

Dear Parents,

It is very important for your child's progress that therapy appointments be seen as a priority. Each therapist prepares and plans for your child's appointment specifically. It is the policy of The Madison Center to assess a fee of \$25 for cancellations made less than 2 hours before your child's scheduled appointment or for missed appointments without prior notification. Please note that you will be responsible for the cancellation fee in that we cannot charge the insurance company for such a fee. In cases of illness or emergency, please contact your child's therapist as soon as possible. In addition, planned absences and vacations should be shared with your child's therapist as early as possible so other families might utilize open appointment slots.

Thank you for your understanding and cooperation.

Sincerely,

Natalie Otten