



Super Speech Solutions, LLC
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Attendance/Cancellation Policy

Attendance and participation in therapy along with complete compliance with any associated home programs, are essential for therapeutic success.

While Super Speech Solutions, LLC understands that illnesses and emergencies occur, we respectfully request that you avoid frequent cancellations or “no shows”. Please adhere to our following policy regarding providing our office with advance notification for any cancellations resulting from a conflicting appointment, vacation, obligations for work or family, or any other event.

All cancellations must be submitted 24 hours prior to your scheduled appointment.

- A fee of \$80.00 will be charged directly to the client if the following occurs.
 - If cancellations are made within less than the required 24 hour notice.
 - If the client cancels an appointment and does not re-schedule it within one week.

- A full session’s fees will be charged directly to the client if the following occurs.
 - If the client is not present for a session when the SLP arrives for a home, school, or online visit and no notification has been given to the SLP.

- If you are not present for an appointment (no show) without providing the appropriate advance notification for appointments OR cancel two or more appointments within a two month period, Super Speech Solutions, LLC will reserve the right to cancel all pending appointments and to no longer offer services to you as a client.

- If you cancel an appointment within the 24 hour time period, you must make every effort to re-schedule the appointment within one week. If you are not able to do so, then a cancellation fee of \$80 will be charged.

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

Print Name of Client

Date

Signature of Client or Legal Representative

Relationship to Client