



Understanding

Set Free Alaska's Children's Program Wait List Policy

Wait list has a priority standing of a first come first serve basis along with the discretion of the program manager.

- Once your paperwork is completed and the clinical team has reviewed your file, you will be added to the wait list. The below information is to help you understand our waitlist protocol.
- We encourage you to set up your voicemail, this will help us contact you.
- A team member will call a wait listed individual, if voice mail is available a message will be left.
 - Individual has 24 hours to return phone call for next available spot.
 - If individual does not call in 24 hours, their spot on the list will remain if they are in contact within seven days.
- Three attempted calls with no answer or voice mail opportunity will result in individual being removed from the wait list.
- If you are removed from the wait list for the above conditions, you may be added back to the bottom of wait list

Understanding Your Assessment Appointment

- If you are more than 15 minutes late or miss your scheduled appointment you will not be seen and will need to pay a \$25-dollar rescheduling fee.
- When Set Free Calls the caller ID reflects 1-907-746-4799.
 - We recommend placing this number in your phone contacts with high call priority.

*If an appointment is scheduled and missed without the appropriate communication you will not be rescheduled and will be removed from the waitlist.

SIGNATURE OF PARENT,
GUARDIAN OR REPRESENTATIVE

RELATIONSHIP TO CLIENT

DATE



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