

## Child And Family Psychological Services

**David Guth, M.Sc., C. Psychological Associate**

Member of the College of Psychologists of Ontario

### POLICIES AND PROCEDURES

#### Cancellations/Missed Appointments:

My clients' needs are a priority to me. Maintaining our scheduled appointment times is important. I understand that circumstances sometimes call for an appointment cancellation or change. I ask that you notify me of the need to cancel or change your appointment at least 24 hours in advance, except in the case of an emergency, when you cannot call ahead.

Following the first occasion on which the client cancels a scheduled appointment less than 24 hours beforehand where there has been no emergency, a reminder of the above policy will be given. Clients will receive an invoice for the entire scheduled time of subsequent undue cancelled or missed appointments.

#### Fees/Payment:

Fees are in accordance with the recommendations of the Ontario Psychological Association, and are competitive with those of other area psychological service providers (\$200/hr). Payment may be made using cash, cheque, credit or e-transfer. Payment is required immediately following each appointment during which a psychological service has been provided. A receipt, indicating payment for services was received, will then be provided to the client. Clients may then submit receipts to third party insurance providers, for partial or full reimbursement, depending on their coverage.

I have read, understood and accept the above policies and procedures regarding provision of psychological services, cancellations/missed appointments and fees/payment.

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*Parent/Guardian signature*

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*Date*

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*David Guth signature*

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*Date*

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