

**Time of appointment:..... Date:.....**

**GUIDELINES:**

**1. RE: QUESTIONNAIRE FORMS:**

The enclosed three forms concern both the parents and all children over the age of 5 yrs.

- A. Parents are required to provide the requested information guided by their own view of the child/children.
- B. Although the input of the children may be sought, they are not to complete the forms – parents only are requested to do so.
- C. It is best to complete the forms without too much thinking.
- D. Answer the questions by saying what you would prefer to do rather than what you would have to do in a demanding work situation.
- E. Be sure to complete the summary form by referring to all the data obtained, i.e. by entering the totals of each section into the summary.

**2. RE: APPOINTMENT:**

Because there is so much to be covered during your 2 hour consultation, we earnestly request that you arrive promptly at the time, which is noted above.

- A. Please ensure that you have already completed all the questionnaires and that you have them with you.
- B. We also request that you avoid late cancellation of your appointment. The time set aside for your consultation of 2 hours is most valuable as there are so many others who also need to be accommodated.
- C. Kindly be reminded that the cost of a personal consultation is R950.00 per family.