

CENTRE PSYCHOLOGY GROUP

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Attendance Policy

Regular attendance is an essential part of successful and effective therapy. Most clients are seen weekly or every other week. Regular attendance can assist clients in reaching goals and maintaining gains in treatment. The following attendance policy reflects the needs of the client as well as the needs of your therapist.

1. 24 hours notice **by phone** is expected for cancellations. Email messages will not constitute a cancellation and this gives us adequate time to offer that time to another client (we often have a waiting list of clients who need appointments). We understand that circumstances arise and that late cancellations are unavoidable. Three 'late cancels' in each two month period of time are allowed. After three, there is a \$50 fee
2. All "no shows" will be assessed at a \$50 fee.
3. If there is consistently pattern of poor attendance, you and your therapist will review your individual circumstance and clinical needs. All options will be considered including continuing treatment, termination from services or referral to a more appropriate setting.
4. It is also helpful to inform your therapist if you are planning to leave therapy and your reason for doing so. The termination process can be beneficial to both therapist and client.

Please discuss any questions or concerns that you might have regarding this policy with your therapist.

Client

Witness

Date