



School Year 2018 Scheduling

Name: _____ Therapist(s): _____

As we look toward scheduling during the school year, please help us to find an appropriate therapy slot for you. Therapy slots are scheduled as standing, weekly appointments, unless prior arrangements have been made. Sessions continue to be scheduled for 50-minute blocks of time.

If your child is very young or tires easily during the school day, please consider pulling out of school early in order to provide a therapy time that capitalizes on an alert, engaged brain! We can schedule before school or during lunch as an alternative to after-school times – early release or late start days are also excellent.

Below, please give us as many options as possible for appointment times, as we often have families request the same slots. Given your information, we will do our very best to schedule a time that is convenient and productive for you. We do prioritize returning clients for requested slots. **Please return this form by August 9th.** We will contact you toward the end of August regarding your fall schedule.

Number of days/week: _____ Location: Issaquah Kirkland

We wish to start our schedule the week of: September 4 September 10 Other: _____

Preferred days/times: _____

Please initial below to indicate that you have read and agree to abide by these policies:

_____ **Inclement Weather:** At our Issaquah location, if Issaquah School District is canceled, then all sessions prior to noon are automatically canceled. At our Kirkland location, if Lake Washington School District is canceled, then all sessions prior to noon are automatically canceled. You will be contacted by our office for sessions after noon to confirm or cancel, depending on the weather. If classes are delayed, you will be contacted by someone from our office to mutually confirm or cancel your session. If you feel you cannot safely attend your session, please call or email your therapist as soon as possible.

_____ **Illness:** We require you to cancel your session if your child exhibits any of the following:

- An uncontrolled, productive cough
- Vomiting
- Fever – *the Washington State Department of Health recommends staying home for 24 hours after a fever has broken.*
- Other signs/symptoms of contagious illness

If it's a day you kept your child home from school, we encourage you to keep your child home from therapy sessions. We do not charge for missed sessions due to illness.

_____ **Building Conduct:** We ask that you take note of all posted parking lot and common area building rules.