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Providing Occupational & Speech Language Therapy Services for Children Birth to 21+

Cancellation/Attendance Policy

We are excited and glad to be seeing your child for an evaluation and treatment. To ensure the best possible delivery of service for your child, please review our cancellation/attendance policy:

- We require 24-hour advanced cancellation notice, except in the case of emergency or illness.
- An appointment is considered as a "No Show" if you are 20 minutes or more late or fail to cancel in advance.
- Being 20 minutes late without notification automatically cancels an appointment, will be charged as a No-Show, and will need to be rescheduled.
- Being late to your appointments is highly discouraged. We are unable to extend appointments beyond your scheduled session, and your child will lose valuable therapy time.
- We have a no-show charge of $75.00 the first time and $125 thereafter if the no-show occurs within 3 months of the first.
- *Please be advised that three consecutive no-show or last-minute cancellations not due to illness/family emergency will result in your child being removed from our weekly schedule*.
- *Multiple cancellations in any 90*-day period which drops your child's attendance below 75% will *also result in your child being removed from our weekly schedule, unless scheduled with the clinic in advance.*

Appointments are scheduled on a weekly recurring basis, unless a more frequent schedule is recommended by your therapist. Visits are scheduled out for the number of visits allowed by your insurance company. Maintaining your child's schedule consistently will allow for the most progress to be made.

We have these policies in place as we value your time and ours. We appreciate your help in keeping our appointments running smoothly and adhering to this policy.

_____ (initial) I understand and agree to these terms and conditions.

Patient/Child's Name: _____

Parent/Guardian Signature: _____ Date_____