

# EMPOWERED

Therapy & Training Pty Ltd

*in conjunction with*


**KOOL KIDS TUTORING**

**ASSISTING ACCESS TO  
PARTICIPATE IN  
COMMUNITY, SOCIAL,  
AND CIVIL ACTIVITIES**



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 Empowered Therapy and Training

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 @EmpowerThera1

 Teresa Everton

 Inspired Generation | Who Am I?

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 Kool Kids Tutoring

 [koolkidstutoring](https://www.instagram.com/koolkidstutoring)

 @Kool\_Kids\_Tuts

 Teresa Everton

 Kool Parents / Kool Kids



 Registered NDIS Provider

**ABN: 55 637 079 620**



# PARTICIPATION IN COMMUNITY, SOCIAL, AND CIVIL ACTIVITIES

Our team will assist you in living your best possible life and dare to try a new hobby, play sport, take a class, hang out with your mates and so much more!

Social and Community services are about supporting people with a disability to take part in their community. This is just another way of saying it's about getting out and about, meeting people, and trying new things!


That might be signing up for an art class, going on a holiday, learning to play an instrument, going on camps or many other activities.

What activities will you get to do?

It's completely up to you. What would you like to try?

You might decide to join a club, play sport, or go to the gym.





**Empowered Therapy & Training** is a Mind

Setting / Therapeutic company divided into these major services: Art Therapy, Laughter Therapy, Drumming Therapy, Sandplay Therapy, Drama Therapy, Hypnotherapy, Coaching, Empowered-Mind Setting Workshops, Camps, Seminars, Webinars & Training.



# OUR COMMITMENT TO YOU

Empowered Therapy and Training in conjunction with Kool Kids Tutoring will **ALWAYS** endeavour to provide you with a practical way of remembering your supports and appointments to avoid unexpected cancellations. This may be provided in various ways, such as: phone calls, emails, text messages, or other ways that we may have agreed upon. **Empowered Therapy and Training** in conjunction with **Kool Kids Tutoring** will support you to prepare a cancellation plan if you believe you will encounter problems keeping your appointments due to memory, health, anxiety or other reasons. Where you fail without notice to keep the scheduled arrangement for the support (a “no show”), we make every effort to contact you to determine if there is an additional problems, (eg: you have fallen out of bed and cannot raise an alarm, or the informal supporters are in crisis and additional support is likely to be required). **Empowered Therapy and Training** in conjunction with **Kool Kids Tutoring** are open to any questions you may have regarding any of the above.



We are about  
empowering and  
supporting everyone to be  
the best they can be and  
will endeavour to help in  
every way possible to  
help you achieve  
this.

~Teressa Everton





# BUSINESS INTRODUCTION

This **Service Agreement** outlines the support, services and programs that **Empowered Therapy and Training** in conjunction with **Kool Kids Tutoring** will supply you as a **registered NDIS** participant with, as a part of the Service Agreement.

In this **Service Agreement**, the words or terms **'we'**, **'our'**, **'provider'**, or **'us'** all refer to

**Empowered Therapy and Training** in conjunction with **Kool Kids Tutoring** as a registered **NDIS Service Provider**.

The words / terms **'you'**, **'your'**, **'client'**, **'customer'**, **potential client'**, **'participant'**, and

**'participant's' representative'** refer to you, our client or your appointed representative nominated within the service agreement.



# GOODS AND SERVICE TAX

For the purposes of GST legislation, the Parties confirm that:

- 1.** A supply of supports under this Service Agreement is a supply of one or more of the reasonable and necessary supports specified in the statement included, under subsection 33 (2) of the National Disability Insurance Scheme Act 2013 (NDIS Act), in the participants NDIS plan currently in effect under section 37 of the NDIS Act.
- 2.** The participants NDIS plan is expected to remain in effect during the period the supports are provided; and
- 3.** The participant(s) representative / nominee will immediately notify the provider if the participants NDIS Plan is replaced by a new plan or the participant stops being a participant in the NDIS.



# PRIVACY AND CONFIDENTIALITY

All details contained within this **Service Agreement** are considered to be private and confidential. The only privileged parties to this information will be the participant nominated in the **Service Agreement**, their authorised representatives, plan nominees, **Empowered Therapy and Training** in conjunction with **Kool Kids Tutoring** (provider) and relevant governing bodies; inclusive of the:

- **National Disability Insurance Agency (NDIA)**
- **NDIS Quality and Safeguards Commission (NDISQC)**





# CANCELLATION



If the end date of the **Service Booking** has not passed, it can be extended but not beyond the end date of the participant plan. Providers cannot create/change **Service Bookings** retrospectively. Where a Service Booking is changed, both the participant and provider must agree to the requested change of the Service Booking. **Four (4) or more cancellations** or no shows in a row and Empowered Therapy and Training in conjunction with Kool Kids Tutoring will contact you to discuss what action may be taken.



# **CANCELLATION**

## **This may include:**

1. **Reviewing your service agreement (including times, dates and locations for delivery) to avoid further cancellations.**
2. **Putting your service agreement on hold.**

**Should there be further cancellations and or no shows after this, you may risk having your service agreement cancelled by **Empowered Therapy and Training in conjunction with Kool Kids Tutoring.****



# **CANCELLATION**

If participants are non-compliant or not engaging in services, **Empowered Therapy and Training in conjunction with Kool Kids Tutoring** will make all efforts to help participants to re-engaged. Failing this, the provider reserves the rights to terminate all services.

## **SPECIAL CIRCUMSTANCES:**

Charges may be **waivered** if you have experienced an emergency such as: **Hospitalisation or a death in the family.**



# **CANCELLATION**

This will be decided at the Directors discretion.

If there are more than **eight (8) instances** of cancellations or no shows within a 12-month period, on the **ninth (9th) occasion** we are required to notify the **National Disability Insurance Agency**, so that consideration may be given to reviewing your supports to your plan. This may affect your ongoing service provision with us.



# NDIS NOTE

No fee is payable by NDIS, or participant, for cancellation by provider or any failure to deliver the agreed supports. Failure to pay within fourteen (14) days may risk cancellation of services until paid in full. If a participant makes a short-notice cancellation, which is after 3pm the day before the service, the provider will charge 90% of the agreed price for the cancelled appointment.

For other cancellations, where the participant has provided notice of cancellation prior to 3pm the day before the scheduled service, no cancellation fee will apply. If Empowered Therapy and Training in conjunction with Kool Kids Tutoring is unable to provide a service at the agreed time a suitable replacement session will be arranged with the participant.



# DAILY PERSONAL ACTIVITIES

Assistance with, or supervision of, personal tasks of daily living and over night support

Assistance with, and/or supervision of, personal tasks of daily life to develop skills of the participant to live as autonomously as possible.



*Empowered Therapy and Training will provide you highly trained, dedicated, and qualified support staff enabling the participant to live their life as autonomously as possible.*



Assistance for the NDIS participant to undertake and/or develop skills to maintain their home environment where the participant owns their own home and/or has sole or substantial responsibility for its maintenance. text



# Forms to complete

**The following are links to forms to complete.  
Kindly click on the links to submit it online.**

## **REFERRAL FORM**

<https://form.jotform.com/empoweredtherapy/ett-referral-form>

## **CLIENT WELCOME FORM:**

<https://form.jotform.com/empoweredtherapy/client-welcome-form>

## **PERSONAL INFORMATION DISCLOSURE AND CONSENT TO OBTAIN AND RELEASE INFORMATION:**

<https://form.jotform.com/empoweredtherapy/personal-information-disclosure-per>

## **FORMALISED ASSESSMENTS REGISTRATION:**

<https://form.jotform.com/empoweredtherapy/case-notes>

## **REQUEST FOR HOME AND LIVING SUPPORTS:**

<https://form.jotform.com/empoweredtherapy/request-for-home-and-living-support>



# KOOL KIDS CAMP

Click the link to fill out the form

## **CAMP ENROLMENT FORM:**

<https://form.jotform.com/empoweredtherapy/kool-kids-camp-enrolment-form-1>

## **REQUEST TO ADMINISTER MEDICATION ON CAMP:**

<https://form.jotform.com/empoweredtherapy/request-to-administer-medication-on>

## **FOOD AND TRAVEL CONSENT FORM:**

<https://form.jotform.com/empoweredtherapy/food-and-travel-consent-form>

## **CLIENT FEEDBACK SURVEY:**

<https://form.jotform.com/empoweredtherapy/client-feedback-survey>

 **EMAIL ALL REFERRALS TO:** [referrals@empoweredtherapyandtraining.com](mailto:referrals@empoweredtherapyandtraining.com)



# PAYMENTS

*The provider will seek payment for their provision of supports after the participant(s) representative confirms satisfactory delivery of the supports.*

## **Paragraph 1**

1.1 If the funding for any of the chosen supports provided under this Service Agreement is managed by the participant: The participant has chosen to Self Manage the funding provided by the NDIS for the supports required by the participant. After providing those supports, the provider will send the participant an invoice for those supports for the participant to pay. The participant will pay the invoice by internet banking within 7 days.



# PAYMENTS

## Paragraph 2

2.2 If the funding for any of the supports provided under this Service Agreement is managed by a Plan Nominee: The participant's Plan Nominee manages the funding for supports provided under this Service Agreement. After providing those supports, the provider will send the participant's nominee an invoice for these supports for the participant's nominee to pay. The participant's nominee will pay the invoice by internet banking within 7 days.

## 3. Paragraph 3

3.3 If the funding for any of the supports provided under this Service Agreement is managed by the National Disability Insurance Agency: The participant has nominated the NDISQSC to manage the funding for supports provided under this Service Agreement. After providing those supports, the provider will claim payment for those supports from the NDISQSC



# PAYMENTS

## **4. Paragraph 4**

4.4 If the funding for any of the supports provided under this Service Agreement is managed by a Registered Plan Management provider: The participant has nominated the Plan Management provider to manage the funding for NDIS supports provided under this Service Agreement. After providing those supports, the provider will claim payment for those supports from the Registered Plan Management Provider.



# SUPPORT WORKER CALENDAR OF ACTIVITIES

## CALENDAR 1 Daily Living Activities



MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<p><b>MONDAY Schedule</b></p> <p>9:30 AM - 11:00AM TEN-PIN BOWLING</p> <p>11:30 AM - 12:00NN LUNCH</p> <p>12:30 PM- 3:00PM MOVIES AT THE CINEMA (Group Choice)</p> <p><b>TEN-PIN BOWLING</b></p> <p><b>LUNCH</b></p> <p><b>MOVIES AT THE CINEMA</b></p>	<p><b>TUESDAY Schedule</b></p> <p><i>Fun in the sun day</i></p> <p>9:00 AM - 5:00 PM FULL DAY TRIP (Refer to the Activity List)</p> <p><b>GOLD COAST</b></p> <p><b>GOMA ART MUSEUM</b></p> <p><b>INDOOR ROCK CLIMBING</b></p> <p><b>INDOOR TRAMPOLINE</b></p>	<p><b>WEDNESDAY Schedule</b></p> <p>9:00 AM - 11:30AM ADVENTURE DAY</p> <p><b>PUTT PUTT</b></p> <p><b>ESCAPE ROOM</b></p> <p><b>ROLLER SKATING</b></p> <p><b>GO CARTING</b></p> <p><b>TIMEZONE</b></p>	<p><b>THURSDAY Schedule</b></p> <p>10:30 AM - 11:30AM EXERCISE</p> <p>12:00 PM - 12:30 PM LUNCH</p> <p>1:00 PM - 3:00 PM ART LESSON</p> <p><b>GYM &amp; SAUNAS</b></p> <p><b>BUSH WALK &amp; SWIMMING</b></p> <p><b>LUNCH</b></p> <p><b>ART LESSON</b></p>
FRIDAY	SATURDAY	SUNDAY	*Activities List
<p><b>FRIDAY Schedule</b></p> <p>9:30 AM - 11:30AM TECHNOLOGY TIME</p> <p>12:00 PM - 12:30 PM LUNCH</p> <p>1:00 PM - 5:00 PM COOKING /BAKING/BINGO AND BOARD GAMES</p> <p><b>LUNCH</b></p> <p><b>PROGRAMMING</b></p> <p><b>3D MODELING</b></p> <p><b>CODING</b></p> <p><b>COOKING/BAKING</b></p> <p><b>BOARD GAMES</b></p>	<p><b>SATURDAY Schedule</b></p> <p>9:30 AM - 11:30AM COMMUNITY MARKETS/ PAMPER MORNING</p> <p>12:00 PM - 6:00 PM LUNCH + CULTURAL EXPLORATION</p> <p>12:00 PM - 6:00 PM TIVOLI DRIVE-IN MOVIE</p> <p><b>CARRARA MARKETS</b></p> <p><b>KARARA</b></p> <p><b>ORION</b></p> <p><b>TEMPLE</b></p> <p><b>TIVOLI DRIVE-IN MOVIES</b></p>	<p><b>SUNDAY Schedule</b></p> <p>9:30 AM - 11:30AM COMMUNITY MARKETS/ PAMPER MORNING</p> <p>12:00 PM - 12:30 PM LUNCH</p> <p>1:00 PM - 5:00 PM INDIVIDUAL FREE CHOICE AFTERNOON</p> <p><b>LUNCH</b></p> <p><b>ORION</b></p>	<p>Fun in the Sun Day: chocolate lolly factories, science museum, GOMA, Ipswich art museum, indoor rock climbing, trampolining, historical tours, beach days (Gold Coast, Redcliffe, Sunshine Coast), Zoo</p> <p>Adventure Day: miniature, roller skating/roller blading, go carting, escape rooms, Discovery, Pitt Pail</p> <p>Shopping: alternate between grocery shopping and clothes shopping (e.g. Shopping Centres: DFO, Australia Fair, Indooroopilly, Robina)</p> <p>Exercise: bushwalks, gym, swimming pool, tennis</p> <p>Art lesson: put your artistic hat on and get ready to learn how to draw</p> <p>Technology Time: 3D Modelling, Creating your own Website and QR Code, Create your own Minecraft Server and Player Skin, Create your own augmented reality experience, Learn to Code, Deep Art Neural Networks, Tilt Brush VR, Unity Environment Design Workshop (Programming 9-10, Gaming 10-11, 3D 3D Modelling 9-12 and lunch will be 10-1)</p> <p>Community Markets: Access your local community markets (find list of Sat and Sun markets)</p> <p>Cultural Exploration Afternoon: Chinese, Indian/Turkish/Filipino/Middle Eastern Food, Temples, etc...</p> <p>Sunday: Once a month: Sunday - theme park day - theme park days - Movie World, Dreamworld, Wet n Wild, Whosover world, Sea World</p> <p>Pamper mornings: manicure, self-care, learning grooming etiquette, massage/pedicure, hair cut</p>

## CALENDAR 2 Job Ready Activities



MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<p><b>MONDAY Schedule</b></p> <p>9:30 AM - 11:00AM TEN-PIN BOWLING</p> <p>11:30 AM - 12:00NN LUNCH</p> <p>12:30 PM- 3:00PM MOVIES AT THE CINEMA (Group Choice)</p> <p><b>TEN-PIN BOWLING</b></p> <p><b>LUNCH</b></p> <p><b>MOVIES AT THE CINEMA</b></p>	<p><b>TUESDAY</b></p> <p>10:00 AM - 11:30 AM JOB READY SESSIONS</p> <p>12:00 NN - 12:30 PM LUNCH</p> <p>11:00 PM - 11:50 PM VOLUNTARY WORK</p> <p><b>INTERVIEW PRACTICE</b></p> <p><b>LAWN MOWING</b></p> <p><b>RESUME WRITING</b></p> <p><b>WALKING THE DOG</b></p>	<p><b>WEDNESDAY Schedule</b></p> <p>9:00 AM - 11:30AM ADVENTURE DAY</p> <p><b>PUTT PUTT</b></p> <p><b>ESCAPE ROOM</b></p> <p><b>ROLLER SKATING</b></p> <p><b>GO CARTING</b></p> <p><b>TIMEZONE</b></p>	<p><b>THURSDAY</b></p> <p>10:00 AM - 11:30 PM LIFE SKILLS LITERACY/ NUMERACY SESSION</p> <p>12:00 NN - 12:30 PM LUNCH</p> <p>11:00 PM - 11:50 PM VOLUNTARY WORK</p> <p><b>LITERACY</b></p> <p><b>VOLUNTARY WORK</b></p> <p><b>LIFE-SKILLS LITERACY</b></p>
FRIDAY	SATURDAY	SUNDAY	*Activities List
<p><b>FRIDAY Schedule</b></p> <p>9:30 AM - 11:30AM TECHNOLOGY TIME</p> <p>12:00 PM - 12:30 PM LUNCH</p> <p>1:00 PM - 5:00 PM COOKING /BAKING/BINGO AND BOARD GAMES</p> <p><b>LUNCH</b></p> <p><b>PROGRAMMING</b></p> <p><b>3D MODELING</b></p> <p><b>CODING</b></p> <p><b>COOKING/BAKING</b></p> <p><b>BOARD GAMES</b></p>	<p><b>SATURDAY Schedule</b></p> <p>9:30 AM - 11:30AM COMMUNITY MARKETS/ PAMPER MORNING</p> <p>12:00 PM - 6:00 PM LUNCH + CULTURAL EXPLORATION</p> <p>12:00 PM - 6:00 PM TIVOLI DRIVE-IN MOVIE</p> <p><b>CARRARA MARKETS</b></p> <p><b>KARARA</b></p> <p><b>ORION</b></p> <p><b>TEMPLE</b></p> <p><b>TIVOLI DRIVE-IN MOVIES</b></p>	<p><b>SUNDAY Schedule</b></p> <p>9:30 AM - 11:30AM COMMUNITY MARKETS/ PAMPER MORNING</p> <p>12:00 PM - 12:30 PM LUNCH</p> <p>1:00 PM - 5:00 PM INDIVIDUAL FREE CHOICE AFTERNOON</p> <p><b>LUNCH</b></p> <p><b>ORION</b></p>	<p>Fun in the Sun Day: chocolate lolly factories, science museum, GOMA, Ipswich art museum, indoor rock climbing, trampolining, historical tours, beach days (Gold Coast, Redcliffe, Sunshine Coast), Zoo</p> <p>Adventure Day: miniature, roller skating/roller blading, go carting, escape rooms, Discovery, Pitt Pail</p> <p>Shopping: alternate between grocery shopping and clothes shopping (e.g. Shopping Centres: DFO, Australia Fair, Indooroopilly, Robina)</p> <p>Exercise: bushwalks, gym, swimming pool, tennis</p> <p>Art lesson: put your artistic hat on and get ready to learn how to draw</p> <p>Technology Time: 3D Modelling, Creating your own Website and QR Code, Create your own Minecraft Server and Player Skin, Create your own augmented reality experience, Learn to Code, Deep Art Neural Networks, Tilt Brush VR, Unity Environment Design Workshop (Programming 9-10, Gaming 10-11, 3D 3D Modelling 9-12 and lunch will be 10-1)</p> <p>Community Markets: Access your local community markets (find list of Sat and Sun markets)</p> <p>Cultural Exploration Afternoon: Chinese, Indian/Turkish/Filipino/Middle Eastern Food, Temples, etc...</p> <p>Sunday: Once a month: Sunday - theme park day - theme park days - Movie World, Dreamworld, Wet n Wild, Whosover world, Sea World</p> <p>Pamper mornings: manicure, self-care, learning grooming etiquette, massage/pedicure, hair cut</p>



# SUPPORT WORKER CALENDAR OF ACTIVITIES

## CALENDAR 3

### School Holiday Activities



MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<p><b>MONDAY Schedule</b> 9:30 AM - 11:00AM TEN-PIN BOWLING 11:30 AM - 12:00NN LUNCH 12:30 PM - 3:00PM MOVIES AT THE CINEMA (Group Choice)</p> <p>TEN-PIN BOWLING</p> <p>LUNCH</p> <p>MOVIES AT THE CINEMA</p>	<p><b>TUESDAY Schedule</b> <i>Fun in the sun day</i> 9:00 AM - 5:00 PM FULL DAY TRIP (Refer to the Activity list)</p> <p>GOLD COAST</p> <p>GOMA ART MUSEUM</p> <p>INDOOR ROCK CLIMBING</p> <p>INDOOR TRAMPOLINE</p>	<p><b>WEDNESDAY Schedule</b> 9:00 AM - 11:30AM ADVENTURE DAY 12:00 PM - 12:30AM LUNCH 1:00 PM - 4:30 PM GROCERY/ CLOTHES/WINDOW SHOPPING</p> <p>ROLLER SKATING</p> <p>PUTT PUTT</p> <p>ESCAPE ROOM</p> <p>GO KARTING</p> <p>ESCAPE ROOM</p> <p>WINDOW SHOPPING</p> <p>LUNCH</p> <p>TIMEZONE</p>	<p><b>THURSDAY Schedule</b> 10:30 AM - 11:30AM EXERCISE 12:00 PM - 12:30 PM LUNCH 1:00 PM - 3:00 PM ART LESSON</p> <p>GYM</p> <p>BUSH WALK &amp; SWIMMING</p> <p>LUNCH</p> <p>ART LESSON</p>
FRIDAY	SATURDAY	SUNDAY	
<p><b>FRIDAY Schedule</b> 9:30 AM - 11:30AM TECHNOLOGY TIME 12:00 PM - 12:30 PM LUNCH 1:00 PM - 5:00 PM COOKING /BAKING/BINGO AND BOARD GAMES</p> <p>GAMING</p> <p>LUNCH</p> <p>PROGRAMMING</p> <p>3D MODELING</p> <p>CODING</p> <p>COOKING/BAKING</p> <p>BOARD GAMES</p>	<p><b>SATURDAY Schedule</b> 9:30 AM - 11:30AM COMMUNITY MARKETS/ PAMPER MORNING 12:00 PM - 4:00 PM LUNCH + CULTURAL EXPLORATION 12:00 PM - 6:00 PM TIVOLI DRIVE-IN MOVIE</p> <p>Carrara Markets GOLD COAST, AUSTRALIA</p> <p>CASINO</p> <p>ORION</p> <p>TEMPLE</p> <p>TIVOLI DRIVE-IN MOVIES</p>	<p><b>SUNDAY Schedule</b> 9:30 AM - 11:30AM COMMUNITY MARKETS/ PAMPER MORNING 12:00 PM - 12:30 PM LUNCH 1:00 PM - 5:00 PM INDIVIDUAL FREE CHOICE AFTERNOON</p> <p>LUNCH</p> <p>ORION</p>	

CHECK OUT THIS LINK FOR THE SUPPORT WORKER CALENDAR JOTFORM





# How to contact us

If you would like to contact **Empowered Therapy and Training** in conjunction with **Kool Kids Tutoring**, please feel free to use one of the following methods:



Head Office Phone no:

**(07) 4864 9888**

Nationwide



**1-800-00-7888**

Email Address

**[contact@empoweredtherapyandtraining.com](mailto:contact@empoweredtherapyandtraining.com)**

**Scan to visit the ETT Website**







From the bottom of my Heart

*Thank you!*

Cheers!

*Teressa Everton*

