



POLICIES AND PROCEDURES

Appointments:

Please arrive at your appointment 5 minutes early. In the event that you arrive late for your appointment, the appointment may be shortened due time constraints. If you must cancel an appointment, please call immediately. We understand that life happens. We have a 24 hour cancellation policy. ***Therefore, please cancel appointments scheduled for the following day before 10 pm the evening prior via email, phone or text. The full service fee will be charged for no shows and last minute cancellations.*** In the case of a child's illness, cancellations will be accepted before 8 am. ***This includes school visits. Please do not count on your child's school to notify MSP.***

This does not apply to social skills groups. Social skills group students will be offered one make up session free of charge after the semester to cover the cost of all missed sessions. One hour social skills group lessons allow for 50 minutes in group and 10 minutes group/parent education.

Fees:

A schedule of fees can be obtained from my website. Enrollment in social skills groups requires a *non-refundable payment* for the first 50% of classes upon enrollment. For example, when you enroll for an 8 class session, the fee for 4 sessions will be due 1 week prior to the start of group. The remainder is due after the 4th class. We will charge your card after the 4th class or the class half way through the semester. We will hold 1 make-up class free of charge after the end of the session for all students who have missed classes. Social skills groups are priced at \$220 per 4 classes for check or cash payments and \$230 for credit card payments.

CAMP: Should you need to cancel camp 4 weeks prior, 100% of your payment will be refunded. Should you need to cancel camp 2-3 weeks prior 50% of your payment will be refunded. Should you need to cancel camp less than 1 week prior, 25% of your payment will be refunded.

Signature of Parent or Legal Guardian

Relationship to Patient

Print Clients Name

Date