



**Ideal Speech**  
**Orange Park, Florida**  
**oakleafspeech@gmail.com**  
**(904)385-3304**

## **Attendance / Cancellation Policy**

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

While Ideal Speech 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 our office with advance notification for any cancellations resulting from a conflicting appointment, vacation, or any other event.

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

- A fee of \$45 may be assessed if the following occurs. This fee will be billed directly to the client and not their health insurance company, as medical insurance does not provide coverage for missed sessions.
  - If cancellations are made less than the required 24 hours.
  - If the client fails to show up for a scheduled appointment.
  
- If you miss 3 scheduled appointments within a 6 month period, the office 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 Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Participant or Legal Representative

\_\_\_\_\_  
Relationship to Client

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