

Dear **parent's name**,

**Organization/Therapist name** recognizes the impact that the recent COVID-19 pandemic is having on our community and how it may be affecting the families **Organization/Therapist name** is fortunate to serve.

Please know that we all continue to be dedicated to the provision of exceptional therapy services to our clients and, to that end, I am pleased to announce that **Organization/Therapist name** has added a teletherapy option for service delivery.

I am looking forward to our feeding therapy session on **date and time** via teletherapy. You can join the session at the scheduled day and time by clicking on the following link:

**Please use this link to join our session:** **Insert your link here**

To ensure as smooth a start as possible, please follow the instructions below.

1. Use a smartphone, laptop or tablet with a webcam or secure an external webcam to your computer. If you use a smartphone, please ensure there is a stable way to hold the phone in place i.e. a phone stand, “pop-socket”, tripod, or some way of propping it securely during your session.
2. Login a few minutes before your scheduled session to make sure the platform works on your device.
3. Place the device in an area where it’s visible for all of us to see each other.
4. Headphones may be used for better audio if needed.

During our first session, we will spend some time going over what our session will look like and you’ll have an opportunity to “show” the areas of your home that you expect to have our sessions in. This is for the sole purpose of getting an idea of your space and the items you might have available (some of which you may not have even considered for therapy!).

Additionally, the first session might also include brainstorming the development of a “therapy container” that contains items you have at home that target your child’s individual needs and will be close at hand for the teletherapy session. Examples of these might be cutting board, utensils, fun picks, measuring spoons, etc.

As this is our first teletherapy session, I've attached our Teletherapy Informed Consent Form. This form will need to be signed and emailed back to me or our office at **email address**.

Lastly, due to the nature of teletherapy, I will need a dedicated adult caregiver available to assist throughout the entire teletherapy session.

Every week I'll send you an email reminder with a link to our session a day or 2 before our scheduled appointment. As always, please let me know if you are unable to attend a scheduled session and we'll find a time to reschedule that works for both of us.

I'm looking forward to our continued collaboration together!

Thank you,  
**Your Name**