

## ATTENDANCE POLICY

Following your initial evaluation, you will be contacted to schedule regular ongoing sessions. This will be your regular therapy time—UNLESS otherwise contacted by *Eat, Talk & Play Therapy LLC* prior to your session.

If you need to cancel:

- Call the clinic or email at least 12 hours prior to your scheduled appointment.
- If you have more than 2 cancelations in a row, WITHOUT rescheduling or at least 1 weeks notice, your regularly scheduled session day/time slot will NO longer be available.
- If you cancel less than 12 hours in advance, you will be charged a late cancelation fee of \$40 automatically to your credit card.
- Acceptable late cancelations are: illness or family emergency.

If your session is canceled by *Eat, Talk & Play Therapy LLC*:

- You will be contacted at least 12-24 hours in advance by phone or email.
- IF POSSIBLE: You will be offered an opportunity to reschedule your session at a later date/time that is convenient for you.

NO-SHOW appointments:

- A No-Show is when you have a scheduled appointment, and you fail to show up within at least 15 minutes of your scheduled appointment time.
- Following 15 minutes you will be contacted via phone or email, and notified that you will be charged a no-show fee of \$40 automatically to your credit card.
- If you have 2 no-shows in a row, your regularly scheduled day/time slot will NO longer be available.

I have received, read, and understand the Attendance Policy that *Eat, Talk & Play Therapy LLC* has in place. I authorize *Eat, Talk, & Play Therapy LLC* to charge my credit in the event that I have a late cancelation or no-show appointment.

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

\_\_\_\_\_  
Parent/Guardian Printed Name

\_\_\_\_\_  
*Eat, Talk & Play Therapy LLC* (Christina J. DeMichele M.S. CCC-SLP) \_\_\_\_\_  
Date