



CANCELLATION POLICY

If you must cancel an appointment, please give **24-48 hours notice** by leaving a message in our general administrative voice mail at 717/806-5050, then press #. Forgotten appointments or **cancellations after the 24 hour window will be charged \$50** regardless of the reason. We understand that on occasion circumstances (transportation issues, illness, childcare, etc.) arise, so in those instances the \$50 fee will cover some of our time and we will not hold you responsible for the full counseling session fee. Unlike medical doctors who often see 30 or more patients a day, we reserve an entire hour out of our day for your treatment. Please note that insurance does not cover canceled appointments. If circumstances such as transportation or childcare arrive, please consider the option of a phone or FaceTime session, which we are often able to accommodate.

The decision to hold sessions under inclement weather conditions will be made mutually between the therapist and the client. In such cases, we are often able to do phone or FaceTime sessions as well.

Client Signature

Date

Witness

Date