

## Registration for The Handwriting Clinic

**Online Teletherapy:** Thank you for your interest in working with The Handwriting Clinic to provide services for your child.

In order to get started with services, you can call our office at 972 633-1974 and speak with Karen Haddox to inquire about services or email Jan McCleskey at [jan@thehandwritingclinic.com](mailto:jan@thehandwritingclinic.com). I am Jan McCleskey, MA, OTR, the owner of The Handwriting Clinic and the therapist providing teletherapy services.

We have had The Handwriting Clinic since 2002. In the summer of 2020, we closed the building as it was not feasible to renew a 5-year-lease during the Covid pandemic. There are no plans to do a new lease. While I am not retired, I just do not want to work the 12-hour days maintaining a clinic while also continuing to do product development and inservices. I have 25 therapy slots that I can fill for teletherapy and see students mostly in the afternoons. Teletherapy is working extremely well for most students. Honestly, I really like teletherapy as the students make excellent progress when there is such close parent support. If your child needs direct 1:1 therapy due to significant attention span concerns, developmental delay, etc, teletherapy may not be the best choice but please call and discuss it with us. Tears to Cheers is a handwriting clinic in Dallas that is seeing students directly in their building – a very good option for students with significant special needs.

Slots fill quickly, but I am discharging and adding students often. If you are interested in a time slot, please fill out this registration form. Of course, we would love to chat with you prior to receiving the form if you have any questions.

Please email this form to: [jan@TheHandwritingClinic.com](mailto:jan@TheHandwritingClinic.com) and [office@thehandwritingclinic.com](mailto:office@thehandwritingclinic.com)

Once I receive the registration form, I can offer a time slot or place your child on the wait list.

**FALL/SPRING:** Time slots are in the afternoons with most slots from 3:30 – 5:30.

**SUMMER SLOTS:** Slots are offered on a first come basis. Please fill out the registration form and we will call around **May 15** to offer time slots in **order that the registration form** is received. Slots will be mostly in the afternoons. It is fine if you miss sessions for vacation or other activities, but you need to let us know ahead of time. I apologize if slots fill. I can let you know when registering if there will be guaranteed slots open.

\*\*\* Teletherapy services may only be provided to Texas residents due to licensure laws for occupational therapists in Texas. We have an option of self paced handwriting courses (includes learning modules and materials) that are available to any student regardless of residence. The link to these courses is:

<https://the-handwriting-clinic.newzenler.com>

Once your child has a time slot, Karen will be asking for registration information/billing to log you into our clinic software. You will get reminders for appointments and billing receipts from MindBody/The Handwriting Clinic.

I will email curriculum usually a week ahead of time. I will email a Zoom link. There may be some preliminary materials to purchase. \*\*\* Please email me some handwriting samples and a 15 second video of your child writing (I need to see the child's hand). Chatting with you and seeing this information will help me better plan for our first session.

### **Equipment requirements:**

A laptop works very well. A student can fold the computer up so I can see their face or they can see my screen, and then they can fold it down so that I can see them to their work. IPAD's or tablets work fine but I highly suggest purchasing a \$15 - \$20 folding stand or tripod for the device so that it can be folded up or down (I need to see the students work). For keyboarding classes only, I need a separate webcam pointing to the keyboard.

**Parent support:** Pre-K – 1<sup>st</sup> grade children will need a parent to sit with their child and help during the sessions. Many parents choose to help older students as well during sessions. Older students often can participate in the sessions independently, but we do ask that a parent be close by. I will usually email parents of older students a quick update on how their child did during the session.

### **Homework:**

The students get instruction from me, but they need to practice skills some during the week. This is not much practice but the students who practice some usually make quick progress.

If you do not have a credit card on file for payment, Karen Haddox, our office manager, will be calling to set it up. We charge sessions at the end of the week.

\$50 – 30 minutes

**Evaluation:** I can do an assessment – cost is \$150. This is important if your child has special needs and would require an individualized plan of care that requires adapted learning, adapted curriculum, etc. For most students, I run the teletherapy as courses and I just screen the students on the first session – no extra cost. Even though the teletherapy is curriculum or a course (similar to the courses and camps when we had our building), we do individualize sessions.

**Insurance:** We are not filing , providing or submitting forms for insurance as teletherapy.

**The Handwriting Clinic**  
Fine Motor Occupational Therapy

P: 972 633-1974

F: 214 291-5435

## REGISTRATION FORM

Child's Name: \_\_\_\_\_ Nickname: \_\_\_\_\_ Age: \_\_\_\_\_

Grade: \_\_\_\_\_

DOB: \_\_\_\_\_ School: \_\_\_\_\_

Address: \_\_\_\_\_

Parents name:

\_\_\_\_\_ cell: \_\_\_\_\_ other ph: \_\_\_\_\_

email: \_\_\_\_\_

\_\_\_\_\_ cell: \_\_\_\_\_ other ph: \_\_\_\_\_

email: \_\_\_\_\_

Please let us know of any other caregivers/sitters/grandparents that may be helping with the sessions. We need their name and phone number if they will be assisting in sessions if a parent is away. This helps us make contact if there is technical difficulties, etc with the Zoom meeting.

---

Handedness: \_\_\_ R \_\_\_ L

Handwriting Style: \_\_\_ Block \_\_\_ D'Nealian (we will call this "snail tails") \_\_\_ Cursive

Important medical concerns: (ADD, dyslexia, learning differences, low tone, sensory, etc).

Please list:

**Attention:** \_\_\_ attends better 1:1 with frequent redirection and encouragement.  
\_\_\_ can attend with occasional redirection to 5 minutes of fun, group instruction  
\_\_\_ attends well to group instruction

**Vision:** When was last vision exam, and what were the results:

**School:** \_\_\_ Placement in regular ed full time \_\_\_ Has 504 accommodations  
\_\_\_ Has special education accommodations  
\_\_\_ Placement in regular ed but pull out for \_\_\_\_\_ programming  
\_\_\_ Placement in the gifted, tag, pace, etc. program

**Previous or current tutoring or therapy:**

**(Please check off the following checklist: place a Y for yes, N for No)**

**PRESCHOOLERS**

- imitates strokes  attends to coloring for 20 seconds  sorts objects by color
- places small items in mouth  puts objects in container  snips paper with scissors
- completes simple 1 piece  can copy or draw a horizontal line  copies cross puzzles without help
- can string small beads  feeds self independently with spoon
- copies circles  traces name  copies name
- matches letters of name  verbalizes letters of name  attempts to copy letters
- attempts to color within  colors within the lines  holds pencil correctly
- border of shapes  has difficulty holding pencil  cuts forward along line
- cuts along curved lines  cuts grossly around shape
- writes name independently (upper case/lower case) Please describe:
- attempts to copy letters  copies letters, but in wrong sequence  copies letters well (not in hw lines)
- draws faces  draws people, animals, objects  draws actions (ex kicking ball)
- buttons buttons  zips zippers (except for clasp)  copies letters within hw lines
- colors within a border  knows right/left  switches hands when writing

my child does not seem to have any difficulty with fine motor or pre-handwriting skills - I just want him/her placed in a class or evaluated for enrichment opportunity

**KINDERGARTEN: (please also check off preschool skills)**

- writes name independently  recognizes most upper case letters  recognizes most lower case letters
- dresses self independently  copies upper case letters  copies lower case letters
- writes lower case letters from memory  writes upper case letters from memory
- writes well within handwriting lines
- writes numbers  has a funky grip on a pencil
- holds pencil with tripod grip  ties shoes  draws people, animals, objects
- dislikes fine motor/writing  can attend for  minutes to coloring,
- has difficulty with letter reversals (please list letters):
- has difficulty with number reversals (please list numbers):

my child does not seem to have any difficulty with skills - we are interested in enrolling for enrichment opportunities

**FIRST GRADE: (please also check off preschool/kindergarten skills)**

- writes lower case letters from memory  writes upper case letters from memory
- has difficulty with letter reversals (please list letters):
- has difficulty with number reversals (please list numbers):
- has difficulty with letter placement on lines  does not remember how to write all the letters
- has a funky grasp on a pencil  seems slow in handwriting
- copies sentences  composes sentences

my child does not seem to have any difficulty with skills - we are interested in enrolling for enrichment opportunities

**SECOND GRADE AND ABOVE:**

- uses notebook paper at school  has trouble with legibility on notebook paper
- has trouble with legibility on worksheets  has trouble with letter reversals
- has trouble with number reversals  has trouble with placement of words/sentences on lines
- sizing of letters is poor  has frequent spelling errors  has a funky grasp on a pencil
- reading fluency is at/ above/ below age level  has difficulty composing sentences
- has difficulty reading handwritten work to edit  letters do not seem legible
- forms letters incorrectly (ex bottom to top)  writes slowly
- complains of fatigue/hand getting tired  complains of hand hurting when writing
- writes fast and impulsively  math worksheets have poor legibility
- has difficulty thinking of ideas to compose  hates writing
- primarily uses  print  cursive  uses assistive technology at school

my child does not seem to have any difficulty with skills - we are interested in enrolling for enrichment opportunities

**OTHER NOTES ABOUT YOUR CHILD:**

ALL:

What type of program is/did your child using for handwriting at school (or homeschool)?

Please describe your primary concerns about your child's fine motor or handwriting skills? Try and be specific.

Does your child work well with you at home to practice fine motor or handwriting skills? Please describe:

Please describe any intervention your child may have worked through for fine motor or handwriting: (things you do at home, outside tutoring or therapy, etc)

Areas of difficulty at school:

Areas of strength at school:

My concerns for my child are:

My goals for enrolling my child at  
The Handwriting Clinic:

I understand that if I need to cancel a session, I need to email [jan@thehandwritingclinic.com](mailto:jan@thehandwritingclinic.com) or text Jan @ 214 497-8577, ahead of time (not call the office). If materials for the session have already been emailed, we will use those materials for the next session.

\_\_\_\_\_  
Parent or guardian

\_\_\_\_\_  
Child

\_\_\_\_\_  
Date