



Dear Parents,

Welcome to Harbor Children's Therapy. We are looking forward to providing occupational therapy services to your child and working with your family. **After reading this information letter, please keep it available for future reference.**

Listed below are general guidelines for participating in therapy services:

1. Please have your child dressed in comfortable clothing that may get dirty during therapy. Play can sometimes be “messy” work and movement activities require modest, comfortable clothing.
2. If you want to observe the treatment session, please discuss this with your therapist first. Please respect the privacy of other children and families who are in the therapy setting.
3. Treatment sessions are 50 minutes. The last few minutes of your child’s session will be used to discuss your child’s progress in therapy and review any home activities the therapist recommends. Please keep in mind our therapists have a very busy schedule and be respectful of their time by bringing your discussions to an end by the end of the session. If you have additional questions or would like to discuss your child’s progress further, please email or call the therapist. If you feel you need a significant amount of time to talk to your child’s therapist, you may schedule a consultation appointment with your therapist.
4. If you are running late for an appointment, please call and let your therapist know. It may be possible to extend your time, depending on scheduling.
5. If you choose to leave the clinic during your child’s therapy appointment, please make sure we have your cell phone number and be prompt in picking up him/her when their session is over as we do not have means for childcare. Please return 15 minutes before the hour.
6. In addition to providing occupational therapy services, we also sell therapy toys and products under the business name of **Play 4 Purpose**, “sensory driven toys.” The right toy in the therapy session or home program can significantly improve sensory processing, attention, engagement, interactions, language, and cognitive processing. Our goal is to empower families to continue these therapeutic interactions in the home and community environments with products that we have successfully used with the children at our clinic. Please feel free to discuss with your therapists toys and products appropriate for your child. We have a small display in the waiting room for you to view or visit our online toy store at www.hctherapy.com.

Harbor Children's Therapy will be closed for the following holidays:

New Year's Day Memorial Day July 4th Labor Day Thanksgiving
The day after Thanksgiving Christmas Eve Christmas The day after Christmas



THERAPY ATTENDANCE EXPECTATIONS

We value your child's progress in therapy and consistent attendance results in consistent progress!
Please initial next to each item and sign at the bottom.

_____ If you must cancel an appointment, please do so by giving 24 hours notice. We do encourage rescheduling your appointment if possible. It is essential to keep a regular schedule for any treatment to be successful. Understanding that emergencies do occur, it is our policy that any **cancellation with less than 24 hours will result in a charge**. A \$50.00 charge will be billed to the family and must be paid before the next session. This does not apply if you or your child are sick.

_____ If you must cancel or reschedule an appointment, please contact your therapist by voice mail. Voice mails can be left 24 hours a day at 853-5155.

_____ Two "no show" cancellations, missing more than 40% of the scheduled treatment sessions, or habitual cancellations will result in the loss of a reserved treatment time slot and/or you child being discharged from therapy.

_____ You will be notified as far in advance as possible when your therapist is ill, on vacation or attending a continuing education conference. Every effort will be made to reschedule your appointments so that your child will miss as little treatment as possible.

_____ Call or cancel your therapy appointment if You or Your Child :

- Has a temperature of 100 degrees or higher
- Has vomited within the last 24 hours
- Has a rummy nose with green or yellow mucous
- Has had severe diarrhea within 24 hours
- Has been exposed to a contagious condition such as chicken pox, measles, strep throat, conjunctivitis (pink eye), pertussis (whooping cough), or roseola
- If your child is being treated with antibiotics, he/she should be on the drug for at least 24 hours before resuming their regular schedule.

Signature of legal representative of child

Date



What to expect from Occupational Therapy using a Sensory Integration Therapy Approach

Sensory integration is a term that describes the brain's ability to take in information from the senses, organize it, and respond during experiences of everyday life. It is a process that helps mature the brain and mature the physical body. The three primary sensory systems that are emphasized in this approach include tactile (our ability to touch something and comprehend it), the vestibular system (located in the inner ear and involved in balance and eye-hand coordination), and proprioceptive system (sensors in the muscle and joints which gives us information about where we are in relation to other objects or people).

Through evaluation, a child's strengths and challenges in the different sensory systems, motor coordination, perceptual skills and interaction/play skills will be identified. A child may have either sensory defensiveness, sensory seeking behaviors, or both. An individualized treatment plan is created for each child. Play is a child's work. It is through play that children can be engaged to interact with their environment, be motivated to challenge themselves, and participate in activities that will help them to perceive and respond to their environment. Since treatment is play-based, it may look like your child is simply playing. However, the process is very complex and interactive, with the therapist identifying specific sensory and developmental needs. The therapist is constantly adapting activities, presenting new challenges for the child, and integrating these activities with the child's interest and "internal drive" in mind. Through this process the child is then set up for improvements with self-regulation, postural control, praxis and sequencing, eye-hand coordination, fine motor skill development, social and emotional development, and academic learning.

The use of any one modality is very specific, and is paired with your child's need and what a given activity can provide for them. Your child will engage in movement activities which may include swings, obstacle courses, balance boards, and more. They will engage in "messy" play and other assorted tactile activities. All activities will be structured to engage your child at their sensory level, pushing them to their "just right" challenge and advancing as appropriate. Children who participate in Occupational Therapy enjoy "playing" in their sessions and are eager to return. If you have any questions about activities here at Harbor Childrens Therapy, please ask!