essexcounselingcenter
LLC

Appointment & Cancellation Policy

All office visits are by appointment and must be scheduled via phone. Please arrive on time, as you use up your session time when you arrive late for an appointment. The usual length of an appointment is 45 minutes. We prioritize our clients' time & privacy. If a client cancels within 24 hours notice, we can offer that timeslot to someone who is looking to schedule an appointment.

All cancellations must be made with 24 hour notice prior to the appointment. There is a $75 charge for no-show, failed or late cancel appointments. Please note, this charge is not covered by insurance. In case of illness, please call to cancel no later than 9:00am on the day of the appointment. Please leave a message if you get the voicemail.

By signing this form, you agree to the above policy regarding appointments/cancellations.

Print Name of Client

Signature of Client 16 years or older Date

Signature of Parent/Guardian Date