



chapman & associates  
therapy solutions, llc.

**ATTENDANCE POLICY  
EFFECTIVE 2/1/08**

Chapman & Associates Therapy Solutions strives to provide each patient with the highest quality of care while accommodating your schedule. Therefore, we reserve time – allotments for each patient. Keeping your child's appointment on a consistent basis is a key factor in making progress with his/her care plan.

We respectfully request 24 hours advance notice of appointment cancellations. If we do not receive advance notice of a cancellation, our ability to meet the scheduling need of our patients is limited. If appointments are not kept, your treatment program may be terminated after the second NO/SHOW or after the third cancellation within a 90 day period. We recognize legitimate excuses for missing appointments and keep accurate records of these occurrences, but we ask that you make every effort to keep your appointments and follow this attendance policy.

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**Patient's Name**

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**Signature of Guardian**

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**Printed Name of Guardian**

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**Date**