



CANCELLATION POLICY

Regular attendance is essential for your child's growth in therapy. However, there are times when the cancellation of an appointment is necessary.

- No fee for cancellations made with 24-hr. notice.
- Cancellations made with less than 24-hour notice, but more than 4 hours notice, will be charged at 50% of their therapy session fee.
- Cancellations made with less than 4 hours notice will be charged at 100%.
- Exceptions to this charge policy will be considered if the client makes up the session at a time available in the therapist's weekly schedule, and if scheduled prior to the next regular therapy session.
- **All cancellations will be billed directly to the client; no cancellations will go through your insurance company.**
- **Our answering machine is on 24 hours a day. You can call at any time during the day or night to notify Children's Speech and Language Services of Springfield, LLC that you need to cancel your child's session.**

By signing below, I acknowledge receipt of cancellation policy and agree to the terms stipulated above.

Parent's Signature and Date

Print Child's Name

Children's Speech and Language Services of Springfield, LLC

6354 Rolling Mill Place, Suite 103 ♦ Springfield, Virginia 22152

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