

APPOINTMENT POLICY

The scheduled appointment is reserved specifically for your child. Any change in this appointment affects many patients. If a cancellation is unavoidable, please call the office **at least 24 hours** in advance so that we may give that time to another patient.

- ◆ *All restorative (fillings, extractions, etc.) procedures are scheduled in the morning.* Children, as well as adults, are more prepared and do better in the morning for these types of procedures.
- ◆ *We strive to see all patients on time for their scheduled appointment.* There are times when our schedule is delayed in order to accommodate an injured child or an emergency. Please accept our apology in advance should this occur during your appointment. We will do the exact same if your child is in need of emergency treatment.
- ◆ *Please plan to arrive 15 minutes or more before your scheduled appointment. **This will allow time for parking*** and to complete any additional paperwork and see your child on time.
- ◆ *If you arrive 10-15 minutes late for your appointment, you may be asked to reschedule for the next available appointment time.*
- ◆ *Again, please call at least 24 hours in advance if a cancellation is unavoidable so that we may give it to another patient.*
- ◆ *Broken or missed appointments affect many people.* If two (2) cancellations occur without 24-hour notice, our office reserves the right to NOT schedule any subsequent appointments and/or charge a \$25.00 broken appointment fee for those appointments cancelled with less than 24 hours notice. Patients who fail to show up for their appointments without notice ("No Show") will be charged a \$100 no show fee. Please remember that when you do not keep your appointment, you are taking away time that could be used for another patient!
- ◆ *A parent or legal guardian (with official documentation) must be present during all appointments that the child patient is in the office.*

If at any time you have questions, please feel free to ask our staff or call our office. We are here to help in any way we can. We appreciate you entrusting your child's dental health to us.

Thank you!