



ATTENDANCE POLICY

Attendance and participation in therapy, along with complete compliance with any associated home programs, are essential for therapeutic success. While we at Therapy InSync understand that illnesses and emergencies occur, we respectfully request that you avoid frequent cancellations or “no shows”. All No Shows and Our therapy sessions are carefully scheduled with families in mind and your time is valuable. To ensure we stay on schedule, sessions will begin and end at scheduled times regardless of what time you arrive, unless that session has been previously re-scheduled with the therapist. Please adhere to our attendance policy by providing our office with advance notification for any cancellations resulting from a scheduling conflict.

A \$30 “Late Cancellation” or “No Show” fee may be incurred if:

- A cancellation is made with less than 24-hours prior to your scheduled appointment
- If the client fails to show up for a scheduled appointment (“no-show”).
- You are 10 minutes or more late for a therapy session
- If you reschedule/are late for 3 scheduled appointments within a 30-day period, the office will reserve the right to discharge (dismiss) the client.

ILLNESS/ ACCIDENT

In order to maintain the health and safety of our staff and the families we serve, we respectfully request that you contact your therapist or the office to reschedule sessions as soon as possible if your family or child is afflicted by illness or accident. We understand that illness or accidents may require less than 24 hours’ notice of cancellation, and we are more than happy to reschedule sessions when you or your child are unwell. In respect for the health of your family, should your clinician be ill, you will be contacted as soon as possible to reschedule sessions.

*In the event of “illness/ accidents” sessions that are rescheduled within two weeks of originally scheduled session will not be subject to a late fee of \$30.00

INCLEMENT WEATHER POLICY

In order maintain the safety of the families we serve as well as the staff of Therapy InSync, we recognize that severe or inclement weather may occasionally affect scheduled therapy sessions. In the event that sessions must be postponed due to inclement weather, the treating therapist will contact you as soon as possible to reschedule sessions. We respectfully request that you keep our office up-to-date with your most current contact information.

The decision to cancel sessions is not taken lightly but your safety is critical and we appreciate your understanding and cooperation with any scheduling changes.

*In the event of inclement weather, sessions are cancelled/ rescheduled less than the required “24-hour notice” will not be subject to a fee of \$30.00

I, _____, understand the attendance / cancellation policy and the risks of not adhering to it.

Print Name of Child

Date

Signature of Parent or Legal Guardian

Relationship to Client