



CREATIVE SPEECH SOLUTIONS, LLC

Pediatric Therapy Center

FALL 2020 SCHEDULING

We will be scheduling for the fall for both remote therapy and in-office therapy. Please fill out this form and return it to your therapist or Robin (robin@creativespeechsolutions.com) **by Monday, August 24th. Late afternoon and evening availability is limited**, so the more flexible you are the better the chances are that we will be able to meet your needs, especially if this is the first time you are requesting an after-school appointment. **Be sure to read the back of this form for additional information.**

The office will be closed on Monday, September 7th for Labor Day.

Fall schedules will begin Tuesday, September 8th.

Child's Name _____ Parent's Name _____

Home phone number _____ Cell _____

Email Address _____

Therapeutic Needs (e.g., # of times a week, session length) _____

Current Therapist _____

Please indicate if you would like your child to receive in-office therapy or remote therapy:

In-office therapy *In-office therapy will be conducted with strict adherence to CDC guidelines, in-office sessions will also be limited due to limited capacity requirements.

Remote therapy *Coverage for remote therapy may be subject to change for Aetna and Cigna patients due to limits in coverage for remote therapy sessions.

Hybrid Therapy *A combination of in-person and remote therapy which is a good option if a child needs sessions more frequently than 1x/week.

Please fill in your availability for **each day** between the hours of 7:30 a.m. and 7:00 p.m. Remember to allow for travel time. If your child is not available on a particular day, please indicate "not available." Please give as much information as you can and give **AT LEAST 3** options. (If you do not need to change times, please indicate that, but please still record additional availability in the event that we need to change the schedule.)

Preference (1st, 2nd, 3rd, etc)

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Saturday:

CSS SCHEDULING GUIDELINES

Please keep in mind that scheduling is a time consuming and difficult process. We strive to do our very best to schedule each and every child with the appropriate therapist on a convenient day/time, but this can be hard to do, particularly if you have restricted availability. We greatly appreciate your anticipated flexibility and understanding.

Please keep the following guidelines in mind, so there is not any confusion regarding how children are prioritized during the scheduling process.

- Children who had after school and/or Saturday spots during the 2019-2020 school year AND who attended therapy (teletherapy or in-person sessions) during the summer of 2020 will be given first priority for after school and Saturday spots in the fall.
- We are only able to prioritize your child during the scheduling process if your form is submitted by the August 24th deadline.
- If you took the summer of 2020 off or did not participate in teletherapy during the shutdown, we will do our best to place your child in the fall, but it may be necessary to place him/her on the waiting list, particularly if you require a spot during high-demand times (i.e., early morning, after school, Saturday).
- If your child attended therapy before 3:00 during the 2019-2020 school year but requires a late afternoon or evening appointment during the 2020-2021 school year, it may also be necessary for him/her to be placed on the waiting list until a spot opens up.
- While we do our very best to keep children with the therapist who is currently treating them, it is sometimes necessary for children to switch therapists in order to accommodate scheduling needs. If this is necessary, we will let you know as soon as possible.
- If you wish to take a less-desirable spot rather than be put on the waiting list, your child will be moved to a more desirable day/time as soon as a spot opens. He or she will be prioritized for that spot over children on the waiting list.