

## Office Policies

Your scheduled time has been specifically reserved for you. If you need to reschedule your appointment you are requested to call at least 24-hours prior to your scheduled time, so that someone else may be scheduled within your time slot.

You will be required to pay 50 percent of the session fee for any missed appointments not cancelled or rescheduled at least 24-hours in advance.

You will be expected to pay the full fee for any missed appointments with no notice. In the event of an emergency, the session fee will be waived.

All sessions unless previously arranged are for 60-minutes, which includes initial intake and post-session follow-up. If you are late, your session will be within the remaining hour.

Payment can be made by cash or check at the time of service. Payment by credit card is available via my website.