

**APPOINTMENT POLICY**

We are aware of school policies that make it difficult for children to be out of school for any reason. However, **MEDICAL** and **DENTAL** appointments are **EXCUSED ABSENCES** with a doctor's school note and signature stating that the child was in the office.

Although we would like to see all school-age patients after school, this is not possible. Therefore, to make certain everyone has a fair share of after school appointments, the following guidelines have been set. Please help your child and others by not asking for exceptions.

- 1) A **parent or legal guardian** must accompany any child under the age of eighteen to all appointments.
- 2) For your safety and the safety of our patients and our staff we respectfully request that **NO FOOD, DRINKS, STROLLERS, OR CELL PHONES** be in any treatment areas.
- 3) Children six and under will be scheduled only between the hours of 8:20 and 11:40 AM. Children, as well as adults, are more prepared and do better in the morning for these types of procedures.
- 4) Operative appointments (fillings, extractions, etc.) for **all** children will only be available during the morning hours.
- 5) Six-month oral examinations and cleaning appointments for school-age children will alternate between school and after school hours. This means you will be asked to bring your child during school hours only once or twice per year.
- 6) Repair or broken appliance appointments will be scheduled during school time.
- 7) Coming in 15 minutes late for any appointment may **require rescheduling** so we do not keep other patients waiting. Please call if you are going to be late. This will be considered a Broken Appointment.
- 8) If for any reason you fail to come or cancel for an after school appointment, the missed appointment will be rescheduled during school time so that we may maintain the pattern of every other appointment after school.
- 9) We reserve the right to charge a \$40.00 missed appointment fee for broken/missed appointments. Broken appointments affect many people. If two (2) broken/missed appointments occur or two (2) cancellations without 24 hour notice, our office reserves the right to **NOT** schedule any subsequent appointments.

Your cooperation in complying with these guidelines is appreciated. We are concerned with school policies and believe these schedules will best benefit every patient. It is our desire to serve each and every one of you without causing your child to miss extensive school time. We appreciate you choosing our office for your child's dental care.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

