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Welcome to *Tutoring & You*, a beginner’s guide for tutoring children in handwriting.

Many children need extra help in handwriting. There are many different opportunities to help address a wide-range of handwriting challenges. Families are willing to find qualified individuals driven to help children succeed in school and beyond!

This tutoring guide will help you get started tutoring children in an individual or group setting. It also contains useful information on how you can use The Print Tool® in a variety of settings, home activities, handwriting clinic ideas, and more.

Please feel free to print this guide an unlimited number of times and use it to improve your business needs. It can also be a helpful resource to send home for families to complete activities with their child throughout the week.

Enjoy this rewarding experience of helping children improve their handwriting skills! Improved handwriting will lead to overall school success. Feel free to visit [hwtears.com/learninglounge](http://hwtears.com/learninglounge) for additional resources to use when working with families.
Home-Based Tutoring

Where do you begin? First, consider what kind of handwriting business would suit your needs. Are you suited for home-based tutoring, a handwriting camp, or a handwriting clinic?

Handwriting tutoring for children is just like tutoring for math, reading, and other academic areas. Home-based tutoring gives you more flexibility. You have the opportunity to work 1:1 with children at their own pace, and address a wide-range of challenges and ages.

Using The Print Tool® with Home-Based Tutoring

In your tutoring business, you can use The Print Tool according to the services you want to provide.

In your own business, The Print Tool helps you:

• Offer a consistent, scored evaluation for all students with printing issues
• Show parents how to do remediation activities at home
• Plan group activities for children who are at a similar age/stage
• Demonstrate progress with before and after student scores and samples
• Give information and advice to families that can be shared with the child’s teacher/school

Space & Furniture Requirements

Think about where you will be tutoring. Options may include renting space from a church or a community center. The rent at one of these places may be lower than an office setting. Another possibility is providing a donation to the church to set up a room to use for tutoring. Another option may be working from your own home. You’ll need to set up an appropriate work space out of your home. If you decide that neither of these spaces will work for you, then tutoring at a child’s house may be the answer. Take into consideration gas for your car when you are driving from house to house.

You will need to provide a setting relatively free of distractions. Child-sized furniture is ideal, but your kitchen/dining table will suffice if you use a youth chair or booster seat as needed. Be sure to let visitors know the areas of your home that are not part of your practice. Don’t forget you’ll need to have a restroom available.

Type of Instruction

Typically, home-based tutoring consists of seeing children individually with a parent or care provider present the entire session. You may also choose to instruct small groups of children performing at the same skill level.

When you first meet the child or children:

• Have child-friendly activities nearby to ease the transition
• Be prepared for special needs or accommodations
• Administer The Print Tool, if age appropriate.

Planning & Materials

In addition to the appropriate Handwriting Without Tears® workbooks and manipulatives, you will need a logbook for scheduling and documenting tutoring sessions. You may also want to have adaptive pencil grips, a slant board, and a chalkboard, or dry-erase board available (preferably 11 x 17”).
When you make the initial contact:

- Get complete contact information when you make the first appointment: address, phone numbers, cell numbers, and email addresses
- Discuss schedule and fees: $50–100/evaluation and $30–50/half-hour session depending on the going rate for similar professionals in your area
- Discuss your policy for missed and cancelled appointments

Time

Handwriting sessions typically last 30 minutes, although you can extend the time if you incorporate warm-up activities for 10–15 minutes. Here’s a guideline for breaking down the time in the session:

- Review the prior week’s activity or completed pages. For activities, ask the parent and student to demonstrate. For pages or papers, ask the child to help you select the best letter/word on each page. Talk about why it’s well done and place a small sticker near it. Do not point out more than one error on a page. Show the child how to fix the error: 5–10 minutes.
- Introduce a new lesson: 10–15 minutes.
- Give direction for home practice: 5–10 minutes. (See Activities for Home section.)

Record notes during the session. Give the families your contact information in case they have questions about the new activities.

Home Connection

Educating families is essential. The families will carry over the suggested handwriting activities throughout the week in the home setting until the next appointment. Provide families with structured activities and written instructions for home practice. Send home copies of the appropriate Letter Formation Chart, located at [hwtears.com/hwt/educators/teachers/classroomextras](http://hwtears.com/hwt/educators/teachers/classroomextras)

Assessments

Keep a running log of the before and after scores of the children’s assessments. This documentation can help you develop your business.

An Example of Home-Based Tutoring

Betty Wong, a special education teacher, uses her skills and Handwriting Without Tears® training to tutor children in her home. She has prepared a room with a desk and chairs for elementary-aged children, as well as a smaller table and chairs for children who are younger or smaller in size. She has a mat and a cabinet where she stocks all her warm-up activities and a filing cabinet for her records and paperwork.

Betty sees both individuals and small groups of children for tutoring. Depending on the age and number of clients, she schedules her tutoring sessions for 30 to 50 minutes and charges accordingly.

The frequency with which Betty sees her clients varies from 1 to 2 times a week to once a month. More detailed parent education is needed if the length between tutoring sessions is more than a week. She requires the parents to be present during each session.

Betty reviewed the tax laws governing self-employed businesses. Talking with the Small Business Administration and researching the rules and regulations with the IRS helped her understand the requirements for getting her business up and running. Betty has learned to use a Schedule C to file her self-employment income taxes. The IRS requires that all self-employed individuals keep very thorough business records.
Summer Handwriting Camp

Summer provides an open, less stressful schedule free from academic worries. It’s also a time when families seek activities to give their children a boost for the upcoming school year. Because there are no school handwriting demands, poor handwriting habits can be changed more easily.

Using The Print Tool® at a Summer Handwriting Camp

At summer camp, use The Print Tool® to:

- Assess students and identify needed skills
- Design remediation activities for groups
- Explain handwriting skills to parents and staff
- Show improvement and make recommendations

Type of Instruction

Groups can be coordinated by similar skill levels under the three different programs: Readiness, Printing, and Cursive. Determine group size, keep in mind that 4–6 children is ideal. Group sessions can vary in frequency and in length.

Space & Furniture Requirements

Contract a practical space with sufficient room for small group instruction and an area to work on vertical surfaces, such as on a chalkboard or dry-erase board. Possible spaces include a local community center, church, school, or therapy clinic. Select appropriately sized table and chairs.

Planning & Materials

There are many considerations in planning a summer handwriting camp.

You will need to have the appropriate Handwriting Without Tears® instructional materials for each student when camp starts: student workbooks, manipulatives, and paper. In addition, you will need The Print Tool, and enough refills for all your students.

Here’s a brief list of things to consider when organizing your program:

Organizational considerations:

- Camp location
- Number of students, number of staff, class size
- Type of classes, length of classes, duration of camp
- Accommodations for missed sessions
- Scheduling
- Screening and evaluation plans
- Advertising

Administrative considerations:

- Set-up costs
- Income and expense tracking
- Taxes
- Liability insurance

Materials:

- Teacher’s guides
- Student workbooks
- Wood Pieces Set for Capital Letters
- Slate Chalkboards
- Stamp and See Screen®
- Roll-A-Dough Letters®
- Fine motor, craft, and game items
- Get Set for School Sing Along CD
- Rock, Rap, Tap & Learn CD
- FLIP Crayons®
- Little Chalk Bits
- Little Sponge Cubes
- Blackboard with Double Lines
- Pencils for Little Hands
- The Print Tool®
- The Print Tool® Refill packet
- Double Line Notebook Paper
- Other materials as needed
Time

The time you see children in a handwriting camp can vary. You will need to plan your activities based on the time you select. There are also different ways to organize your camp. Here’s the most basic format:

• Begin with fine motor activity: 5 minutes
• Participate in a gross motor or sensory motor activity: 10–15 minutes
• Provide group instruction using materials: 15 minutes
• Give handwriting practice time: 5–10 minutes
• Complete follow-up activities for parents to do at home: 5–10 minutes

Two other options are creating an environment where children complete handwriting circuits (a handwriting workout, so to speak) or a camp with handwriting stations. For more information on this type of set-up, see an example to think about on page 7.

Marketing

To start your camp, you need students! To get students, you need to advertise. Consider making a flier or an online ad. As you consider your flyer content, look at other flyers and registration forms you get in the mail. Look at the Handwriting Without Tears® brochure and think about the details you need to include, the layout, and the appeal of your flier.

Don’t forget to include payment information, a registration deadline, and any accommodation policy you create for a missed appointment.

Advertise early! Many parents are looking at summer camps for their children as early as February. The more you advertise, the more campers you will have. Utilize social media by advertising on Facebook, Twitter, or LinkedIn.

Places you might want to distribute your fliers:

• Teacher supply stores
• Parent resource centers
• Local newspapers
• Community newsletters
• Public libraries
• School listservs
• Community listservs
• Church/synagogue/mosque bulletins
• Your own webpage
• Stores in the community

When your campers are registered, you need to:

• Plan a time to administer The Print Tool
• Develop a plan according to The Print Tool results
• Group your campers
• Order and organize Handwriting Without Tears instructional materials and workbooks
Handwriting Clinic

Opening a handwriting clinic is a serious commitment. Consider starting a home-based tutoring business first. If things go well, consider starting a clinic. You may already own and operate a clinic providing occupational therapy services. If so, adding a handwriting component will offer your clients new services. Your new service will also draw a wider range of students, including many who do not need or qualify for occupational therapy services in school. There is a clear distinction between therapy services and handwriting tutoring. Handwriting tutoring for children is just like tutoring for math, reading, and other academic subjects. If you are not qualified to provide therapy services, be very clear that you are only providing handwriting services.

Type of Instruction

There are a variety of ways to organize a handwriting clinic. You can see children individually and in small groups. You can offer classes for older children, children with special needs, and adults. In a handwriting clinic, therapists and teachers generally offer sessions in fine motor, pre-writing, printing, and cursive. The Handwriting Without Tears® curriculum lends itself beautifully to a set up where children go through stations, or follow a map and visit different handwriting places. Children can be brought into the clinic, evaluated, and worked with individually or in groups at specially designed stations. See the following page for one example of this type of model.

Using The Print Tool® within a Handwriting Clinic

The Print Tool can guide all of the activities that you do in your clinic and can serve as a tool to communicate that your handwriting services are working. In your handwriting clinic, The Print Tool helps you:

- Serve the printing evaluation/remediation needs of children from kindergarten and older
- Design activities for individuals and groups
- Bring needed services to your community
- Increase the public’s awareness of handwriting education

Space & Furniture Requirements

Your space and furniture needs are similar to those of a summer handwriting camp. When searching for a location, be sure to consider possible expansion needs. If you live in a large city, consider having more than one place where you can offer handwriting help. Even though you have one central location/clinic, you could have locations around the city (churches, schools, daycares, etc.) that allow you to rent or use their space if available.

Planning & Materials

A handwriting clinic is very similar to a summer handwriting camp, except it runs year round and has different scheduling. When considering this option, ask yourself the same questions you would ask if you were to start a handwriting camp. The materials you purchase will depend on how you organize and structure your handwriting clinic.
Time
You can structure the treatment time depending on the type of services that you offer at your clinic. The amount of time you see a child might also depend on the level of help that is needed and whether you are seeing children individually or in groups. Whatever way you decide to see children, you can design your clinic so that it creates an atmosphere for all handwriting needs (see An Example of a Handwriting Clinic). The Print Tool® can help you tailor programs to children’s needs.

Home Connections & Records
There are a lot of opportunities for home connections and assessments in a clinic setting. Keep records of all the handwriting assessments. Making a connection with families should be ongoing, and you should offer family education nights. As the community becomes familiar with your experience and business, consider offering handwriting in-services for teachers, schools, or school districts.

An Example of a Handwriting Clinic
Handwriting doesn’t have to be boring. Here is a fun clinic model for you to consider.

If you have access to a large space, think about turning your clinic into a town. It’s a small town and only a few people live there, but a lot of people (especially children) visit because their families have heard it’s a fun place. They’ve also heard that everyone who visits this town leaves with one thing in common—they all learn how to write really well. You can call your town (i.e., your clinic), something like “Handwriting, USA” or “Handwriting Town.” The options are endless.

When you teach or tutor with enthusiasm, humor, and light-heartedness, children learn to enjoy something they used to dread. This model is driven by the desire to help children feel like they belong—no matter how difficult handwriting has been for them or how big their handwriting problems. Parents like this model because it’s fun for their children and because their children receive ongoing education and consistent direction along the way.

You can structure your handwriting town with a variety of stations. The stations suggested below are for printing skills, but you may design different stations for your students who are learning or improving cursive skills. The ideas for setting up your clinic as a town are listed below.

Station ideas include:
- The Fine Motor Factory
- The Town Workout
- Mat Man’s House
- Wood Piece Pier
- Letter Land
- Slate Street
- Name Hall
- The Phone Company
- Magic C Place
- Frog Jump Valley
- The Handwriting Pool
- Sick Sentence Clinic
- Imitation Station
- Paper Palace
- Post Office

Don’t stop there. Any ideas you create that can hold a child’s interest in handwriting are valuable. Children’s interests vary, so it’s important for you to have a well-organized program to meet the needs and interests of all children.
Now that you have determined your business opportunities, here is some practical information to get you started. There is no substitute for careful planning when it comes to starting your own business.

Reasons to Start a Handwriting Business

Here are just a few of the reasons to start your own business:

- Become my own boss
- Increase my income
- Work a flexible schedule
- Use my specialized professional skills and knowledge
- Make a difference in children’s lives

Assessing Your Abilities & Commitment

Before you start your own business, ask yourself these questions:

- What aspects of the work do I enjoy?
- What are my strengths and weaknesses?
- Will I have the support of my family?
- How much time do I need to run a successful tutoring business?
- What specialized skills do I have that are marketable?

Consider Opportunities

What type of business opportunities interest me?

- Home-based tutoring
- Summer handwriting camp
- Handwriting clinic

What products and/or services should I offer?

- Evaluation and remediation planning using The Print Tool®
- Handwriting tutoring
- Handwriting Without Tears® materials
- Other materials and activities

What advantage do I have over similar businesses in my area?

- Get Set for School® Pre-K training
- Handwriting Without Tears training
- The Print Tool training
- Years of experience
- Level 1 Certification
- Other certifications

What can I do to increase my profile?

- Offer mini in-services
- Prepare flyers and distribute them to parents, teachers, counselors, and principals
- Inform educational consultants about my services
- Create ads for publication in local newspapers and/or parent magazines
Establishing Your Business

Before kicking things off, do a little research with your state department of business affairs, your county commissioner’s office, the Small Business Administration, or the appropriate local government agency in your area. A quick internet search is the quickest way to find information. The information from local government agencies is usually free. Many governmental business development agencies even have advisors who will provide free consultations. Ask about required licenses such as a DBA (Doing Business As) or Fictitious Name Licensing.

Consult an Accountant

Call an accountant or accounting firm that is knowledgeable about how to start and maintain a home-based business. For a fee, they will share this advice with others. They will also have a good knowledge of local requirements and tax issues. Before starting, find out what tax requirements are necessary and the forms you must have on hand. These forms and requirements will depend on the type of business and number of employees (if any), but they are a necessary part of establishing any home-based business.

Permits & Zoning

Check that you can provide the services you wish to offer at a particular location. Call your regional or local government office for any advice on zoning permits, space, and inventory requirements. Many zoning restrictions for home-based businesses are related to the number of clients you may serve at one time and to parking provisions. Providing individual tutoring services at your home does not usually require special parking provisions.

Other tutoring business owners can effectively share information about other requirements and legalities, and they usually do so very willingly. Don’t be afraid to ask for advice from others working in your field or in a similar field. If you become Level 1 Certified, you will have access to a listserv that will allow you to network with others.

Useful Websites for Small Businesses

- Small Business Administration: sba.gov
- Internal Revenue Service information for small businesses and self-employed individuals: irs.gov/businesses/small
- State information for small businesses: business.gov/regions/states

Operating your own home-based tutoring business or starting a summer camp requires that you learn about business structures (legal structures) and the related tax issues associated with each. Some terms that may be worth researching include:

- Sole proprietor
- Partnership
- Corporation
- S corporation
- Limited Liability Company (LLC)
Readiness Activities for Home

Please participate with your child in the following activities for 5 minutes a day. Work on activities that are checked below. Next tutoring session is ________________.

Wood Pieces:
- Recognize Big Lines, Big Curves, Little Lines, and Little Curves.
- Complete Mat Man® activity. See hwtears.com/matman
- Other: ___________________________________________________________________

Crayon Skills:
- Demonstrate correct grip as you color with your child. See hwtears.com/getagrip
- Use FLIP Crayons® or broken crayons.
  Other: ___________________________________________________________________

Hand Skills:
- Do finger plays
- String beads together
- Complete scissor activities
  Other: ___________________________________________________________________

Shape Recognition:
- Find shapes in house (Shape Hunt). Build shapes with construction paper or Wood Pieces.
- Draw shapes which can be found on pp. ___________ in the My First School Book activity book.
  Other: ___________________________________________________________________

Number Awareness:
- Count objects and use 1-2-3 Touch & Flip® Cards to reinforce recognition of number(s) ________.
- Write numbers using Hands-On Letter Play. For example, use the Slate Chalkboard, Roll-A-Dough Letters®, Stamp and See Screen®, or any other multisensory letter play activities.
  Other: ___________________________________________________________________

Name Writing:
- Model and have child imitate name in all capitals. Use the Capital Letter Strips for name writing. Refer to the Capital Formation Chart. See: hwtcertification.com/pdf/letterformationcharts.pdf
- Write name in title case (a capital followed by lowercase letters).
  Other: ___________________________________________________________________

Notes:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
Please participate with your child in the following activities for 5 minutes a day. Work on activities that are checked below. Next tutoring session is ________________.

Letter Play Activities:

☐ Build capitals on the Mat for Wood Pieces to work on letters ___________________________________.
☐ Do Wet-Dry-Try activity to work on letters _______________________________________________.

See hwtears.com/files/wet-dry-try-slate.pdf

☐ Use Roll-A-Dough Letters® to work on letters _________________________________________________.
☐ Use Stamp and See Screen® to work on letters _________________________________________________.
☐ Other: ________________________________________________________________________________

Start & Sequence of Capitals:

☐ Play the Mystery Letter Game. See hwtears.com/files/HWTMysteryLetterGame.pdf
☐ Work on pp. __________ in the ____________________________ student workbook.
☐ Use the Wet-Dry-Try® Suite App. See hwtears.com/app
☐ Other: ________________________________________________________________________________

Placement & Size of Capitals:

☐ Use Gray Block Paper to work on letters _________________________________________________.
☐ Transition to Double Line Notebook Paper with letters _______________________________________.
☐ Other: ________________________________________________________________________________

Notes:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
Number Activities for Home

Please participate with your child in the following activities for 5 minutes a day. Work on activities that are checked below. Next tutoring session is ________________.

Number Play Activities

- Build numbers on the Mat for Wood Pieces to work on number(s) ________________________________.
- Put a large smiley face in the top left corner of a doorframe.
  Ask child to point to the smiley face as they write number(s) ________________________________.
- Choose an activity from the activity booklet in the 1-2-3 Touch & Flip® Cards.
- Engage in an I Know My Numbers booklet with your child. Number booklet ____________________.
- Do Wet-Dry-Try activity to work on number(s) ________________________________.
  See hwtears.com/files/wet-dry-try-slate.pdf
- Use the Wet-Dry-Try® Suite App to work on number(s) ________________________________.
- Other: ____________________________________________________________________________.

Paper & Pencil Activities

- Work on pp. ______________ in the ________________________________ student workbook.
- Use Gray Block Paper to work on number(s) ________________________________.
- Correctly model how to write the child’s phone number. Child imitates.
- Other: ____________________________________________________________________________.

Notes:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Your Part

Start in the Starting Corner,
Little Line down,
Little Line across, jump to top,
Big Line down

Child’s Part

WET:
Wet 4 with sponge,
Wet 4 with wet finger,
Say the words

DRY:
Dry 4 with towel,
Dry 4 with gentle blow,
Say the words

TRY:
Try 4 with chalk,
Say the words
Please participate with your child in the following activities for 5 minutes a day. Work on activities that are checked below. Next tutoring session is ____________________.

Start & Sequence Activities:

☐ Work on pp. ____________ in the ____________________________ student workbook.

☐ Play the Mystery Letter Game.

☐ Go over Letter Stories.

☐ Do Wet-Dry-Try activity for lowercase letters. See hwtears.com/video

☐ Use the Wet-Dry-Try® Suite App. See hwtears.com/app

☐ Other: ____________________________________________________________________

Size & Placement:

☐ Play the Hand Activity. See hwtears.com/files/hand-activity.pdf

☐ Use Double Line Notebook Paper to practice lowercase letter(s) ____________________________.

☐ Other: ____________________________________________________________________

Notes:

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________

_________________________________________________________________________________________________
Grip Activities for Home

Please participate with your child in the following activities for 5 minutes a day. Work on activities that are checked below. Next tutoring session is ________________

Tool Use

☐ Use FLIP Crayons® or small broken crayons when coloring.
☐ Use golf-sized pencils when writing in kindergarten and up.
☐ Play the “Crayon Song” or “Picking Up My Pencil.”
☐ Play Pencil Pick-Ups. See hwtears.com/newsletter/september2008/grip
☐ Demonstrate correct pencil grip. See hwtears.com/getagrip
☐ Play Flip the Pencil Trick. See hwtears.com/getagrip
☐ Use an adaptive pencil grip when writing.
☐ Other: __________________________________________________________________________

Vertical Surface

☐ Paint, color, or draw on a vertical surface. The vertical surface can be an easel or taped to the wall.
☐ Have your child draw or write on different textured surfaces (e.g., sandpaper, tape a piece of paper to a brick wall, refrigerator, wall, or garage door).
☐ Use a three-ring binder horizontal under a piece of paper with the smaller end of binder closer to child’s stomach. This will help place the wrist in a neutral position.
☐ Other: __________________________________________________________________________

Notes:
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
Cursive Activities for Home

Cursive Connections

- Work on Pre-Cursive Exercises in student workbook ________________________________.
- Play the Mystery Letter game with cc connections.
  
  See hwtears.com/files/HWTMysteryLetterGameCursive.pdf
- Do Wet-Dry-Try on the Blackboard with Double Lines. See hwtears.com/videos
- Go over Letter Stories.
- Other: ______________________________________________________________________

Reviewing Cursive

- Cursive to Cursive: Play the “Freeze Game” on p. ________________ of student workbook.
  Have your child close his/her eyes, and circle their pencil in the air over their workbook.
  When you say, “freeze,” the child lowers pencil to the page and copy the word pair
  that is closest to their pencil. Do 2 to 3 pairs of words a day until the page is complete.
- Print to Cursive: Place the following words in a special container:
  _____________________________________________________________________________
  _____________________________________________________________________________
  _____________________________________________________________________________

  Have your child draw 5 words from the container each day and write them in cursive
  on pp. ________ of their student workbook. Remember, do not show them a model.
  The word should be written from memory.

- Spelling to Cursive: Place the 5 words in the container and have your child pick them out
  without looking at them. You say the word, and then spell it out. He/she should write the words
  on p. __________ of the student workbook as you say the letters. This teaches writing cursive from
  letter memory. No models should be visible.
- Other: ______________________________________________________________________
  _____________________________________________________________________________
  _____________________________________________________________________________

Notes:
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
References


Download our complete Research Review with the latest information about the benefits of handwriting instruction, at hwtears.com/researchreview