

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.**

**Confirmation of group time and dates for (child's name)** \_\_\_\_\_

Day & Time of session: \_\_\_\_\_

2024	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	22 April	23 April	24 April	<b>NO OT PH</b>	26 April	27 April
Week 2	29 April	30 April	1 May	2 May	3 May	4 May
Week 3	6 May	7 May	8 May	9 May	10 May	11 May
Week 4	13 May	14 May	15 May	16 May	17 May	18 May
Week 5	20 May	21 May	22 May	23 May	24 May	25 May
Week *	27 May	<b>NO OT</b>	<b>NO OT</b>	30 May	<b>NO OT</b>	<b>NO OT</b> long weekend
Week 6	<b>NO OT PH</b>	4 June	5 June	6 June	7 June	8 June
Week 7	10 June	11 June	12 June	13 June	14 June	15 June
Week 8	17 June	18 June	19 June	20 June	21 June	22 June

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 **sport**. 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 pigeonholes 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**

- ✓ Home fun folder provided by Gymworks OT
- ✓ Water bottle
- ✓ Wear appropriate clothing for participation in gym activities.
- ✓ Glasses if required.

Please remember to check the lost property box located in the pigeonholes 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 the Engine Room next door, The Exchange on Walters 61 Walters Dr.

### **Cost and payment options**

Term fee is **\$940 (for small group. Individual clients are charged weekly). Term fees are due week 1** or you can arrange to make fortnightly payments. If you are using a NDIS plan manager, please provide invoicing details if you would like us to send the account directly to them. Please refer to separate fee structure document for further information regarding fees and payment. Receipts will be issued each week to make private health claims, or you can request a statement of all services rendered at the end of the term. Please note that children whose accounts go over \$400 outstanding will not be able to attend further sessions.

If you wish to make alternative payment arrangements (e.g., fortnightly payment) please contact the Accounts Manager.

All account enquiries to [accounts@gymworksot.com.au](mailto: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 the invoice number and your child's name.**

### **Feedback**

We always welcome feedback and if there is anything we can do better please let us know via the [info@gymworksot.com.au](mailto: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