



Attendance / Cancellation Policy

Attendance and participation in therapy along with complete compliance with any associated home programs are essential for therapeutic success.

While OT4LIFE understands that illnesses and emergencies occur, we respectfully request that you avoid frequent cancellations or “no shows”. Please adhere to our following policy regarding providing OT4LIFE with advance notification for any cancellations resulting from a conflicting appointment, vacation, or any other event.

All cancellations must be submitted at least 24 hours prior to your scheduled appointment.

A fee of \$40 may be assessed if the following occurs. This fee will be billed directly to the client/family.

- If cancellations are made less than the required 24 hours.
- If the client fails to show up for a scheduled appointment.

If you miss / reschedule / are late for 3 scheduled appointments without advanced notice, OT4LIFE reserves the right to discharge the client. Additionally, if you arrive late for a scheduled appointment, the session will still end at the scheduled time or may be cancelled.

I, _____, understand the attendance / cancellation policy and the risks of not adhering to it.

Print Name of Child/Client

Date

Signature of Parent or Guardian/Legal Representative

Relationship to Child/Client