

VISION THERAPY POLICIES



Please read carefully through this policy document. If you have any queries please do not hesitate to contact us. Once you are happy please sign and date the form at the end of this document and return it to us, at or before your first vision therapy session. **(Vision Therapy (VT) is a treatment option following a detailed Visual Assessment)**

GENERAL PHILOSOPHY

When policies and fees are clearly understood before the Vision Therapy Program begins, all concerned can focus on helping patients resolve visual problems and achieve their full potential.

FEES

The fee for in-practice Vision Therapy is £40 for a 30minute session. The Vision Therapy fee is based on professional time and does not buy any of the equipment used. In addition to actual treatment time, it includes the time necessary to individually programme each patient with the in-practice and home procedures that will be most effective. It is best to schedule VT appointments for a time when the person is at their best, when VT is attempted when the person is tired or distracted then the session do not achieve their full potential. Therapy sessions can be booked in blocks of twelve and there are discounts for pre paid sessions. The comprehensive package includes all weekly VT sessions as well as Visual Assessments and reports. For people who do not want to pre pay, fees will be required after each session. The number of vision therapy sessions varies from individual to individual the range is from twelve to thirty sessions.

Home Vision Therapy

Home vision therapy activities are key to the success of the vision therapy programme. **These are not an optional extra.** At each in-practice session you will be given three to five ten minute activities, which will take 30 to 50 minutes per day. They do not need to be done in one block but it is often

better to split the activities up and even do some in the morning as well as afternoon and evening. The timing of the home and in practice therapy is vital; if the person doing VT is tired or irritable then VT will be very much more difficult. We realise that for many people who lead busy lives this will be difficult but in order for the programme to succeed this will have to be a priority. The person undergoing the vision therapy and their parents must be committed to the programme, as there will **only** be an improvement when the activities are followed consistently. **The prescribed amount of time must be spent and a conscientious effort made to perform the therapy activities exactly as instructed.** In everyone's interest please think carefully before commencing the programme as to whether or not you can make this commitment. (School can sometimes help with VT so please read the school section below).

We are aware of how difficult the activities can be, and would be more than happy to discuss any problems that crop up between visits so that we can help to make the therapy as effective as possible. The VT activities are designed to stretch the individual to help them develop and become proficient at a new skill. The activities follow a sequence of development where one skill builds on top of another, it is therefore important to ensure that we have laid a good "foundation" before moving on to new skills, this will mean that some types of activity have got to be done for several weeks. The activities should be achievable, if we set too high a goal then this can often lead to frustration and de-motivation please feel free to ring or preferable e mail me and I can discuss ways of making the activity achievable. Conversely if the activity is too easy then no new skills will be developed and the activity will be pointless again please contact me. The setting of the level is crucial, where we get it wrong it is my fault and we need to reset the level. (Be aware that my normal days off are Sunday and Monday). However the ability of your child to do the VT activity will vary depending on their state of mind, tiredness and the environment you are trying to do VT in, so please try to optimise these where possible. Where an impasse is reached it is better not to soldier on for the prescribed time but rather to take a break and return to the activity latter.

We will give you a book to act as a home diary. This is for you to record how you or your child, have got on with the activities during the week. **Please can you bring this with you to every vision therapy session.** This helps me to assess how quickly progress can be made. Each person does VT at their own pace and this is why it has to be individually programmed. A VT Log will also be given to record new activities. Written instructions are given for each activity, we have tried to make these as understandable as possible but if you are not sure what we are asking you to do, again please contact me.

VT and School

The resources that each school has vary considerably but for all patients the involvement of their school at some level is extremely desirable and beneficial. To start this involvement we ask you to give copies of the Vision Assessment report to the appropriate people at your child's school. We also ask you to speak to your child's teacher and SENCO at the outset and involve them in what is happening. The schools staff's experience and knowledge of

behavioral optometry will vary, we do have literature that has been produced for teachers and other allied professions which we would be happy to pass on if they would find that helpful.

Some schools where resources are available have got involved in doing one or more VT activity during the school day. This has made home VT so much easier and often children are more cooperative within the school environment. Other schools, that do not have the resources available to do this, have made a room available for a parent to do VT during the school day with their child. This has meant the child doing VT at a time when they are at their best and when there are fewer distractions. Other schools have reduced the amount of home work given to enable more time for VT. In situations where the above is not possible even an occasional enquiry about VT to your child can validate what they are doing and be an encouragement.

I am happy to liaise with schools and please feel free to pass my details to them (again e mail is generally the easiest way to contact me).

For those schools willing and able to do some VT we provide instruction sheets etc. An e mail address and contact person is very helpful to facilitate this and provide a means of feedback. At the end of this document we will ask you to give your consent to this sharing of information between us and your child's school.

If you feel that taking your child out of school for the in practice VT sessions is going to be the best for them then please discuss this with your child's school often they can suggest when this will cause least disruption.

Appointments

We advise people to book blocks of VT sessions in advance, so that if a particular time is better for you, it will be available. Sessions are available Tuesday to Friday between 9am and 5pm. Sessions are not available on Saturdays except under exceptional circumstances and can only be booked if explicitly approved by me.

MISSED APPOINTMENTS – RE-SCHEDULING APPOINTMENTS

Cancellations and missed visits affect our ability to provide optimal care. The success of your Vision Therapy Programme depends upon consistency. As it is our goal to help patients achieve the maximum gains in the shortest time possible, we have adopted the following policies:

1. **ALL MISSED APPOINTMENTS REQUIRE A CATCH-UP VISIT.** Catch-up visits should be scheduled within the same week, but it must definitely be scheduled no later than two weeks after the missed visit. This may mean two or more visits in one week.
2. There is a **£40.00 charge for all missed visits** unless at least 24 hours notice is given. We would appreciate as much notice as possible.

Telephone messages can be left 24 hours a day, seven days a week. This charge must be paid at the next vision therapy appointment and **applies to people on the comprehensive package and block packages.**

3. When notifying us that you will be unable to attend your regularly scheduled visit, have your calendar available so that a catch-up visit can be scheduled. If we are unable to take your call, we will return your call as soon as possible.
4. If missed appointments become excessive, the Vision Therapy Programme may have to be terminated in the best interests of all concerned.

Vision Therapy Equipment

During vision therapy there are a number of pieces of vision therapy equipment, which will be needed for home activities. Listed below are some of the pieces of equipment and their cost. Most of our equipment is very specialised and purchased from the USA and is consequently difficult to supply and replace.

- Flippers (various lens powers) £35.00 each
- Brock String £15
- Dinosaur Cards £15
- Bar Readers £35
- Bernellioscope £400
- Vectograms £50
- Balance Board £75
- Walking Rail £85
- Parquet Blocks £50
- Metronome £25
- Computer VT Programs £75

These items can be purchased from reception. We do also offer a loan scheme for all of the above equipment, **with the exception of the VT computer programs** which cannot be reused. If you wish to join the loan scheme a deposit of £50.00 is required. For people on the comprehensive package you are exempted from this deposit payment. This deposit will be refunded when all equipment has been returned and checked. **Lost or damaged equipment will be charged for at the above prices**

You must **bring all loaned equipment with you to each vision therapy visit** as this may need to be exchanged or used during the session. Loaned equipment must be returned on request, failure to do so will mean you being withdrawn from the loan scheme and having to pay for equipment needed for the therapy. We have only a finite number of each type of equipment so be mindful that for this scheme to work equipment must be returned when it is finished with.

(Amended 26/01/07)

VISION THERAPY AGREEMENT FORM

I have read, understand and agree to the following:

- **The policies outlining appointments, equipment and Vision Therapy charges.**
- **To undertake Home Vision Therapy**
- **To attend weekly in practice Vision Therapy Sessions**
- **To the sharing of information regarding my child with their school.**

I wish to be part of the equipment loan scheme and abide by it's conditions (if yes a £50 deposit is required)

Yes /No*

(* Please delete as appropriate)

Child's Name _____

Date of Birth _____

Parent/Guardian Signature _____

Date _____

Print name and initials _____

Please state your relationship to the child _____

Please give your child's School name and address _____

Please complete and return this form on or before your first vision therapy session (Not needed for the Visual Assessment). Please keep the policy document for your own reference.