

Attendance Policy

We require **at least 75% attendance per month** to maintain a regularly scheduled appointment. *Please note this attendance policy is strictly enforced*

Because our office holds a time for your appointment, you are essentially promising to fulfill that reserved time slot. We take careful attendance. If you exceed a cancellation rate of 25 percent or higher you will receive an email and text notice that your slot is in jeopardy. This policy includes emergency, non-emergency and vacation cancellations. If you miss another appointment within 30 days of that notice, your reserved appointments will be removed and given to others.

We appreciate that circumstances can impact attendance and we totally understand occasional schedule issues, however we have limited Therapist availability and a waiting list of patients who need attention as well. Please make every effort to attend your appointments so that we can continue to provide you with the quality therapy you have come to expect from us.

Please sign at the bottom acknowledging that you have read each of the following guidelines:

- Please arrive on time for therapy sessions.
- If you are tardy, you or your child's therapy session cannot be extended to accommodate your late arrival.
- If you need to cancel an appointment, please call 24 hours in advance to notify us.
- If your call is not during our normal business hours, please leave a message on our general voice mail, or text us.

Thank you for your understanding and acceptance of our Attendance Policy and we look forward to seeing you!