

## **FUNCTION FIRST THERAPY, LLC**

### **Cancellation Policy**

## Welcome to Function First Therapy, LLC

It is our privilege to provide all client's the very best healthcare in a timely manner. We greatly appreciate you showing up on time for your appointments.

## Cancellation of an Appointment

Please notify us if you or your child is unable to attend an appointment. If it is necessary to cancel or reschedule yours or your child's appointment, we ask that you call **(207) 416-5236** at least 24 hours in advance. Your early cancellation will allow Function First Therapy, LLC to provide timely care to all our clients. We understand that there may be times you need to cancel on the day of your appointment, in times like this we will be happy to reschedule that visit for you or your child.

## No Show

An appointment missed without being canceled at least 24 hours prior to the appointment time is considered to be a no show. We know that your time is valuable and if you missed an appointment, we will gladly reschedule one that meets you or your child's requirements. A cancellation fee of \$50.00 will be charged upon a third late notice or no-show.

## Inclement Weather

In an event of inclement weather, the office may close. In circumstances like this, Function First Therapy, LLC will notify you as early as possible of these changes. If you are ever in question if the clinic is open due to current weather conditions, please call **(207) 416-5236** for more information. In times of bad weather, if you or your child's visit is missed, we will be happy to reschedule it for you.

Thank you for choosing Function First Therapy, LLC for yours and your child's therapy needs.