

## SCHEDULING AND FEES POLICY

Since the scheduling of an appointment involves the reservation of a time set aside specifically for you, a minimum of 24 hours' notice is required for cancelling an appointment. If for any reason a session is no-showed or cancelled less than 24 hours in advance, a fee of \$50 will be automatically charged to a card on file. This can be separate from your regular payment method or used for both purposes. For clients without a card on file, our office will send you an invoice for \$50 for the missed session/late cancellation.

If you are ill, lack transportation, lack childcare, or experience inclement weather, the session can be converted to Telehealth by contacting me with at least a 90 minute notice. Please see Telehealth consent for more info.

I understand that sometimes true emergencies happen and there are circumstances beyond one's control that could prevent them from making an appointment. As such, I will allow for two excused no-shows per calendar year or per episode of care if this occurs.

Frequent cancellations or no-shows will result in termination of treatment. To promote consistency of treatment and the avoidance of large fees, if your account balance meets or exceeds \$100, sessions will not take place and may be cancelled from the schedule until this balance is paid.

Signing below indicates agreement and intent to comply with the "Scheduling and Fees Policy" above.

Client's Name (Print) \_\_\_\_\_

Client's Name (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_