



Office Policies

Practitioner Name: _____

Client Name: _____ Date: _____ Date of Birth: _____

Please be advised of the policies for this office. Your signature below signifies acceptance of these policies.

Cancellation/Sickness

Amid the ongoing uncertainty of COVID-19, we have modified our cancellation policy to offer greater flexibility to all our clients. A 24-hour notice is required for cancellation of an appointment, UNLESS YOU ARE NOT FEELING WELL. Please cancel your appointment if you are experiencing a fever, cough, or sore throat. Please reschedule your appointment for when you are no longer symptomatic. THERE WILL BE NO PENALTIES FOR CANCELLATIONS DUE TO NOT FEELING WELL. We understand and request for you to please contact us as soon as possible, otherwise, you will be charged 50% of service price for late cancellations and 100% for no shows. Payment for non-cancelled missed appointments is due before your next appointment.

SPECIAL INSTRUCTIONS

- The health and safety of our clients and staff is very important to us. Due to COVID-19, clients who are not currently receiving a service will be asked to step out in order to control the number of people within our office.
- IF YOU HAVE BEEN TO A COVID-19-IMPACTED AREA or have been in close contact with a person infected with COVID-19, we ask that you please reschedule your appointment for 14 days past the date of the contact.
- PLEASE NOTE, we are requesting the clients wear face coverings when they arrive for their appointments.

Quiet Zone

Other clients may be receiving treatment, so please silence your cell phones and keep your voices quiet while in the common area.

Perfume-free Facility

Out of respect for other clients and therapists working at Hands of Grace, we ask that you please refrain from wearing perfumes or perfumed lotions to your session. Some people have allergies to or sensitivities to certain fragrances. Thank you!

Signature: _____ Date: _____

05/20