

Thank you for your interest in Carle Auditory Oral School's Outreach Program!

Attached you will find the documents required to complete our intake process. Please print, complete, and return the documents. If you do not have access to a printer, please share your mailing address and we will send a packet to you in the mail. Forms can be returned by scanning and emailing the forms to me at Danielle.Chalfant@carle.com or by mailing them to us at Carle Auditory Oral School, 611 W. Park St., Urbana, IL 61801 ATTN: Outreach Intake Forms.

- Outreach Information Form
- Consent for Tele-Intervention
- Consent to Use Google Drive
- Therapy Tuition Billing Policy
- Tuition Express Information Forms

The [Outreach Information Form](#) allows us to collect contact information and communication preferences for our outreach families to help us to stay connected with you moving forward. There is a section for you to share information about members of your child's household as well. We have included this section because children often share stories about parents, siblings and other members of their household during therapy and having the names and ages up front helps us to be better communication partners. The third section of the form asks for contact information for other members of the child's team so that we can collaborate with them to ensure that your child's learning is as effective, relevant and efficient as possible. We offer a variety of Outreach Support services. Some are billed to insurance, others are billed through therapy tuition. Please complete the bottom section of the form if you are planning to access our therapy tuition sliding scale.

The [Consent for Tele-Intervention](#) documents your consent for your child's outreach services to be provided using Zoom.

The [Consent to Use Google Drive](#) documents your consent for the creation of a folder on the google drive which contains your child's outreach goals, documents progress toward those goals, and allows for consistent collaboration between individuals who have access to the drive.

The [Therapy Tuition Billing Policy](#) outlines the billing policy for outreach services. Please review this document and sign at the bottom of the Outreach Information Form to indicate your understanding and agreement with the policy.

Families that access the therapy tuition sliding scale have the option of making monthly payments by check, or to use our Electronic Funds Transfer payment option. After your intake packet is reviewed, I will be in touch to discuss your cost per session and approximate billing dates. If you choose to use Tuition Express, the [Tuition Express Information Forms](#) attached to this email provide information about how Tuition Express works and includes a form where families can enter their routing and account information to allow for deductions to occur. Please let us know if you have any questions about these payment options by contacting Myra Fawbush (Myra.Fawbush@carle.com) and Danielle Chalfant (Danielle.Chalfant@carle.com). We look forward to hearing back from you!

Sincerely,

Danielle M. Chalfant, Director
Carle Auditory Oral School