



Attendance Policy

Beginning the journey of healing is a personal choice that takes strength and courage.

S.A.C. is honored that you have chosen us to walk this path together.

While we do understand that emergencies occur from time to time, our ability to provide you with quality care depends on your commitment to attend sessions on a regular basis.

- The usual length of a session is 45-50 minutes. After an appointment is scheduled, the session will be reserved until 20 minutes past the scheduled appointment. No session will begin after these 20 minutes have passed.
- Clients are expected to notify their therapist when they need to cancel an appointment for any reason. We require a 24-hour notice on all cancellations. We realize that emergencies, illnesses and extenuating circumstances may prevent this in certain situations.
- If a client “no shows”, it is their responsibility to contact the therapist to confirm their next appointment.
- If a client “no shows” more than 2 times, their case may be closed.
- If a client cancels their sessions more than 2 consecutive times, the therapist will no longer ‘hold’ that clients’ appointment time/day. The therapist and client can come to an agreement on how to schedule any further sessions.
- The Sexual Assault Center must have current contact information in the event a therapist needs to cancel a session. Sexual Assault Center will make every effort in contacting the client to cancel.

The Staff appreciates your thoughtfulness and consideration regarding the attendance of your appointments. Please sign below if you understand and agree to our Attendance Policy.

Client’s Name (Signature)

Client’s Name (Print)

Date

If Client is a minor:

Parent/Guardian (Signature)

Parent/Guardian (Print)

Relationship to Client

Date

We recognize that in some cases it may not be the appropriate time to begin this process.

*The staff at S.A.C. wants you to know that we will be here for you whenever
you decide it is the right time to make this step.*