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Gardnerville, NV 89410
Phone: 775-782-4202
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1021 Fremont Street
S. Lake Tahoe, CA 96150
Phone: 530-541-2445
Fax: 530-541-0517

NO-SHOW and/or LATE APPOINTMENT CANCELLATION POLICY

Thank you for choosing Tahoe Youth & Family Services for your counseling needs. In order to gain the most benefit from our services, it is important for you to come to every scheduled appointment.

In the event you are unable to make an appointment, we require a minimum of 24 hours notice. This allows us to fill the time slot with clients who are waiting to be seen. Also, if you are 15 minutes late for your appointment, there will not be enough time for the counselor and you to complete the session. If you miss two appointments without notification, you will be discharged from the counseling program.

If you do not call the office at the number above at least 24 hours before your scheduled appointment, the following fees will be levied regardless of the sliding fee scale or insurance co-pay:

1. A fee of \$50.00 if I do not provide a minimum of 24 hours notice when I need to cancel or change an appointment. _____ (Please initial)
2. A fee of \$50 will be assessed if I arrive 15 minutes or more after the scheduled appointment. _____ (Please initial)
3. The full amount of a counseling session, currently \$125.00, if I do not show for an appointment and have made no contact with the office. _____ (Please initial)
4. If I miss 2 sessions for unexcused reasons, I will be dropped from the program. _____ (Please initial)

By signing below, I agree to the above policy and stated fees.

Client Signature: _____ *Date:* _____

Signature of Parent or Guardian of client: _____ *Date:* _____

Described authority to sign on behalf of client: _____ *Date:* _____