



# Consultants for Children, Inc.

## Club Spark Application Packet (CFCI Client)

Dear Family and Camper,

We would like to welcome you to Consultants for Children, Inc. Club Spark! We are looking forward to a fantastic, fun, social learning experience! The enclosed forms must be completed and returned prior to your child attending club. This packet is required of all participants at this time. If you require additional copies, visit our website at [www.sparkclubs.com](http://www.sparkclubs.com). In addition to the forms, a registration fee of \$25/child must be submitted with your application. Please write checks payable to Consultants for Children, Inc.

Consultants for Children, Inc. accepts many types of insurances and funding sources, in the case that we aren't a provider for your insurance, or you don't have coverage, private pay will then be discussed. Club will be from 9am-2pm. An attachment is provided listing available dates. Please mark the dates you are planning on attending. We will have a one-week session. Also, please note that there will be an activity fee of \$3.50 for everyday your child attends.

Please use the following checklist to verify that all information has been submitted, as all information provided will be used to determine your child's readiness and the goals that we will focus on throughout club.

**\*\*New for 2019: Spring Club is only available for 4-year old to 5th grade, no exceptions. Must be currently receiving ABA services. Club will only run if 5 or more kiddos are enrolled per day, per location!**

- |  |                            |
|--|----------------------------|
| _____ \$25 onetime non-refundable Registration Fee | _____ Sick Child Policy    |
| _____ Day Camp Application                         | _____ Release of Liability |
| _____ Emergency Form                               | _____ Photo/Media Release  |
| _____ Days attending (see attachment)              |                            |
| _____ Recent Photo of the Child                    |                            |

Please complete this intake and return it to the office. After you have returned all information a treatment plan will be made. Please note that your child cannot start Club until the treatment plan is made.

Please note that participation is not guaranteed, however we will do our best to accommodate you. It is our priority to provide a safe and therapeutic environment for every child and staff member, as well as the community. If at any point your child presents with severe aggression or elopement issues, and we determine that your child is not fit to be with us, you will be asked to pick up your child early. In this case there is likelihood that services may be suspended or canceled, while a treatment plan is updated and the staff working with your child are trained. We may suggest that your child receive in-office services or in-home services to provide your child with the care he/she may need. In the case that your child needs more than one on one supervision or a male technician, accommodation is not guaranteed. All of these happenings will be at the discretion of the directors.

If you have questions, please feel free to contact us by phone or email. We would be happy to answer any question you may have regarding Day Camps.

Thank you,

Stephanie Kimmen  
Head of Administration



# Consultants for Children, Inc.

## **Family Information**

### **Child's Name:**

First Middle Last  
Nickname: Date of Birth: Gender:  
Address: City, State Zip  
Number & Street, Apt. #

Does your child have a diagnosis? Yes No  
If yes, what is the current diagnosis?  
Date diagnosed: Age at diagnosis: Diagnosed by:  
Was this diagnosis firm or questionable?

### **Educational Background**

Does your child attend school? Yes No  
What is the name of the school?  
What type of program does your child attend?  
Is there a current IEP? (If so, please provide a copy) Yes No  
Families Primary Language: Secondary Language:

### **Payment Information**

The Camper's fees will be paid by:  
Parents/Guardians Agency CCB Self Insurance Other:  
Insurance Company Provider #:  
Policy Number:  
CCB Resource Coordinator Contact info:  
(please provide a copy of the insurance card)

### **Parent/Legal Guardian #1**

Name: Date of Birth:  
Address: City, State Zip  
Number & Street, Apt. #  
Occupation:  
Home: Cell#: Work#:  
E-Mail Address:

### **Parent/Legal Guardian #2**

Name: Date of Birth:  
Address: City, State Zip  
Number & Street, Apt. #  
Occupation:



## *Consultants for Children, Inc.*

Home:

Cell#:

Work#:

E-Mail Address:

Parents are:

Married

Separated

Divorced

Who has custody of the client?

Is the child adopted?

Yes No

### **Goals and Objectives:**

Please list some goals that you would like your son/daughter to achieve:

What are your child's favorite activities:

Does your child have any particular dislikes or things/situations that make him/her feel uncomfortable?

Where did you learn about Consultants for Children, Inc.?

Is there other additional information you would like us to know about your child/family including family info, allergies, fears, etc?

[www.SparkClubs.com](http://www.SparkClubs.com)

[www.ConsultantsforChildren.com](http://www.ConsultantsforChildren.com)

265 South Harlan Street Lakewood, CO 80226

(720) 272-1289 Office | (888) 300-3081 Fax

(720) 785-4544 Direct | [clubspark@cfico.com](mailto:clubspark@cfico.com)



# Consultants for Children, Inc.

**Club Spark runs from 9am to 2pm as follows.**  
**Please indicate days/session(s) you are registering:**

We will have one-week session. Please mark the dates you are planning to have your child attend. Also, please note that there will be an activity fee of \$3.50 for everyday your child attends.

## Lakewood Spring Club March 25<sup>th</sup> – 29<sup>th</sup>, 2019

M	Tu	W	Th	F
25	26	27	28	29

### WHAT TO BRING

The following is a list of items your child needs to bring with him/her to extended clubs. Please have all items kept together in a bag or backpack that is clearly marked. Also please mark all personal items (cups, clothes, shoes, etc) with your child’s name in permanent ink. Dress for the weather – it is better to be over-prepared than under.

#### Must Have’s:

- Money for the cost of admission for the days activity
- Sunscreen (please send your child with sunscreen applied and extra to reapply)
- Bagged lunch; water; drinks
- Extra diapers, wipes, and rash lotion (if applicable)
- Swimming apparel and towel (when applicable)

#### Other Possible Item’s:

- Extra change of clothing
- Any medications needed that are clearly labeled with written instructions. Please hand to a staff member; this should not be placed in child’s bag.
- Favorite toys, games, etc., that staff can use for reinforcement
- Any items they would like to share with the group

**BASED OFF THE SEASON, PLEASE DRESS YOUR CHILD APPROPRIATELY FOR OUTSIDE PLAY, INCLUDING SAFE AND COMFORTABLE SHOES**



# Consultants for Children, Inc.

## PROGRAM INFORMATION / EMERGENCY FORM

Emergency Contacts/Pick Up List: Please list all possible contacts. For non-family members, please indicate whether or not that person had permission to pick up your child from club. If there are any changes a new form will need to be done.

Name	Relationship	May Pick Up?	Primary Phone	Secondary Phone
	Parent	Yes No		
		Yes No		
		Yes No		
		Yes No		

Please list any allergies and/or sensitivities or intolerances (including foods ie. special diets): \_\_\_\_\_

Please list any medications your child will be taking while with CFCI:

Medication	Dose	Time of Day	Special Considerations

**By signing below you agree to only include a daily dose of medication labeled with specific instructions and the child's name. \*\*\*The child MUST be able to self-administer the medication\*\*\***

In case of an emergency we will call 911. We will request to have your child taken to a medical facility of your choice.

Hospital(s) of choice:
Medical Insurance Info:
Primary Care Physician and number:

### Pick-Up Policy/ Late Pick-Up Policy/Sick or Behavioral Pick-Up Policy

I understand the participant will only be released to a Parent, Legal Guardian, or Emergency Contact. An Emergency Contact must have valid picture identification for the child to be released. Participants are to be picked up no later than 2:00pm (unless otherwise arranged). The child may not return to the program if two or more late pick-ups occur. Sick participants or participants experiencing behavioral issues must be picked up within one hour of the notification call.

I have read and understand the Pick-Up Policy and will abide by such policy to ensure the safety of all participants.

**Parent/Guardian's Printed Name:**

**Relation**

**Parent/Guardian's Signature:**

**Date:**



# *Consultants for Children, Inc.*

## **RELEASE OF LIABILITY CLUB SPARK & SOCIAL GROUPS**

I understand that my child will participate in activities with Consultants for Children, Inc.'s (CFCI) Club Spark that may potentially be physically and/or emotionally demanding. I affirm that I have disclosed all conditions my child has that could potentially endanger his/her health or that of other participants. I agree to assume the risk of physical injury that could result from participating in these activities unless that injury can be proven to be the result of gross negligence on part of the CFCI staff. I release Consultants for Children, Inc. and its staff members, contractors, and outside facilitators from all liability for any injury to my child from participating in Consultants for Children, Inc.'s Club Spark.

I may revoke this consent at any time in writing. If I do not revoke this consent, this consent will expire one year from today's date.

Child's Name

Date

Parent/Guardian's Name

Parent/Guardian's Signature

Date



# Consultants for Children, Inc.

## PHOTO/MEDIA RELEASE

I give the following permission to Consultants for Children, Inc. (CFCI) and its subsidiaries regarding my child, \_\_\_\_\_ being photographed and/or videotaped during his/her activities with CFCI. These photographs/videos may be used, at your discretion, (1) internally to train staff, (2) externally to train the public and/or (3) increase public awareness and promote the continuation of our programs through the use of mass media displays, brochures, websites, etc. The photographs/videos will never be given to any third parties. All photos will be uploaded to a secure, password protected web-page on [www.sparkclubs.com](http://www.sparkclubs.com) under the “Client Resources” tab, for all families to view their children during the days activities.

Please check all that apply:

For Consultants of Children, Inc.’s website, brochures, and other media

For internal use only (CFCI staff training)

For external use (RBT training)

Only for the purpose of viewing the day’s activities via a secure web-page for the families participating in club

I may revoke this consent at any time in writing. If I do not revoke this consent, this consent will expire one year from today’s date.

**Parent/Guardian’s Name**

**Relation**

**Parent/Guardian’s Signature**

**Date**



# Consultants for Children, Inc.

## Sick Children Policy

Deciding when a child is too sick can be a difficult decision for parents to make. When trying to decide, use the guidelines below and seek the advice of your health care provider.

**No need to cancel---** If your child has any of the following symptoms, they should probably go to their session/appointment; sniffles, a mild runny nose with minimal drainage, mild cough without a fever and/or vague complaints of aches, pains, or fatigue

**Need to cancel—If your child has any of the following symptoms, please cancel your child’s session/appointment and possibly make a doctor’s appointment.**

***There may be many more health issues which would merit exclusion, but these are the most common.***

CHICKEN POX (Varicella)	Chicken pox blisters appear in crops and are infectious until ALL blisters are dried and crusted over (usually 5-6 days after start of rash). Keep child home until no longer contagious.
COLDS	A runny nose it not necessarily cause to keep your child home. Keep them home with a runny nose AND a fever, bad cough, headache or nausea, or if the child is too tired or too uncomfortable to function.
DIARRHEA	Keep children home for persistent watery stools especially if the child looks or acts ill. Persistent diarrhea, especially if accompanied by fever and cramps, should be evaluated by your health care provider.
EARS.	Drainage from the ear and/or ear pain should be evaluated by your health care provider. Untreated ear infections can cause temporary and/or permanent hearing loss
EYES	Thick mucus, pus, or clear liquid draining from the eye may be contagious. One or both eyes may also appear extremely red and feel irritated, itchy, or painful. The eyelid may be swollen and the eye may be sensitive to light. Wait until the drainage and symptoms have cleared. You may need to get a prescription for eye drops from your health care provider.
FEVER	A child must be fever free for 24 hours. Cancel your appointment for a temperature of 100 degrees Fahrenheit or higher within the last 24 hours.
FRACTURES OR SURGERY	Please notify your team if your child needs any modifications to physical activity, length of appointment, or mobility needs. You may be asked to provide written information from your health care provider regarding limitations and special needs.
LICE, SCABIES	Please notify Consultants for Children if your child has head lice. For a noted infestation of lice and nits (eggs), your child may not attend an appointment until he/she has been treated.
NASAL DISCHARGE And/or CHRONIC COUGH	These conditions may be contagious and may require treatment. Your child should be seen by your health care provider for evaluation especially if symptoms also include fever and a large amount of mucous drainage.
RASH	Any skin rash of unknown cause may be contagious or require medical treatment, especially with fever and itching. Consult with your health care provider. You may be asked to present a medical excuse from your physician stating that the rash is not contagious (or no longer contagious).
SORE THROAT	A sore throat, especially with fever or swollen neck glands may be contagious. If infected, please notify Consultants for Children to reschedule.
VOMITING	An ill child who is vomiting should remain home for 12-24hrs after the episode and until child has tolerated at least two normal meals. If related to a head injury, a vomiting child should be seen by a physician or in an emergency room. Please report the head injury to Consultants for Children.

I have read and understand the Pick-Up Policy and will abide by such policy to ensure the safety of all participants.

**Parent/Guardian’s Printed Name:**

**Relation**

**Parent/Guardian’s Signature:**

**Date:**





# Consultants for Children, Inc.

## CONTRACT FOR SERVICES CLUB SPARK

I hereby authorize the my child, \_\_\_\_\_, to participate in Club Spark as defined below, conducted and consulted by the staff of Consultants for Children, Inc. (here-in-out referred to as “Technician(s)”) and their Director, Germaine Seufert, M.A., NCC, LPC, CBIS.

1. **TERM:** I, the parent, understand that the term of this contract is beginning on \_\_\_\_\_.
2. I, the parent, understand that Consultants for Children, Inc. cannot guarantee my child a spot in Club Spark. Consultants for Children, Inc. must maintain safety of those participating in club, as well as the community. The intake filled out by me, the parent, will be used to determine my child’s readiness for club, and I assure its accuracy. If my child is accepted into the program, this does not mean that he/she will not be removed from club if his/her behavior is unsafe. Consultants for Children, Inc. may then suggest in office or in home treatment; it’s at my digression whether my child will be participating in alternate services.
3. I, the parent, understand either party may terminate this contract at any time. 24 hours notice must be given to cancel a scheduled day at Club Spark.
4. **OBTAINING INFORMATION FROM OTHERS:** I, the parent, have agreed to release my child’s medical, educational and psychological records to the Technician. The purpose of releasing records is to receive my child’s diagnosis, medical history, and evaluation of current intellectual and adaptive functioning. This information will be used to plan the future therapy for my child.
5. **SERVICE PROVIDER:** I, the parent, understand that Technicians providing services vary in degree of experience, education, and training. I also understand that the Technician holds no responsibility for the treatment staff not employed by Consultants for Children, Inc.
6. **TECHNIQUES USED:** I, the parent, understand that the goal of Club Spark is to teach and build social skills, and community safety. These techniques may include, but are not limited to: ABA, Behavior Modification, TEACCH, RDI, Floor Time, Play Therapy, and Verbal Behavior.
7. Research has shown that the techniques in the above named therapies are effective with children who are developmentally disabled.
8. I, the parent, understand that the techniques will not necessarily produce observable results during the course of Club Spark attendance, especially for those attending minimal days. The subsequent short and long-term application of the techniques has benefited other children with similar diagnoses as my child, and Consultants for Children, Inc. expects them to benefit my child. However, I understand that my child may or may not benefit, and that my child may experience some distress and may even experience more difficulties during and after participation.
9. **TECHNICIANS DUTIES:** I, the parent, understand that the Technician will co-create goals and treatments for my child’s therapy progress with the parents and other professionals.
10. I, the parent, understand that the Technician will not be working on holidays, if this falls on a weekend, then the Technician will not work the day before or after. I will verify the schedule with the Coordinator.
11. The Technician agrees to work with enthusiasm, patience and appropriate discipline, arrive on time for each of her scheduled therapy sessions and meetings, leave the work area clean and organized when completed work, and help prepare stimulus materials as required by the therapy process.
12. I, the parent, understand that I will need to pack a lunch, water, sunscreen and appropriate clothing each day.
13. I, the parent, understand and agree to the Sick Children Guidelines provided to me in my club manual.
14. **FEES:** Check the applicable payer
  - a. **Third Party Payer:** I, the parent, understand that Consultants for Children, Inc. is under contract by a third party to provide the above described services and this third party is also paying for these services. Consultants for Children, Inc. may be required by the third party payer to charge me for co-pays, co-insurance or other fees. I agree to pay daily activity admission fees for my child. I will never be asked to pay admission fees for my child’s Technician.
  - b. **Private Payer:** I, the parent, understand that Consultants for Children, Inc. is charging \$ \_\_\_\_\_ per day for Club Spark and agree to pay the daily fee, plus daily activity admission fees for my child. I will never be asked to pay admission fees for my child’s Technician.



## Consultants for Children, Inc.

- 15. I, the parent, understand that my \$25 registration fee is non-refundable. The only exception being if my child is funded by Medicaid.
- 16. I, the parent, understand I am responsible for daily activity admission fees for my child. I must provide this fee at the beginning of each week, or my child will not be able to participate in the activities. If my child misses a day, or adds a day the monies will be exchanged that week. I will never be asked to pay admission fees for my child's Technician.
- 17. I, the parent, understand that if, at any time, I have questions, and I may write, email or call the Technician at 265 South Harlan Street, Lakewood, CO 80226-2261, (720) 785-4544, clubspark@cfico.com.

I have read and understand the above information fully. Being informed of the above, I hereby agree to my child receiving treatment from Consultants for Children, Inc. In signing this consent form and contract, I acknowledge that I have received a copy of this form.

My child is a minor (age \_\_\_\_\_) and is unable to sign this form.

Signature (Mother or Guardian)

Date

Signature (Father or Guardian)

Date

In consideration of the promises of the Parent(s)/guardian(s) set forth above, and for other good and valuable consideration, the forgoing contract is hereby accepted and agreed to by the Technician(s).

Germaine Seufert, MA, NCC, LPC

Date



# Consultants for Children, Inc.

## STATEMENT OF CLIENT FINANCIAL RESPONSIBILITY

Client Name:

Client Date of Birth:

Responsible Party Name:

### FINANCIAL POLICY

- ❖ The client's guardian (or client, if not a minor) is ultimately responsible for the payment for treatment and care.
- ❖ Consultants for Children, Inc. (CFCI) will verify the client's eligibility and coverage for services rendered by CFCI staff.
- ❖ The client's guardian (or client, if not a minor) understands that CFCI will do our best to obtain insurance coverage and benefit information and that your insurance may deny a service that they previously stated was a covered benefit.
- ❖ CFCI will bill the client's insurance for services rendered by CFCI Staff.
- ❖ It is the client's guardian's (or client, if not a minor) responsibility to provide the most current and updated information regarding insurance before services are rendered.
- ❖ The client's insurance policy is a contract between the client's guardian (or client, if not a minor) and the insurance company, and CFCI is not able to modify coverage, copayments or deductibles.
- ❖ The client's guardian (or client, if not a minor) is responsible for payments of copays, coinsurance, deductibles and all other services that are not covered or not payable by their insurance.
- ❖ If your insurance denies any part of the claim, the client's guardian (or client, if not a minor) agrees to pay the full balance.
- ❖ Non-payment of copays, coinsurance, deductibles, or any other amounts, may result in billing charges, collection activity, and discharge from CFCI.

### PAST DUE BALANCES AND COLLECTIONS

- ❖ All invoices are due within 15 days.
- ❖ Invoices are emailed electronically to the client's guardian (or client, if not a minor)
- ❖ Past due accounts greater than 90 days are subject to a \$10 per invoice late fee and will accrue interest at the rate of 18%
- ❖ If you need special payment arrangements, please contact our Billing Department at 720-839-2873.
- ❖ Outstanding balances more than 180 days past due may be turned over to an outside collection agency.

### RETRUNED CHECK FEES

- ❖ Any returned checks will incur a fee of \$20.00

### ACKNOWLEDGEMENT

I have read and understand the financial policy described above. I agree to pay, promptly and in full, any amounts due to the provider, including co-payments, deductibles, and amounts due for non-covered or services that are not payable by my insurance.

I may revoke this consent at any time in writing. If I do not revoke this consent, this consent will expire one year from today's date.

Client or Guardian Signature

Date