



CANCELLATION / NO SHOW POLICY

We realize your time is valuable, your appointment time in this office is reserved exclusively for you. If it is necessary to cancel your reserved appointment, we **require that you contact our office by NOON, one (1) working day in advance.** Cancellations by text or email will not be accepted.

A “No Show” appointment occurs when a patient misses an appointment without canceling by NOON, one (1) working day in advance. Last minute/ late cancellations are considered “No Show” appointments.

The first “No Show” will result in a note in your child’s chart, documenting the “No Show”. If there is a second “No Show”, it will result in the suspension of services and a **dismissal from our dental practice.**

If you cancel an appointment less than 24 hours prior to the scheduled appointment, you will NOT be refunded the half of the nitrous appointment that was required to schedule. Parent/guardians will then be required to pay another half of the nitrous fee prior to re-scheduling a nitrous appointment.

Exceptions to this policy must be approved by the doctor.

I have thoroughly read through and agree to this policy.

Child’s Name

Guardian Signature

Date

LOCATED AT:

127 Winslow Street
Watertown, NY 13601

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