

**Late Cancellation Policy**

- All appointments scheduled after noon, cancellations MUST be made by 10 AM that same day or a **\$10 fee** will be applied, and payment or payment arrangements must be made at your next visit.
- All appointments scheduled prior to noon, cancellations MUST be made the previous day or a **\$10 fee** will be applied, and payment or payment arrangements must be made at your next visit.

**No Show Policy**

- For every appointment that you do not show up for and do not call or email to cancel, a **\$10 fee** will be applied, and payment or payment arrangements must be made at your next visit.

**Late Arrival Policy**

- If you arrive for your appointment 15 minutes late or more, your therapist may not be able to see you, a **\$10 fee** may be applied, and payment or payment arrangements must be made at your next visit.

We understand that there may be an occasional emergency, and you cannot give notice for your missed appointment, but we expect that this would be the exception, not the rule. If no-shows and cancellations become habitual (3 no-shows or late cancellations within a 3-month period), your therapist will meet with you to discuss whether services are beneficial at this time. We also reserve the right to schedule another client in your time slot if you are not regularly attending your scheduled sessions.

By signing this letter, you are indicating that you understand these fees, and are agreeing to follow this policy. Thank you for trusting us with your care and we hope that this change makes your time with us more helpful.

Sincerely,

The ChildSafe Staff

Name: \_\_\_\_\_  
(Sign)

Date: \_\_\_\_\_