

## Policies & Procedures

- **Wait time-** Although we pride ourselves on punctuality; please be patient with us if we are running late. We are working with small children that often require extra attention. Our administrative staff will do their best at keeping you updated on your appointment time.
- **Lateness-** If you think you are going to be late for an appointment please call our office. If you arrive 30 minutes late, at the discretion of the doctor we may not be able to see you due to our schedule.
- **Broken Appointment-** If you have 2 broken appointments, you will be automatically charged \$100.00 for your missed appointments. A broken appointment is considered a “no show” or canceling an appointment the same day.

X \_\_\_\_\_  
Parents Signature: