

**CHARLES HENDERSON CHILD HEALTH CENTER  
DENTAL CLINIC PATIENT POLICIES**

**SCHEDULING:**

We have many children who want an appointment with our practice. If you need to cancel or change your appointment, we ask that you give us a 24 hour notice so that we can offer this time to someone else.

**BROKEN APPOINTMENTS:**

The appointment time given has been reserved especially for your child. Because of the length of time between appointments, we find it necessary to enforce our policy for broken appointments. **After 2 broken appointments, we reserve the right to charge a \$10.00 reinstatement fee.**

If appointments continue to be broken after reinstatement, you will be dismissed from our office and we will no longer be able to treat your child.

**LATE ARRIVALS:**

Because we schedule appointments every 30 minutes, it is very important that you arrive at your appointment time. If you arrive late for your child's appointment, you may be asked to reschedule for the next available appointment time. If you arrive late for an appointment, it is considered a broken appointment. **After 2 broken appointment, we reserve the right to charge a \$10.00 reinstatement fee.**

If appointments continue to be broken after reinstatement, you will be dismissed from our office and we will no longer be able to treat your child.