

Dear Parent,

Thank you for enrolling your child in our program. Please read all the information below to assist you in getting the most out of the program. If you have any additional queries please do not hesitate to contact your primary therapist. If you are already in our program this letter is confirmation of your ongoing enrolment if you have verbally said you are re-enrolling to your OT.

Please note we will start week 1 of term 4 as December gets busy for every-one.

Confirmation of group time and dates for (child's name) _____

Day & Time of session: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	14 th October	15 th October	16 th October	17 th October	18 th October	19 th October
Week 2	21 st October	22 nd October	23 rd October	24 th October	25 th October	26 th October
Week 3	28 th October	29 th October	30 th October	31 st October	1 st Nov	2 nd Nov
Week 4	4 th Nov	5 th Nov	6 th Nov	7 th Nov	8 th Nov	9 th Nov
Week 5	11 th Nov	12 th Nov	13 th Nov	14 th Nov	15 th Nov	16 th Nov
Week 6	18 th Nov	19 th Nov	20 th Nov	21 st Nov	22 nd Nov	23 rd Nov
Week 7	25 th Nov	26 th Nov	27 th Nov	28 th Nov	29 th Nov	30 th Nov
Week 8	1 st Dec	2 nd Dec	3 rd Dec	4 th Dec	5 th Dec	6 th Dec

Primary Occupational Therapist: _____

Contact number & email: _____

How the program works

Gymworks uses a theme to embed the learning and make it more engaging for the students.

The theme this term is **SPACE**.

Generally we run group based sessions with four children and two therapists but this can vary depending on the needs of your child. We believe it is important for children to learn how to work in a group and that this is a more natural and fun learning environment for them.

The sessions run for 50 minutes with 10 minutes feedback at the end of the session. Please arrive 5 minutes before the start of your session and help your child get ready by taking shoes off and going to the toilet if needed.

When you arrive there are pigeon holes where children can keep their personal effects and take their shoes off so they are ready to go. Wait for your therapist in the waiting room adjacent to the gym.

Children are given Home Fun each week and it is expected that your child will complete those exercise sheets that are most helpful in their learning. These sheets are marked each week and a sticker given for attempting the work. Folders can be placed in the blue box in the fine motor room on arrival. At the end of the term we give a prize to those children who have collected all their stickers. If you need additional activity ideas you can complete each week to assist your child please discuss this with your primary therapist.

Occasionally we give food rewards as part of our program and also do cooking sessions. If you do not wish your child to receive certain lollies/foods or your child has a food allergy, please make sure your therapist is aware of this.

If your child is unable to attend a session, we will try to arrange another class if it is possible during that same therapy week as the missed class. We are unable to offer sessions outside of our normal working week. Please note the term fee is to secure their spot in the program and the therapist will turn up whether your child is unwell or absent so no refunds are given.

What your child needs to bring to OT

- ✓ Empty A4 clear display folder for home fun sheets and activities completed during the session
- ✓ Water bottle
- ✓ Wear appropriate clothing for participation in gym activities
- ✓ Glasses if required

Please remember to check the lost property box located in the pigeon holes in the entry.

Parking

Parking is available at the front of the building in bays marked with our logo or in the public carpark in Parkland Road (small fee applies). You will be provided with a sticker that you can leave on your dash or fix to your car so we know you are a Gymworks client. There is a 5 minute drop off bay for taking your child to the waiting room. You are not required to stay during the session but we ask that you return 10 minutes prior to the end to hear the group feedback. Please do not park any longer than 5 minutes in the drop off bay. There are a number of great coffee shops nearby including Aroma 16 Parkland Rd, The Exchange on Walters 61 Walters Dr, Dome 20 Walters Dr and Caffissimo 3 Hasler Rd.

Entry There is a code to enter the building. Currently 6017.

Cost and payment options

Term fee is **\$800 for the term. Term fees are due week 1.** Please refer to separate fee structure document for further information regarding fees. A full itemised account is given in final week to make private health claims. If you wish to make alternative payment arrangements (eg fortnightly payment) please contact Accounts Manager accounts@gymworksot.com.au or Helen Cooper helen@gymworksot.com.au

Please add accounts@gymworksot.com.au to your email address book to avoid our invoices being sent to your junk mail.

Payments can be made via

- ✓ BSB transfer to ANZ account **BSB 016 141 Account 9082 79013.**
- ✓ Cheque made payable to Gymworks OT and deposited in black lock box in the fine motor room or posted to Gymworks OT 1-100 Walters Drive Osborne Park WA 6017
- ✓ Cash placed in an envelope and given to your therapist. Your therapist will then give you a cash receipt docket so you know we have received your cash. **Please make sure all payments are clearly marked with your child's name and group time**

Thank you,

Helen Cooper

Director Gymworks Occupational Therapy