



Attendance Policy

Effective Jan 1, 2022

We are so grateful for the opportunity to serve your child. From time to time, we find it necessary to modify our attendance policy to ensure that we are using our time and resources as efficiently as possible. Each time a client misses an appointment without providing proper notice, another client is prevented from receiving care. Please review the following policies below and sign to indicate you understand and agree to abide by these policies.

- **Late Cancels:** Please give us as much notice as possible if you know your child will be unable to attend their session. With appropriate notice, we may be able to offer that appointment time to a child on our waiting list. A 24 hour notice is expected, with the exception of extreme circumstances. We understand that emergencies happen and children come down with illnesses quickly. When an appointment is cancelled within 24 hours of the appointment time, but BEFORE the appointment has started, we consider that a “late cancel.” We allow 2 late cancels per year, to help account for unforeseeable circumstances. More than 2 late cancels, without valid reason, will result in discharge.
- **Tardiness:** Please be on time for your session. Late arrivals cost your child valuable therapy time. We often have sessions scheduled back-to-back, and in order for us to stay on schedule, we must start and end on time. If you are more than 7 minutes late to your appointment, your session must be cancelled or rescheduled. Two cancellations due to tardiness will result in discharge.
- **No Shows:** Appointments that are not cancelled with a 24 hour notice or that don’t meet “late cancel” criteria are considered a “no show.” Two no-shows will result in discharge.

The Importance of Regular Attendance

- In order to remain on our weekly schedule, we ask that your child attend at least 75% of their appointments over an 8-week period. Attendance that slips below 75% is creating a significant disruption in your child’s treatment plan. If your child is unable to maintain this percentage, they will be removed from our weekly schedule. We understand that life gets complicated and priorities change. If your family is going through a transition time, planning for extended vacation, or if your child is experiencing a health condition or needs a medical procedure that requires frequent or extended absences, we are happy to pause services until your family is able to commit to regular attendance once again. We are also happy to adjust your appointment time and day, if needed, to better suit your schedule.

If you need to cancel your session, please call/text your therapist directly, or call our office at **(336) 837-4222**.

I have read and agree to abide by Simple Therapy P C.’s attendance policies.

Signature

Date

Please print name

Child’s name