Pediatric OT Tele-health Email Template

Hi (parent name). I'm looking forward to our session via tele-therapy tomorrow at (time of day) for (child name)! We are finding this platform works really well and is a great way to get some carryover to home too! :)

Please use this link to join the session: https://doxy.me/otchomehelp

In preparation for the session, please do the following:

- Use a laptop or tablet with a webcam or secure an external webcam to your computer. If you are using a smartphone, ensure there is a stable way to hold the phone in place (phone stand, pop-socket, tripod) during our session.
- Login a few minutes before our session to make sure the platform works on your device.
- Place the device in a place where you and your child can be easily visible to me watching you and vice versa. We will likely be moving the device around some during the session but I'd like to know we have a spot in the room from which we can work.
- Have some items for a play session available and include something gross motor (balls, pillows, chair & table) fine motor (craft supplies, coloring supplies, sit down games or block) and visual motor activities (puzzles, blank paper, coloring book).
- If siblings need to be around, please let me know so that I can plan accordingly; if it's feasible, arranging childcare or activities for siblings in other rooms of the house is preferable but I am happy to be flexible and try to incorporate siblings into the session as needed.
- I do need a dedicated person/adult present and available to assist throughout.

Because tomorrow is our first tele-therapy session I will use the first few minutes to have (child name) "show" me around as she would any visitor and to show me some of her toys. DO NOT WORRY ABOUT MESSES or anything else about the state of your house. I say this up front because therapy is not supposed to be stressful and some parents have voiced concern about what I will think. What I think is that I am so glad to be able to keep working with you!! :)

Thanks (parent name). See you tomorrow!