

Chris Zwolfer, MA, CCC-SLP

Pediatric Speech and Language Services

Attendance Policy

Thank you for choosing my speech and language services. I want to provide the best possible services to all of my patients. I will do my best to schedule appointments that meet your needs. Regular attendance is important to your child's success. I ask that you follow the attendance policies outlined below:

1. **Cancellations:** Please call me at least 24 hours in advance to cancel your appointment. I reserve the right to charge a \$50 fee if you do not give me 24 hours notice. Insurance will not cover this fee.
2. **Missed Appointments:** If you cancel or do not attend 2 sessions in a row, I will put your services on hold until scheduling problems can be worked out.
3. **Clinician Cancellations:** If I am not able to attend your appointment, you will be contacted as soon as possible. Please make sure that I have a number that you can be reached. Every effort will be made to reschedule your appointment in a timely manner.

To cancel an appointment, call me at 303-918-1822
or e-mail chriszwolfer@comcast.net

I agree to the attendance policies outlined above.

Print Patient's Name

Date

Patient or Parent/Guardian Signature

Relationship to Patient