

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.

Day & Time of **term 1** session: _____

| 2026 | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------|-------------------|----------|-----------|----------|----------|-------------------|
| Week 1 | 2 Feb | 3 Feb | 4 Feb | 5 Feb | 6 Feb | 7 Feb |
| Week 2 | 9 Feb | 10 Feb | 11 Feb | 12 Feb | 13 Feb | 14 Feb |
| Week 3 | 16 Feb | 17 Feb | 18 Feb | 19 Feb | 20 Feb | 21 Feb |
| Week 4 | 23 Feb | 24 Feb | 25 Feb | 26 Feb | 27 Feb | No Therapy |
| Week 5 | No Therapy | 3 March | 4 March | 5 March | 6 March | 7 March |
| Week 6 | 9 March | 10 March | 11 March | 12 March | 13 March | 14 March |
| Week 7 | 16 March | 17 March | 18 March | 19 March | 20 March | 21 March |
| Week 8 | 23 March | 24 March | 25 March | 26 March | 27 March | 28 March |
| Make up | 30 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 **Animals**

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 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

- ✓ 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 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 several great coffee shops nearby including The Engine Room on Walters drive or The Exchange on Walters 61 Walters Dr.

Cost and payment options

Term fee is **\$955 for the term** (includes end of term summary of progress towards goals). **Term fees are due week 1.** Please refer to separate fee structure document for further information regarding fees. If you are using a NDIS plan manager, please provide invoicing details if you would like us to send the account directly to them. An itemised invoice/receipt is sent each week upon completion of the session to make private health claims. If you were issued with an unpaid invoice this will automatically update to a paid invoice/receipt once it has been processed in the system and you can click on the link originally sent to you to see your receipt. If you wish to make alternative payment arrangements (e.g. fortnightly payment) please contact Accounts. Please add accounts@gymworksot.com.au to your email address book to avoid our invoices being sent to your junk mail. **If you would like a receipt for your payment, you can access this via the original invoice link that was issued on the date of service. The system will automatically update once the payment has been processed. Please allow 3-5 working days to process your payment.**

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 invoice number if you have it.

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