FAR Therapeutic Arts and Recreation
Agency Attendance Policy

**Applicability**
This policy applies to FAR individuals who are invoiced through a third-party agency, including MORC, MCCMH, Easter Seals, Oakland Family Services or other similar agency.

**Registration Requirements**
All FAR individuals must submit an annual enrollment form and acknowledgement page. It is your responsibility to inform the FAR staff of any changes in contact information.

**Attendance**
By enrolling at FAR, individuals make a commitment to attend regularly scheduled therapy sessions. FAR is required to pay therapists whether an individual attends the session or not. Therefore, more than two absences per quarter may result in exclusion from the FAR program at the discretion of the FAR office. If an individual is excluded under this policy, he or she may be readmitted after paying a $50.00 reinstatement fee.

If an individual will have an extended absence due to medical reasons, it is incumbent on the parent or guardian to notify the FAR offices. If advance arrangements are not made and an individual is excluded from the program, FAR does not have an obligation to hold the individual’s scheduled spot, and the time slot may be filled at FAR’s discretion. Loss of a time slot may result in being placed on a waiting list for future openings.

**Communication**
All absences should be reported to the FAR office prior to the scheduled class time at 248/646-3347 or after hours at 248/781-5477. Please communicate directly with your therapist regarding any scheduling changes or concerns.