

Meadville Location  
18278 Technology Drive  
Meadville, PA 16335  
(814) 332-0095



Erie Location  
2437 West 26<sup>th</sup> Street  
Erie, PA 16506  
(814) 455-0754

## Cancellation/No Show Policy

While we understand that emergencies can happen, cancellations without 24 hours' notice and/or not attending a session without any communication, is something we take very seriously. We have outlined the following policy for Cancellations and No Shows:

**1<sup>st</sup> time: No Charge. Review of policy with client/parent**

**2<sup>nd</sup> time: \$25.00**

**3<sup>rd</sup> time: Full Charge (According to client's insurance reimbursement)**

**Please note that our later appointments (after school times) are limited and are our most requested times. If a client cancels or no shows an after-school appointment time (3:30pm, 4:30pm, 5:30pm) two times we will not honor a request for an appointment during those hours until there are three consecutive appointments made.**

\_\_\_\_\_  
*Signature of client/parent/guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of CAS Staff*

\_\_\_\_\_  
*Date*

**DATE(S) OF MISSED  
APPOINTMENTS:**

**DATE(S) OF POLICY REVIEW WITH  
CLIENT:**