



T A H O E
YOUTH & FAMILY
S E R V I C E S

A SAFETY NET OF SERVICES FOR YOUTH AND FAMILIES

**1021 Fremont Ave.
South Lake Tahoe, CA 96150
530-541-2445**

New Client Intake Packet

Dear Parent or Guardian:

Thank you for your interest in Tahoe Youth & Family Services' and our programs. We hope that the following information will help you with our intake packet. You are very important in the process that you are entering with your child. Tahoe Youth & Family Services believes that the family plays a significant role in the success of each child's development and experience with our agency. Below are some tips to help you with the intake packet as well as the counseling experience.

1. For TYFS, the child is always referred to as the client. The only paperwork that is **NOT** to be filled out by or in reference to the child is the questionnaire marked "Parent/Guardian" on the top right corner.
2. Information provided on the questionnaire is confidential unless it is dangerous to self or others.
3. Our Payment Procedures forms require a pay stub or another form of income verification. **We will not turn anyone away for lack of payment or ability to pay. We do however believe that some form of payment is important in the therapeutic process. Please see Raymond regarding your payments as he can set up flexible payment plans.**
4. Please be on time and make every effort to bring your child or yourself to your scheduled appointment. We really appreciate a 24 hour notice of cancellation so that we may plan accordingly. Tahoe Youth & Family Services' policy is to discharge clients after 2 cancellations without prior notice.
5. Please bring only those children being seen for your scheduled appointment. You will find that our lobby is quite busy and not conducive to waiting with young children for an hour.

We truly hope that you find your experience with Tahoe Youth & Family Services to be helpful and positive. Should you have any concerns or questions, please do not hesitate to ask. Information provide on the questionnaire is confidential unless it is dangerous to self or others.

Thank you for choosing Tahoe Youth & Family Services,

Alissa Nourse
Executive Director

Cindi Swalm
Alcohol & Drug Counselor

Barbara Weathersby
LCSW, NY.

Lisa Allen
Alcohol & Drug Counselor

Heather Ayila
First Five Programs Coordinator

Julie Garrison
Clinical Psychologist

Ashlee Francis
Case Manager
Alcohol & Drug Counselor

Erin Eisenlohr
Bilingual MFT Intern

Raymond Clough
Fiscal Administrator