



KINGSGATE SPEECH, LANGUAGE & READING

Dear Parents,

Fall services will officially begin Monday, September 17th.

I am currently in the process of putting the schedule together. As in the past, I will try to honor your requests as much as possible. However, that is not always possible, but I will work with you to find a day and time that is doable. I do schedule by seniority so if you are unable to get your preferred time, it's because that particular time has been a popular one.

Occasionally there will be no after-school times available in which case I will work with you to find a school-hour time that will cause the least disruption to your child's schedule. Those parents may need more time to speak with teachers to find an optimal time to come.

SOME REMINDERS

Sessions are scheduled to last 55 minutes. This allows your student a chance to visit the prize basket. It also allows us to briefly touch bases. If you would like more time, please let me know so I can stop therapy a little earlier. If you have something that requires more discussion, I would be happy to schedule a phone conversation or a separate meeting with you. This way I will be able to stay on schedule with all my students and respect the time of the next student waiting to be seen.

I do not have a designated waiting room. Parents have the option of dropping off their child, sitting in, or waiting in the adjoining clinic room while I meet with your child.

Occasionally a child's behavior is affected by the presence of the parent in the room. In those cases, I may ask that you simply drop your child off.

When walking through the halls of the office or waiting outside the door, **please remind your child and siblings to walk and talk quietly** to respect ongoing sessions of other therapists in the building.

Please turn off your cell phones if you plan on waiting in the clinic. It is important to maintain a distraction-free environment for that hour. Please make sure that your student has his/her cell phone turned off and out of sight when in the clinic.

No hoods on the children, please. I want the students relaxed, but ready to learn.

Students work best when they are well rested and have had a nutritious snack. While water bottles are fine to bring to the clinic, please leave all other snacks and beverages behind when entering the clinic.

Most students will have a notebook. This serves as a way of communicating with you, the work we are doing together in the clinic. Students being seen for literacy instruction will typically have home practice materials. It is very important that parents take the time to provide this additional practice. Occasionally a child will resist working with a parent. In that case, please designate another family member or grandparent to take on that role. Sometimes an older student in your neighborhood will be a good choice.

FINANCIAL POLICY

Please be reminded that payments are due on or before the 15th of the month following services. I prefer not to have to send out reminders so please respect the deadline. I have a payment box in the clinic or payments can be mailed. If you will be making payment through online banking, please arrange to have payments arrive before or on the 15th.

As a time slot has been reserved for your child, **fees are charged for each of those reserved days in a given month whether or not the student attends.**

Consistency and continuity of attendance affects progress and the availability of time slots is limited and in demand. As such, **there will be no credit for doctors' appointments, conflicting school or other activities, or weather, unless school has been closed due to weather conditions.** If there is an open time slot on my schedule that week, I may be able to offer an alternative time, but this may not always be possible.

As a mother myself, I understand that children will get sick from time to time, and family emergencies occur. Make-up sessions may be arranged. Please call me if your child is sick.

Some of you may need additional time to talk with teachers, coaches, and others involved in your child's care before you can commit to a schedule. In that case, we will firm up the schedule during the weeks before therapy begins. But please let me know so that I can secure a spot for your child as the schedule is quite full.

Important Note: I typically only take extra time off if there is a specific conference I plan on attending. However, this year my husband has surprised me with a trip that will take me out of the office the first two weeks of October (October 1-11th). Please make sure if you sign on that you will be comfortable with this break in services.

I look forward to seeing you all again this Fall. It is an honor and treat to work with each and every student. Thank you for your ongoing partnership and for the opportunity to spend this time with your child.

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FALL SERVICES 2018

Services will officially resume this Fall on **September 17th**. If you wish to have your child scheduled, please let me know. As usual, I will try to meet your scheduling needs as well as I can. I will honor seniority first and schedule accordingly. It is helpful to know if you have flexibility such as early-release days. I will also need to know the earliest you can be here, the latest you can be scheduled, and days or times when you would not be able to come due to other lessons, sports activities or other commitments.

Please return the completed form to me by **August 15th**. You can return it to me after that date, but you may lose your seniority.

I hope you thoroughly enjoy the remainder of summer and I look forward to seeing you in the Fall!

Child's Name: _____

****I will be scheduling services ONLY on Monday-Tuesday-Wednesday.****

Number of days a week I would like my child to be scheduled: _____

The earliest I can be at the clinic is: _____

I have early-release days on _____ and could be at the clinic by _____.
(Days/Times)

My ideal day/time is: _____

I would not be able to come on: _____
(Days/Times)

Comments _____

