



Kids First Therapy

CANCELLATION / NO SHOW APPOINTMENT POLICY

Kids First Therapy, LLC requires at least a 24-hour notice to cancel a scheduled appointment. We understand that occasionally instances may arise that do not allow for a full 24-hour notice to cancel an appointment, however, we do continue to require a notification prior to scheduled appointment time to avoid being charged a fee.

In the event that 3 appointments within a 12-month period are canceled without a 24-hour notice, you will be charged a \$50.00 excessive cancellation fee. In the event that a scheduled appointment is considered a "No Show" (including if you are not home upon therapist arrival at scheduled time without notice, or if your child is not at their regular place of service such as a childcare facility without notice to the therapist that they will not be in attendance at that facility) you will be charged a \$25.00 no-show fee.

Due to the importance of consistency for therapy with your child to be successful, should you demonstrate excessive cancellations (3 or more over a 3-month period without reasonable cause) or 3 no shows over a 12-month period, Kids First Therapy, LLC reserves the right to discharge your child from services without additional notice.

In the event that an appointment is canceled or is considered a "No Show" the fee may be refunded to you if you re-schedule and perform a make-up visit with your therapist within 4 weeks of the original missed appointment.

Kids First Therapy, LLC therapists will make every effort to accommodate your scheduling needs, but please understand our need to enforce this policy.

Parent /Guardian Name Printed

Parent/Guardian Signature*
(*I have reviewed and understand the above policy)

Date

Witness Signature

Date

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