

**Welcome to Parsons Counseling & Play Therapy Center**  
We look forward to working with your child and family

This letter is to inform you of what to bring and what to expect at your first appointment (intake).

**Tour:** Typically, parent/guardian and client will have a tour of counselor's office, craft area, child centered playroom and bathrooms. Clients will wash his/her hands before going into the counselor's office at every appointment.

**Intake Paperwork:** We will review client paperwork and get releases for his/her prescribing doctor and other releases if needed. Counselor will review all completed paperwork and releases and enter all information as to why your child is needing services including child's history.

**During Intake:** Clients that are over six years of age will be asked to find five miniatures to put in a sand tray to let the therapist know more about him/her. If there is time remaining and this client is eight years of age and under, the therapist will introduce the child centered playroom for the remainder of the time. The first visit goal is to introduce the client to the therapist and to Parsons Counseling & Play Therapy Center. No therapy will take place during the intake appointment.

**The following items should be brought to the first intake appointment:**

- Child Intake Packet
- Parent/Guardian Photo ID
- Insurance Card
- Custody Papers, Power of Attorney or Divorce Agreement, if any
- Birth Certificate
- Medical Information

If client is too young to sit in the lobby while parent/guardian is with the therapist during intake, please bring an additional person to watch client during this time. Counselor will not permit a parent/guardian to speak about a trauma event or negatively in front of the client.

- Please bring legal documentation from the court if the client is not your biological child such as custodial papers.
- Please have the person that has custodial rights sign the intake paperwork.
- The child psychosocial can be filled out by custodial parent/guardian or caretaker.
- If a person other than the custodial parent/guardian is bringing the client, please have him/her fill out the release form with client's name and the name of the person bringing the client for counseling services.

**It is our goal to make the first appointment seamless. If all paperwork is not completed or brought to the first appointment, we reserve the right to reschedule your child's appointment.**