

02 9572 8840
info@plumtree.org.au
plumtree.com.au
Yabsley Ave, Jarvie Park,
Marrickville, NSW, 2204



When we can't meet face to face

From time to time, you may need to cancel a session. This happens for all kinds of reasons, including illness, holidays and urgent appointments.

If you cancel with more than 24 hours' notice, we do not charge for the session, unless you would like us to use the time in a different way.

If you cancel with less than 24 hours' notice, we will charge for the session, in accordance with NDIS guidelines. We know that late notice is sometimes unavoidable – for example, when a child wakes up sick. We can plan now so that **good use can be made of these sessions** and your NDIS funds. Your Plumtree team member will report back to you on what was done during the session, and ask you to sign off in the usual way.

Please share this information with your Therapist/ Key Worker

Tasks for sessions that are not face-to-face

Goal	Task	Date completed

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Notes