



Leading
By Example

Cancellation and Late Arrivals Policy

Cancellations

It is Leading By Example's policy that client's contact the office at least **24 hours** prior to the scheduled visit to cancel or reschedule an appointment. If you miss three or more scheduled appointments in a 30-day period without providing 24 hours advanced notice, you will be in jeopardy of having the therapeutic relationship terminated. While we understand that emergencies occur and will try our best to accommodate you under such circumstances, it is ultimately up to the Clinician's discretion of whether or not to move forward with discharge.

Late Arrivals

If you know that you will be arriving late for an appointment, please contact Leading By Example's office to inform us of your expected arrival time. If you arrive more than 15 minutes late for an appointment, that appointment may have to be rescheduled. We will try to accommodate you whenever possible, but we cannot guarantee this as we do not want to inconvenience other scheduled clients.

Re-engagement

If you are discharged in accordance to our discharge policy and wish to re-engage in treatment, there will be a 60-day waiting period before you may be rescheduled for outpatient mental health services through Leading By Example.

By signing below, you acknowledge receipt of Leading By Example's Cancellation and Late Arrivals Policy and agree to adhere to these terms.

Client/Guardian Signature

Date