

DAVIS ART THERAPY AND COUNSELING OFFICE POLICIES

We are committed to providing the highest quality care. Please review the policies below.

THERAPY START TIMES AND SCHEDULES

Please arrive on time for your therapy session. Sessions begin and end at the scheduled time. Clients arriving more than 15 minutes late may not be seen, as sessions cannot extend beyond their scheduled appointment time.

DROP OFF / PICK UP

We ask that parents check children in at the beginning of each session and walk into the clinic to pick them up. Curbside drop-off and pick-up are not preferred.

CHILD SUPERVISION

All children must be supervised at all times.

VIOLENT BEHAVIOR

We reserve the right to discontinue services following incidents of violent behavior that compromise safety.

CONFIDENTIALITY

We maintain strict confidentiality in accordance with HIPAA laws. Staff may not discuss client information with anyone other than the client or legal guardian.

CANCELLATION, NO-SHOW, AND TARDY POLICY

Consistent attendance is essential for therapeutic progress.

- Cancellations must be made at least 24 hours in advance.
- Cancellations with less than 24 hours' notice, late cancellations, or no-shows will result in a **\$100 cancellation fee**,
- Excessive cancellations, tardies, or no-shows may result in loss of standing appointment times.
- Cancellation fees are not billable to insurance.