

## EDUCATION AND THERAPY ASSOCIATES, INC.

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SPEECH, LANGUAGE, LEARNING EVALUATION AND THERAPY  
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July 30, 2020

Dear Parents,

The Fall Therapy Program is set to begin August 24. **This Fall Therapy Request Form will be accepted beginning August 10.** Request forms cannot be accepted earlier, **and all forms need to be returned by August 17.** This is a narrow window, but I will commit to completing all scheduling and send confirmation letters by August 20<sup>th</sup>.

Some important points to understand prior to requesting a therapy schedule:

- 1.) All clients are seen 2 times weekly for one-hour sessions.
- 2.) Therapy is scheduled on a first-come, first-scheduled basis, beginning August 10, with current clients given priority in scheduling over new clients.
- 3.) By filling out this request, you are contracting for a specified amount of time each week. Therapy times are in demand, so it is my policy that once you have requested a therapy schedule and I have provided that schedule, I expect your firm level of commitment to that schedule.
- 4.) **Let me know your preferences as soon as possible.** The sooner you return this request form after August 10th, the better the chance I have of accommodating your request.  
*If your child has extracurricular commitments, please ascertain the scheduled times of those commitments PRIOR to submitting your therapy request. In fairness to other clients, therapy schedules cannot be altered due to unforeseen circumstances or last minute schedule changes.*
- 5.) Once a therapy schedule has been set, altering that schedule is difficult—and most often impossible. Changing one client's schedule creates a "domino effect" that impacts numerous other clients' schedules.
- 6.) This may be an excellent time to review my Office Policies Statement to refresh your memory regarding all policies. It is available on my website or please ask for it.
- 7.) To avoid miscommunication, no verbal or email requests can be taken.
- 8.) In an effort to respond to ongoing challenges we're facing with COVID-19, I will continue to implement TeleHealth services. I will resume traditional in-person services as soon as it's safe for all of us to meet in the close proxemics of a therapy setting.

Most of you know that I try my best to schedule all clients' therapy sessions at times that will maximize learning potential. I believe that young children, especially those with attentional problems, should not be scheduled in the late hours after school. Your child's therapy program is an integral part of his/her school curriculum and needs to be viewed as such. The school day is already more protracted than is optimal for many students with learning differences and they are exhausted after a full school day. Research shows that fatigue and attentional difficulties impede a child's progress, which is why I avoid scheduling young children or those with attention problems after school.

I wish to extend my thanks to you for helping your child with therapy homework throughout the summer. I am pleased with your comments regarding our therapy program and I have enjoyed working with your child. I am looking forward to a productive school year.

**PLEASE SEE REVERSE SIDE**

## FALL THERAPY REQUEST FORM

**CLIENT NAME:** \_\_\_\_\_

**BEST DAYS / BEST TIMES:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**TIMES/DAYS UNAVAILABLE:** \_\_\_\_\_

\_\_\_\_\_

**DATE REQUEST RECEIVED (OFFICE USE ONLY):** \_\_\_\_\_