*Jennifer M. Shuart, LICSW, PMHNP-BC, APRN*

*Stepping Stones to Well Being, LLC*

**Attendance Policy**

Appointments for new clients are scheduled for 60 minutes.

Appointments for existing clients are scheduled for 30 minutes.

If you need to cancel an appointment, please do so 24 hours in advance to allow for others to take advantage of the opening. If an appointment is canceled with less than 24 hours’ notice, a cancellation fee of $50 will be due before another appointment can be scheduled.

Please note that a) if the appointment is cancelled by Jennifer or b) in cases of extreme bad weather or other hazardous conditions a cancellation fee will not apply.

Please make every effort to be on time to your appointment. If you are not able to make the appointment on time (i.e. stuck in traffic, accident etc.) please call/text/email Jennifer.

If you arrive more than 15 minutes late for your appointment, your appointment may be rescheduled and a cancellation fee will apply.