APPOINTMENT POLICY

To accomplish success and benefit from speech/language and/or voice therapy, regular attendance is essential for steady progress.

A **minimum of 48 hours notice** is required for cancellations. It is considered a “late cancellation” if we are notified less than 48 hours from your appointment. There will be **no exceptions**.

* **2 cancellations within a 2-month period may result in forfeiting your appointment time.**
* **Please provide a credit card on file at the time of your first appointment. Copays will be charged same day or the following day of visit.**
* **A $40 late fee will be charged per late cancellation (less that 48 hours or NO SHOW.**
* **Out of consideration for our therapists, please do not bring your child in sick. We reserve the right to send home a sick child.**
* **You are fully responsible for charges, if your insurance does not cover services rendered, due to termination of policy or change of plan. So, it is important to notify us of any insurance changes immediately.**

Notify us by:

* Call/Voicemail: (310) 373-7599
* Email: [contact@southbayspeechclinic.com](mailto:contact@southbayspeechclinic.com)
* Text: (424) 271-5220

We work together as a team and we appreciate your understanding and cooperation as we work collaboratively to ensure your best care.

**X**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Client/Parent signature)**

**Name of Child:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_