing the day's therapy or home activities.
 - **Check-In/Out:** We kindly remind all families to check in and out at the front desk upon each visit. This simple practice contributes to accurate record-keeping and streamlines our administrative processes.
3. **Siblings and Safety:**
 - **Supervision:** We kindly request that siblings or other family members refrain from engaging with equipment or toys in the therapy room while the therapist is providing home activity instructions. Please note this is for the safety and consideration of other patients in the therapy room.
 - **Safe Play:** Young siblings or family members should utilize the designated waiting/play area at the front of the office.
 - **Responsibility:** While our team works hard to ensure a safe environment, it's important to remember that supervising unattended children is the responsibility of their caregivers. While we're here to ensure everyone's safety and enjoyment, we kindly ask that caregivers keep an eye on their children to maintain a safe environment.



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Developmental Optometrist

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Optometrist

Thank you for your attention to these guidelines. We believe that these will further enhance the quality of our vision therapy program for all participants. Should you have any questions or require further clarification, please do not hesitate to reach out to your therapist directly.

We look forward to continuing this journey in vision therapy with you and/or your child!

Warm regards,

Clarendon Vision Development Center