

## Cancellation/Attendance Policy

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**Cancellations.** Appointments must be cancelled or rescheduled at least 24 hours in advance. You will be responsible for the full fee if a cancellation is made less than 24 hours before your appointment time. (Exceptions may be made for illness or emergencies.)

**Missed appointments.** You will be responsible for the full fee if you do not show up for a scheduled appointment.

**Late arrivals.** I will make every effort to hold a full session if you arrive late. However, your session may be shortened to accommodate appointments scheduled after yours. You will be responsible for the full fee if your session is shortened due to a late arrival.

I appreciate your help in keeping the office schedule running timely and efficiently.

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Client Signature

Date

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Signature of Parent, Guardian or Personal Representative

Date