

# **Children's Dentistry & Orthodontics APPOINTMENT POLICY**

The scheduled appointment is reserved specifically for your child. If a cancellation is unavoidable, please call the office at least **24 hours in advance**. A charge of \$35.00 will be made for broken appointments unless 24-hour notice is given.

◆ **We no longer call and confirm appointments. A text message and email will be sent to the phone number and email address you have provided. You must confirm as instructed in the message. If we do not receive a response your appointment will be cancelled 48 hours in advance. Please ensure we have your updated phone numbers and email address.**

◆ We strive to see all patients on schedule. But there are times when our schedule is delayed in order to accommodate an unforeseen event such as an emergency or an injured child. Please accept our apology in advance should this occur during your appointment.

◆ Please plan to arrive five minutes or more before your scheduled appointment. This will allow time to complete any additional paperwork.

◆ If you arrive ten minutes late for your appointment, you may be asked to reschedule for the next available appointment time.

◆ Broken or missed appointments affect many people. If two (2) broken/missed appointments occur or two (2) cancellations without 24-hour notice, our office reserves the right NOT to schedule any subsequent appointments.

Patient Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_