



## Helping children to speak...and find their voice.

### The Glenleighden School Enquiry Form

Please complete the enquiry form in full.

Please note that provision of a school placement is not automatic. The pre-enrolment process will involve a review of all available historic and current documentation related to the child's development. Screening, assessment and/or consultation may be required prior to final recommendations regarding school placement.



CHI.L.D. Association  
33 Cubberla St,  
Fig Tree Pocket  
QLD 4069  
p:07 3378 8625  
www.childassoc.org.au



LET'S TALK  
Developmental Hub  
33 Stoneham Street,  
Stones Corner  
QLD 4120  
p:07 3394 1711  
www.letstalk.org.au



The Glenleighden School  
33 Cubberla St,  
Fig Tree Pocket  
QLD 4069  
p:07 3378 8625  
www.glenleighden.org.au

*LET'S TALK and  
The Glenleighden  
School  
are initiatives of  
CHI.L.D. Association*

#### Client Information

Name of Child	Surname:			First Name:
	D.O.B.:			Male/Female:
Name of parent/guardian	1)			2)
Address				
Phone	Home		Home	
	Work		Work	
	Mobile		Mobile	
Email				

#### Referring Professional's details (if applicable)

Name			Position	
Organisation				
Address				
Phone			Fax	
Email				

#### Where Did You Hear About Us?

- Through a friend/ acquaintance
- Through my paediatrician or GP
- Through my current school/ educational setting
- Through my current therapist
- From the internet
- From a radio broadcast
- From a newspaper article
- From a brochure/ newsletter
- From a CHI.L.D. Association staff member
- Other: \_\_\_\_\_

*Where would you be, do you think, if you hadn't learned to talk?*



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## The Glenleighden School Enquiry Form Agreement of Conditions of Service and Parents/Guardian's Consent Form

The Glenleighden School and LET'S TALK Developmental Hub are run by CHI.L.D. Association.

In referring my/our son/daughter ..... to CHI.L.D for services, I/we acknowledge that:

- Assessments and /or treatments to be undertaken by CHI.L.D Association staff may include:
  - administration of formal tests considered relevant to diagnosis;
  - observations of the student's behaviour and performance in educational or other settings (such as classrooms or play-grounds).
  - administration of any physical or behavioural examinations considered to be part of the procedures normally undertaken by the professionals concerned (e.g. muscle-tone examinations and/or treatment by a physiotherapist, oral-peripheral examination and/or treatment by a speech language pathologist).
  - administration of therapy and/or teaching considered appropriate by CHI.L.D Association staff.
- CHI.L.D Association staff may:
  - visit my/our child's regular school (with the agreement of the school principal) for the purpose of consulting with educational personnel and other relevant professionals, regarding the child, with possible outcomes of ongoing consultative support, treatment, or assessment and/or
  - have contact with the child at the LET'S TALK Clinic or The Glenleighden School as arranged with you, as parents/guardians, for the purpose of further support.
- CHI.L.D Association staff may create written records, photos, video or audio recordings of my/our child and use these in preparing their consultations and recommendations with parents, educational and therapy personnel or other professionals. All records will remain the property of CHI.L.D Association as medico-legal documents and may subsequently be used for research and/or professional education purposes. The confidentiality of these records will be respected at all times and no use will be made of them for general publications without further consent being sought.
- CHI.L.D Association staff may contact persons who are or have been directly concerned with the care or education of the student (such as teachers, therapists, and doctors) to seek information about the student's background, abilities and performance that may be relevant to the service being provided. Written reports or accounts may be requested.
- CHI.L.D Association staff may use the results of any relevant information available to assist in consulting with the educational personnel and other professionals involved with the child, with the intent of supporting and improving educational outcomes.
- For all services for which a fee applies, unless special arrangements have been approved by the Principal of the Glenleighden School the full amount of the fee is payable in advance. Where CHI.L.D Association is to provide a verbal consultation or written report, the consultation or report may be with-held in the event that an amount of agreed fees remains outstanding.

I/we hereby exempt The Association of Childhood Language and Related Disorders, its officers and employees from any liability or loss that may result from findings, opinions or recommendations expressed by CHI.L.D Association staff in relation to the students, and from any liability for any physical injury that may occur to the student whilst under the supervision of CHI.L.D Association staff, on the condition that those staff act conscientiously in accordance with the practices and duty of care normal to their professions.

.....	.....	...../...../20.....
Name of Parent/Guardian	Signature	Date
.....	.....	...../...../20.....
Name of Parent/Guardian	Signature	Date

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