



Nancy Sims, M.A., CCC-SLP  
Certified Speech-Language Pathologist

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## ATTENDANCE POLICY

I would like to take this opportunity to thank you for choosing me to provide speech-language therapy services to your child. I want to provide the best possible services to all of my clients, and will do my best to schedule appointments that meet your needs.

Regular attendance is important to your/your child's success. I ask that you follow the attendance policies outlined below:

1. **Cancellations:** If you are unable to make an appointment, I ask that you kindly provide me with at least 24 hours notice. I simply ask for this advance notice so that I may offer the appointment to another client. I reserve the right to charge the full session fee if you do not show up for an appointment without sufficient notice.
2. **Missed Appointments:** If you are more than 15 minutes late for your appointment and you have not contacted me, I will consider it a missed appointment and you will be charged for the session.
3. **Clinician Cancellations:** If I am not able to attend your appointment, you will be contacted as soon as possible. Please be sure that I know the best way to reach you. Every effort will be made to reschedule your appointment in a timely manner.

To cancel an appointment or let me know you'll be late, call or text me at 720-308-5426, or email me at [nancy@nancysims.net](mailto:nancy@nancysims.net)

I agree to the attendance policies outlined above.

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Print Client's Name

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Date

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Patient or Parent/Guardian Signature

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Relationship to Client