



# Cancellation Policy

## **Missed Appointments**

We understand life circumstances can get in the way of our best intentions, and cancelled appointments are bound to occur in your busy schedule. We will do our best to provide consistent services to provide the best opportunity for growth and progress towards your child's goals. We ask that you take responsibility for holding scheduled appointments for your child. Missed, or "Skipped" appointments not only affects your child's progress, but it also takes valuable resources/time away from other children seeking services. We are also unable to charge insurance companies for missed appointments, thus our dedicated therapists who are there for your child, do not receive reimbursement for their time.

## **Cancellation and Rescheduling**

As a courtesy, please notify us as soon as possible if you are scheduling a vacation, or if your child is ill (Fever 100 or more, Flu virus, stomach flu, Strep throat, chicken pox, etc.) A **mild** cold, runny nose or cough is not a reason to cancel. We will do our best to try and accommodate your schedule changes by attempting to re-schedule your child's sessions whenever possible.

**24 HR NOTICE is required for cancellation of services  
to avoid a "short notice" or "no show" fee of \$40.**

***This IS NOT billable to your insurance company.*** The fee will be due before the next scheduled treatment session is provided. If you have more than 2 unexcused cancellations or "No Shows" within a 4 week period, we reserve the right to discontinue services.

**By signing below, I understand and agree with all information as written above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_