



ATTENDANCE POLICY

Cancellations and “no-shows”: Please cancel or reschedule appointments as far ahead as possible. You can email me any time of the day, or call/text me after 7:00 a.m. to cancel. Unless cancelled due to an illness or emergency, appointments cancelled with less than 24 hours notice will be billed at the normal rate. Appointments that are missed without a cancellation (“No shows”) will also be charged the normal rate. “No shows” and late cancellations will be noted as such on the monthly bill. Late cancels and “No shows” are not reimbursable by insurance companies.

Extended Family Absences: Families are encouraged to provide the therapist with at least one week notice when they have a planned absence that will conflict with two or more therapy sessions. Every effort will be made to accommodate these absences, however if two or more consecutive sessions are missed, your child’s therapy time may not be able to be reserved. This will be discussed as needed.

Vacations, Holidays, and Inclement Weather: Every effort will be made to give you as much notice as possible when I am unavailable to meet during our regularly scheduled therapy time due to personal vacations or conflicts. Additionally, I will notify families as needed regarding holiday closures and inclement weather. Make-up sessions will be offered as my schedule allows during weeks that our appointment is missed.

I have read and understand the attendance policy.

Name: _____

Signature: _____

Date: _____