**Initial Enquiry Form**

NB – Information will be shredded after 12 months from the date of enquiry if you do not use our services. Please refer to our Privacy Notice on our website: [www.treetopsoccupationaltherapy.co.uk](http://www.treetopsoccupationaltherapy.co.uk) for further information.

|  |  |  |
| --- | --- | --- |
| **Parent/Carer’s name:** | | |
| **Child’s name:** | **Sex F/M** | |
| **D.O.B.** | **Age:** | |
| **Address:** | **Telephone:** | |
|  | **Mobile:** | |
|  | **Email:** | |
| **Postcode:** |  | |
| **School:** | **Mainstream/special school** | **Year group:** |
| **Diagnosis:** |  | |
| **Does your child have learning difficulties?** |  | |
| **How did you hear about Tree Tops?** |  | |

|  |  |
| --- | --- |
| **Please tell us about your main concerns. Comment on your child’s ability with** | |
| **GROSS MOTOR** | |
| Running |  |
| Riding bike (with/without stabilisers) |  |
| Throwing/catching |  |
| Participating in sport / PE |  |
| General Co-ordination |  |

|  |  |
| --- | --- |
| **FINE MOTOR** | |
| Using scissors |  |
| Using/playing with construction toys |  |
| Drawing |  |
| Handwriting  (grip, reversal of letters/numbers, hand/arm ache etc) |  |
| **FUNCTIONAL** | |
| Fastening buttons |  |
| Tying shoelaces |  |
| Dressing independently |  |
| Using cutlery |  |
| **SCHOOL** | |
| Are they keeping up with their peers – reading, writing, maths? |  |
| Do they struggle to stay focused? |  |
| Do they get work completed in the allocated time? |  |
| Do they achieve better on some days than others? |  |
| Behavioural problems? |  |
| General |  |

|  |  |
| --- | --- |
| **SENSORY ISSUES** | |
| Do they seek out stimulation?  (spin/fidget) |  |
| Do they have an aversion to any particular sights, smells, noises or textures? |  |
| Do they struggle being close to other? |  |
| Are they dormant or heightened? |  |
| General |  |
| **FEEDING** | |
| Diet  Chewing  General |  |
| **SLEEP** | |
| Sleep pattern  Routine  General |  |
| **ANY OTHER COMMENTS?** | |
|  | |

**For office use only:-**

|  |  |
| --- | --- |
|  | **Actioned** |
| **Take email address** |  |
| **Permission to send literature** |  |
| **TT website mentioned** |  |
| **TT Facebook mentioned** |  |
| **PSG mentioned** |  |
| **Added onto database** |  |
| **TT to ring back** |  |
| **Client to ring back** |  |

|  |  |  |
| --- | --- | --- |
|  | **Date** | **Agreed** |
| **Contacted TT** |  |  |
| **Quoted** |  |  |
| **Accepted** |  |  |
| **Booked into diary** |  |  |
| **Letter sent** |  |  |
| **Invoiced** |  |  |
| **Comments**  **Discussed instalments: Y N** | | |