FAMILY ACHIEVEMENT CENTER

CANCELLATION + NO SHOW + TARDINESS POLICY

An agreement was made between you and the therapist regarding the frequency of therapy. The frequency was determined to be most beneficial in order to maximize the therapeutic effect of treatment. Cancellations, no shows, and tardiness compromise progress. When the need arises to cancel an appointment, we request notification as soon as possible

Also, it is very important for you to arrive on time for your scheduled appointment. Please call us if the patient is going to be late. If the patient arrives more than 15 minutes late for the scheduled appointment time, the therapist reserves the right to cancel the entire treatment session, and the appointment will be considered a missed appointment.

The Service Agreement you signed prior to your initial evaluation states that canceling or no showing for three or more scheduled appointments in a 3-month period could result in losing you/your child's appointment times, being placed on a "same day schedule", and/or the charge of $50 per missed appointment fee. This fee would not be billed to your insurance and would be billed to you directly.

We have found that consistent attendance results in optimal therapeutic outcomes and your commitment is very important. Thank you for choosing Family Achievement Center for your therapy needs.

I agree to the above terms:

_____ _____ / _____ / _____
Patient Name DOB

_____ _____ / _____ / _____
Parent / Legal Guardian / Self Date

_____ _____ / _____ / _____
FAC Representative Date

Sincerely,
Family Achievement Center