



Crossroads Counseling Center, Inc.

Strengthening Individuals and Families

420 W. Jubal Early Dr. Suite 203 Winchester, VA. 22601

PH: 540.773.3193 FX: 540.773.4982 www.crossroadsvirginia.com

GENERAL ATTENDANCE POLICY

In accordance with Crossroads Counseling Center's (CCC) Client Information Brochure received at intake, we require strict adherence to the Participants Informed Consent: Cancellation policy.

When you must cancel, please provide at least 24 hours' notice by calling during business hours @ (540) 773-3193. If you are unable to provide at least 24 hours' notice-when you cancel, you may be charged a \$25.00 no-show fee. Individuals who continue to cancel without 24 hours' notice may be discharged for noncompliance and reported to your referral source.

IOP ATTENDANCE POLICY

Due to the nature of Intensive Outpatient (IOP) Substance Abuse services, full attendance is a requirement. Adult individuals enrolled in IOP services are expected to attend ALL scheduled sessions, three (3) hours per day, a minimum of nine (9) hours per week. Adolescents enrolled in IOP services are expected to attend ALL scheduled sessions, two (2) hours per day, a minimum of six (6) hours per week. If you have a legitimate reason to be excused from a session you must communicate this to your therapist at least 24 hours in advance. You will be allowed one (1) such excused absence. If you miss a second session you must provide a written note from your doctor, and the session should be made up within the same week. A third (3rd) absence from IOP services will result in immediate discharge, your insurance company will be informed of your noncompliance, as will the referral source.

Client Signature _____

Date _____