

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. You do not need to return this letter to us.

Child's name: _____

Day & Time of session: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	1 Feb	2 Feb	3 Feb	4 Feb	5 Feb	6 Feb
Week 2	8 Feb	9 Feb	10 Feb	11 Feb	12 Feb	13 Feb
Week 3	15 Feb	16 Feb	17 Feb	18 Feb	19 Feb	20 Feb
Week 4	22 Feb	23 Feb	24 Feb	25 Feb	26 Feb	NO OT
Week 5	NO OT PH	2 March	3 March	4 March	5 March	6 March
Week 6	8 March	9 March	10 March	11 March	12 March	13 March
Week 7	15 March	16 March	17 March	18 March	19 March	20 March
Week 8	22 March	23 March	24 March	25 March	26 March	27 March

Primary Occupational Therapist: _____

Contact number & email: _____

How the program works

Gymworks OT uses a theme to embed the learning and make it more engaging for the students. The theme this term is *Fairytales*. 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 ideas of activities, 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 Kale and Co next door, Aroma 16 Parkland Rd, The Exchange on Walters 61 Walters Dr.

Cost and payment options

Term fee is **\$895 for the term or \$800 if you are enrolled on a Monday or Saturday due to the public holiday March 1. Term fees are due week 1** or you can arrange to make fortnightly payments. 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 the Accounts Manager or Helen Cooper via email helen@gymworksot.com.au or on 0412 710 957.

All account enquiries to accounts@gymworksot.com.au

Payments can be made via

- ✓ BSB transfer to ANZ account **BSB 016 141 Account 9082 79013**.
- ✓ 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

Feedback

We always welcome feedback and if there is anything we can do better please let us know via the info@gymworksot.com.au email or the feedback box located in the front entry. We have often implemented parent suggestions. We also welcome feedback on things you have liked.

Thank you,

Helen Cooper

Director Gymworks Occupational Therapy