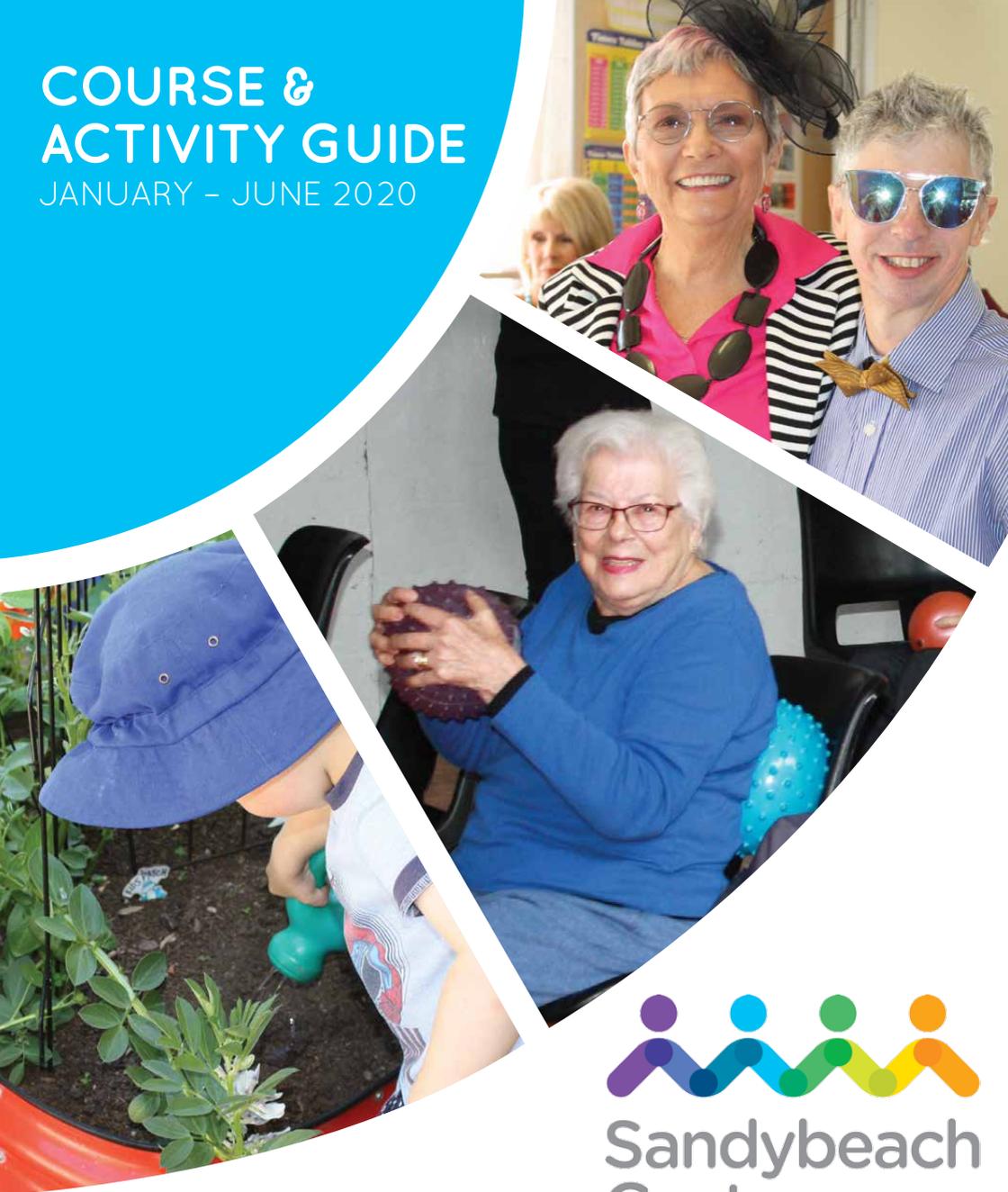


COURSE & ACTIVITY GUIDE

JANUARY - JUNE 2020



A community-driven organisation providing programs and support services that enhance the quality of life for our community.

KEY



Learn Local courses are subsidised by State Government Victoria.



REACH activities offer support and interest based, stimulating activities for seniors and people with age related conditions. Transport may be available. Concessions apply for clients referred via My Aged Care.



VOLUNTEERING

Volunteering provides you with opportunities to learn new skills, springboard to new jobs, participate in your community and work for a worthwhile and meaningful outcome.

There are a range of roles for volunteers at Sandybeach Centre - administration, adult education, occasional childcare, social support programs, food preparation, transport for seniors, education for adults with intellectual disabilities and at a governance level as a member of our Board of Directors.

If you are interested in becoming a volunteer with us, please call the Volunteers' Co-ordinator on **9598 2155** or email: **volunteers@sandybeach.org.au**

OUR PROGRAMS

ADULT EDUCATION

4



HEALTH & EXERCISE

7



ARTS & LEISURE

10



DISABILITY PROGRAMS

13



OCCASIONAL CHILDCARE

17



FACILITIES FOR HIRE

18



GENERAL INFORMATION & ENROLMENT

19



ADULT EDUCATION



GET READY FOR WORK - COMPUTERS LEVEL 1



Need a refresher in basic Word, Excel or Powerpoint skills to improve your employment opportunities and your confidence?

- Format text, paragraphs, create tables and edit documents in Word
- Learn the basics of Excel with formulas, graphs & entering data
- Create presentations in PowerPoint, add text, pictures, graphs, animations & transitions.

**Wed 11 Mar-Thurs 26 Mar and
Wed 20 May-Thurs 4 June**

9.15am-2.15pm

2 days per week for 3 weeks

\$159 Aust. Citizen/Perm.Res.

GET READY FOR WORK - COMPUTERS LEVEL 2



Gain advanced skills in Word, Excel and Powerpoint and improve your employment opportunities.

For those who have completed Part 1 or for anyone who already has basic skills and would like to move to the next level.

Wed 10 June-Thurs 25 June

9.15am-2.15pm

2 days per week for 3 weeks

\$159 Aust. Citizen/Perm.Res.

ESL INTERMEDIATE CONVERSATION



Improve your English conversation skills in a friendly and supportive environment.

- Skill development in vocabulary, pronunciation and confidence through sharing of life experiences
- Reading and speaking about current issues, events and the Australian culture
- Suitable for intermediate to advanced students.

Mon 3 Feb-22 June

9.30am-12.30pm, 16 weeks

\$190 Aust. Citizen/Perm.Res

INDIVIDUAL ESL TUTORING

Book in a private session with one of our friendly tutors to build your English skills. Improve your English so you can apply for work or feel more comfortable joining our conversation class.

Bookings by appointment on

9598 2155 at a time that suits you.

\$65 inc GST per hour.



WRITING SKILLS



If you have always wanted to write this is the class for you! If you have a novel in a drawer or write poems on your phone or you are interested in writing a memoir, come along and get ideas on how to bring your writing out into the light of day. You will be in a friendly and supportive group who will inspire and motivate you to keep a creative life alive. Your tutor will bring in examples of contemporary and classic writing to discuss and learn about different ways to engage your audience.

You will be taught writing techniques and given writing prompts to get you going. Bring pen and paper and an open mind and be prepared to be challenged and extended. You can share your work to obtain constructive feedback on how to develop it, if and when you are ready.

Thurs 30 Jan-25 June

9.15am-2.15pm, 20 weeks

\$230 Aust. Citizen/Perm.Res.

WRITING SKILLS INTENSIVE WORKSHOP



This workshop is for writers who have an established and ongoing writing practice and for writers who want to reinvigorate their writing practice and work towards publication. Bring what you are currently working on and get instruction from your peers and tutor. You will be encouraged to think critically, analytically and communicate thoughtfully. If you have ever been told you over analyse or think too much then you could be a writer, an intellectual, and these classes may be for you!

Term 1

Sat 15 Feb, 29 Feb, 14 Mar & 28 Mar

10am-3pm, 4 sessions

\$149 Aust. Citizen/Perm.Res.

Term 2

Sat 2 May, 16 May, 30 May & 13 June

10am-3pm, 4 sessions

\$149 Aust. Citizen/Perm.Res.

WRITING PROFICIENCY



In this class you will be encouraged to develop and sustain an effective writing practice. You will hear and read the writing of others and be instructed on how to give constructive feedback as a peer editor. You will witness how the process of writing and rewriting results in masterful work. You will be encouraged to be enthused by the uniqueness of individual styles and voices. Be prepared to be enriched by a variety of readings and writing techniques. Bring pen and paper and any of your own writing you would like suggestions for improvement on.

Fri 31 Jan-26 June

12-5pm, 20 weeks

\$230 Aust. Citizen/Perm.Res.

INDIVIDUAL IT TUTORING

Book in a private session with one of our friendly and helpful IT tutors. Get answers to questions (big or small) you have about using your computer or device. Learn how to use specific app's or programs.

Bookings by appointment on 9598 2155.

Bring in your own computer or device if preferred.

Prices start from \$65 inc. GST per hour per person.

MEDICAL RECEPTION



Looking for a career in an industry with good job prospects? Medical reception is a great option. This introductory course will give you the skills, knowledge and confidence you need.

- Learn how to use PracSoft Medical billing system
- Learn medical terminology.

Wed 5 Feb-Thurs 20 Feb or

Wed 22 Apr- Thurs 7 May

9.15am-2.15pm,

2 days per week for 3 weeks

\$159 Aust. Citizen/Perm.Res.

PERSON CENTRED PRACTICE - AGED CARE TRAINING COURSE



A solid understanding of Person Centred Practice is now a common requirement for anyone working or looking to gain employment in the aged care sector. This new course is hands-on and practical, with all modules linked to the Aged Care Quality Standards.

This course is suitable for those:

- who have recently completed Cert III in Aged Care and looking for an edge to gain employment in the industry
- currently working in the sector and looking to improve their knowledge around person centred practice
- who manage care staff in this sector.

Wed 6 May – Wed 27 May

1pm-5pm

\$139 Aust. Citizen/Perm.Res

CHIBALL®

Enjoy some time out with this relaxing mind and body exercise class designed to promote good health and well-being. Rebecca Quin will take you on a journey of mindful movement to help bring a return to harmony and balance.

You'll enjoy improved co-ordination, balance, muscle tone, energy, relaxation and stress reduction.

ChiBall® has its foundation in Traditional Chinese Medicine.

Note: mat work is involved so getting up and down from the floor is a prerequisite.

Mon 3 Feb-23 Mar

9.15-10.15am, 7 weeks

\$112 inc. GST

Mon 20 Apr-22 June

9.15-10.15am, 9 weeks

\$144 inc. GST

FIT 'N' FABULOUS!

REACH

This fabulous and fun exercise class is suitable for all fitness levels. It will allow you to work at your own pace and ability to strengthen and tone. Move to music as you build strength, balance and fitness. Enjoy being part of this sociable group that loves to exercise!

Tues 14 Jan-24 Mar

9.15-10.15am, 11 weeks

\$153 (Conc. \$98)

Tues 7 Apr-23 June

9.15-10.15am, 12 weeks

\$153 (Conc.\$98)

PILATES - INTERMEDIATE

Pilates improves your core strength, flexibility and body awareness.

A challenging class, led by experienced instructor Pennie Johnson, to continue your Pilates journey with a focus on strength, control and precision. This class will leave you feeling energised and refreshed after an active workout with your mind and body in balance.

Note: A prerequisite is that participants must be able to get up and down from the mat without assistance.

Wed 29 Jan-25 Mar

9.15-10.15am, 9 weeks

\$139 inc. GST

Wed 15 Apr-24 June

9.15-10.15am, 11 weeks

\$169 inc. GST

CORE PILATES - BEGINNER/ INTERMEDIATE

Led by experienced instructor Pennie Johnson, this is a great class to start your Pilates journey or to refresh your knowledge of the Pilates fundamentals. This class will leave you feeling energised and refreshed with your mind and body in balance.

Note: A prerequisite is that participants must be able to get up and down from the mat without assistance.

Fri 31 Jan-27 Mar

9.15-10.15am, 9 weeks

\$139 inc. GST

Fri 17 Apr-26 Jun

9.15-10.15am, 11 weeks

\$169 inc. GST

YIN YOGA AND MEDITATION

This combination Yin Yoga/Meditation class is the perfect antidote for modern living and your mid week pick me up!

Join internationally trained and highly experienced teacher Avril Burbridge in this hour long class involving deep stretching and release of tension in the physical body through simple floor based poses made accessible for all abilities and experience.

Complimented with meditation mind training to relax, calm and restore.

Find the peace you crave, focus on YOU.

Note: Classes are held off site at the Sandringham Uniting Church, Memorial Hall.

Wed 29 Jan-25 Mar

10-11am, 9 weeks

\$139 inc. GST

Wed 15 Apr-24 June

10-11am, 11 weeks

\$169 inc GST

MEDITATION AND MINDFULNESS

Join Lisa Pizaro, Meditation Consultant and tutor from the Health Enhancement program, Monash University, in this guided evening program, suitable for anyone looking to gain a deeper understanding of meditation and how it can profoundly impact your life. Alter how you respond to stress and learn the art of stillness in a friendly and supportive environment.

Wed 29 Jan-25 Mar

7-8pm, 9 weeks

\$139 inc GST

Wed 15 Apr-24 June

7-8pm, 11 weeks

\$169 inc. GST

STRENGTH TRAINING

REACH

Do you want to keep fit, improve wellbeing and build social connections? Then strength training is for you! Led by Angel Parker, these classes are great for strengthening, balance, falls prevention, core strength, general health and wellbeing. Light refreshments are provided after class and transport may be available.

Mondays

13 Jan-23 Mar

12-1pm, 9 weeks

\$144 (Conc.\$89)

6 Apr-22 June

12-1pm, 10 weeks

\$144 (Conc.\$89)

Thursdays

16 Jan-26 Mar

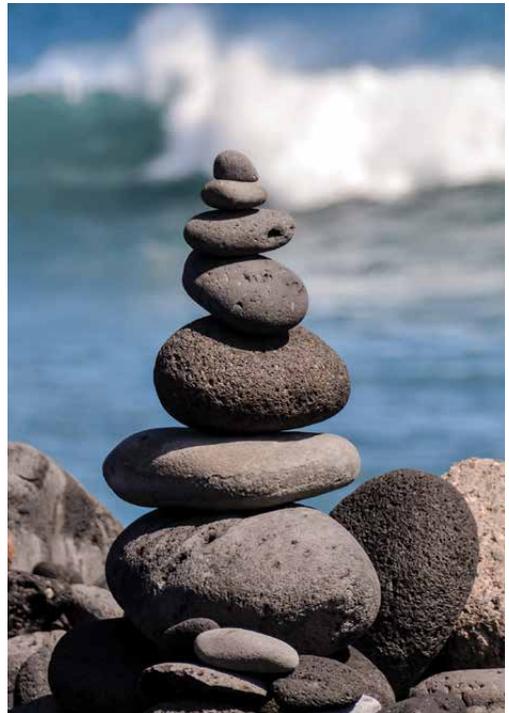
10-11am, 11 weeks

\$153 (Conc.\$98)

9 Apr-25 June

10-11am, 12 weeks

\$153 (Conc.\$98)



WALKING FOR FITNESS

Come and join us for an invigorating walk along the lovely coastal tracks, starting from Sandybeach Centre. Enjoy getting out in the fresh air, getting some exercise and a chance to meet other people. This is a great social activity followed by a half hour light exercise and stretch indoors. Wear walking shoes and comfortable clothing. **BYO** water bottle.

Mon 3 Feb-23 Mar

10-11.30am, 7 weeks

\$95 inc. GST

Mon 20 Apr-22 June

10-11.30am, 9 weeks

\$122 inc. GST

GENTLE YOGA AND STRETCH

Enjoy a relaxing class in a friendly environment, led by Pauline Brady. Be guided through a range of gentle non-stress postures, stretches, breathing and meditative practices. Suitable for all ages – participants need to be able to lie comfortably on the floor, sit and stand unassisted. **BYO** mat and blanket.

Note: *Classes are held off site at the Sandringham Uniting Church, Memorial Hall.*

Tues 28 Jan-24 Mar

11am-12pm, 9 weeks

\$139 inc. GST

Tues 14 Apr-23 June

11am-12pm, 11 weeks

\$169 inc. GST

SLOW VINYASA YOGA

In this gentle Vinyasa Yoga class run by Karen Mulholland, you will flow from one posture to another while stretching the body and gently building strength. The classes will offer suitable modifications to support students with varying individual needs. Enjoy the nourishing benefits of a balanced yoga practice for body, mind and spirit. Make time for you.

Note: *Classes are held off site in the upstairs hall at All Souls Anglican Church, Bay Rd, Sandringham.*

Thurs 6 Feb-26 Mar

10-11am, 8 weeks

\$124

Thurs 16 Apr-25 June

10-11am, 11 weeks

\$169

REACH

ARMCHAIR TRAVEL

Let Armchair Travel take you to faraway places and explore topics of special interest without leaving Sandybeach Centre. Through a vibrant and engaging program of guest presenters, participants will have the opportunity to learn about different countries and cultures, reminisce about past travel experiences and share stories over afternoon tea in a relaxed, supportive and friendly environment. Transport may be available.

Fri 17 Jan-27 Mar
1.30-3pm, 11 weeks
\$153 (C\$87)

Fri 17 April-26 June
1.30-3pm, 11 weeks
\$153 (C\$87)

BRIDGE, CARDS - DUPLICATE WITH SUPERVISION

Join our bridge group and enjoy the game in a friendly and supportive environment. Our Duplicate is supervised and questions may be asked throughout play. We cater for individuals and a partner can be provided. Fine-tune your bridge while helping to build important skills and confidence in your game.

Thurs 30 Jan-2 July
12-3pm, 23 weeks
\$30 Half Yearly membership inc. GST
Plus \$12 per week inc. GST

INTRODUCTION TO MAHJONG

Mahjong is a game that involves a degree of chance combined with skill, strategy and calculation. An experienced Mahjong trainer, Heather D'Arcy, will teach you the fundamentals of the game, with some history and an overview of different styles.

Wed 19 Feb-11 Mar
1.30-3.30pm, 4 weeks
\$50 inc. GST

Wed 13 May-3 Jun
1.30-3.30pm, 4 weeks
\$50 inc. GST



DISCUSSION GROUP

Join John Thisleton, accomplished editor and reporter, on a journey of current affairs and topical issues. This is a good-natured and respectful small group environment where all participants can share their views as well as contribute topic discussion ideas.

- Discuss and debate important issues
- Meet with others in your local community

Mon 3 Feb-22 June
2-3.30pm
\$5 per session

ARTBEAT

REACH

Get creative, express yourself and expand your mind! Join our friendly art group and be guided by professional artist and tutor, to develop your art skills while working at your own pace. Visual arts practice can lead to increases in social engagement, psychological health and self-esteem and fostering a stronger sense of identity. Afternoon tea provided and transport may be available.

Group 1

Mon 13 Jan-23 Mar 1-4pm, 9 weeks
Mon 6 Apr-22 June 1-4pm, 10 weeks
\$153 (Conc.\$114) **\$153 (Conc.\$114)**

Group 2

Thurs 16 Jan-26 Mar 1-4pm, 11 weeks
Thurs 9 Apr-25 June 1-4pm, 12 weeks
\$153 (Conc.\$114) **\$153 (Conc.\$114)**

ART FOR ALL

REACH

Led by a professional artist with a background in Occupational Therapy, you will be provided with friendly guidance on technique, materials and inspiration to help you express your creativity. Sessions will be individually tailored and underpinned by therapy principles to meet the unique needs of participants.

Enjoy social connection with others and share creative expression.

No experience in art necessary – aimed at all learning abilities.

Wed 15 Jan-25 Mar 9.30-11.45am, 11 weeks
Wed 8 Apr-24 June 9.30-11.45am, 12 weeks
\$140 **\$140**

BOOK CLUB

Enjoy reading, sharing and discussing a range of interesting books. This is a great social activity and offers the opportunity to meet new friends. First book: ***There Was Still Love*** by Favel Parret

Tue 4 Feb, 3 Mar, 7 Apr, 5 May, 2 June & 7 July

10-11.30am, 6 sessions

\$114 per semester inc. GST

**MUSIC ALIVE**

REACH

This popular interactive musical program will be sure to have you tapping your toes and singing along as each week a different entertainer performs for you. Join us for a musical trip down memory lane, revisiting your favourite songs and melodies. Afternoon tea provided and transport maybe available.

Tues 14 Jan-24 Mar
 2-4pm, 11 weeks
\$153 (Conc.\$91)

Tues 7 Apr-23 June
 2-4pm, 12 weeks
\$153 (Conc.\$91)

SANDYBEACH RESPITE - HAPPY FRIDAY

REACH

Come and get happy with us on a Friday! This new respite program, enabling carers to take some time to themselves while their loved ones join us to sing, laugh and smile.

Music will be the central focus, however the group may delve into other activities depending on the interests and needs of the group.

Activities may include music performance and participation, karaoke, musical bingo/name that tune, reminiscence activities, board games and intergenerational activities.

Morning tea will be served and transport may be available.

Note: 'Happy Friday' connects with an additional respite program 'Armchair Travel' (1.30-3pm) should a full day of activity be desired. Lunch provided.

Fri 17 Jan-27 Mar

10.30am-12.30pm, 11 weeks

\$153 (Conc.\$87)

Fri 17 April-26 June

10.30am-12.30pm, 11 weeks

\$153 (Conc.\$87)



MENTONE MUSIC RESPITE

REACH

Caring for a loved one can be challenging. This program enables carers to have an afternoon to themselves, while their loved ones join us for a lively interactive musical program. Includes a light refreshment and transport may be available.

Note: 'Mentone Music Respite' connects with an additional respite program 'Art for All' (9.30-11.45am) at Sandybeach Centre should a full day of respite be desired. Lunch provided.

Wed 15 Jan-25 Mar

1.30-3.30pm, 11 weeks

\$157 (Conc.\$83)

Wed 8 Apr-24 June

1.30-3.30pm, 12 weeks

\$157 (Conc.\$83)

DISABILITY PROGRAMS



Sandybeach runs a range of programs specifically designed for adults with an intellectual disability.

These programs:

- Provide opportunities for participants to be active community members
- Provide skills to assist with daily living and independence
- Support participants who have an employment or volunteer related goal
- Most importantly, provide opportunities for fun and friendship.

MIND, HEALTH AND CONNECT



This program provides an energetic and holistic approach to wellness. Learn new skills and activities to sustain a balanced and healthy lifestyle.

Participants engage in reflective practice to enhance personal development and mental health, relaxation and wellbeing. Be part of a comfortable and welcoming environment which includes activities such as aerobics, health walking, Tai Chi and dance based exercise. Beginners welcome.

Fri 31 Jan-26 June

9.30am-12.30pm, 20 weeks

\$360

CATERING AND HOSPITALITY SKILLS



Work alongside enthusiastic and like-minded foodies who want to learn the skills to provide professional catering.

- Appropriate for experienced participants (completed a Basic Cooking class or equivalent)
- Learn and develop cooking skills and techniques through providing internal and external catering
- Plan, organise and facilitate events
- Team work and resilience skills
- Pathway to volunteering positions and future employment
- Opportunities to build confidence and independence

Participants need to bring their own lunch and food 'tastings' are available in the class.

Mon 3 Feb-22 June

11am-3pm, 16 weeks

\$350

COMMUNITY ACCESS AND VOLUNTEERING



This program is designed to encourage participants to get out and about in their local community – meet new people and gain new experiences. Activities are fun and engaging and include maintaining a community garden, visiting other community centres and obtaining work experience in retail.

In this program, participants:

- Develop skills in planning, goal setting, workplace occupational health and safety (OHS) & working in small teams
- Learn about and experience community-based volunteering
- Learn and practise skills required to successfully undertake a volunteering role.

Thurs 30 Jan-25 June

9.30am-12.30pm, 19 weeks

\$300

MENTORING - A STEP TOWARD MAINSTREAM VOLUNTEERING OR WORK EXPERIENCE



Participants are paired with a mentor to find and apply for a volunteering or paid work placement that is linked to their interests, and skill level. In Term 1 participants will be helped to identify the type of work placement they are interested in and to approach mainstream businesses. A plan is developed to mentor growth and skill development. Involvement of the mentor would gradually decrease as the participant becomes more comfortable in the role.

The benefits include:

- Creation of a Job Toolkit – including resume, business card, reference, working with children check, 1 minute verbal spiel and business card
- Placement in a mainstream workplace
- Skill and knowledge development that may lead to a paid role
- Opportunities to gain new skills, experiences and friends
- Meaningful, ongoing engagement in the community.

The program will also contribute to increased community understanding and acceptance of diversity.

Thurs 30 Jan-25 June

1.15-4.15pm, 20 weeks

\$280



COMPUTERS AND iPADS



This course will help you to develop basic skills in using a computer and iPad, including use of Microsoft Word, PowerPoint, internet and email. The course is designed to build confidence in those new to technology, build on existing skills and provide pathways to further learning.

Tues 28 Jan-23 June

9.30am-12.30pm, 20 weeks

\$260

GARDENING



This course is for those who love gardening and wish to develop their practical skills and knowledge while benefiting from the many aspects of well-being that gardening promotes. Some of the activities include; planting, weeding, watering, harvesting and sampling garden produce. You will enjoy gardening in our renovated accessible garden area and experience visits to other gardens in the community.

Mon 3 Feb-22 June

1.15-4.15pm, 16 weeks

\$290 Aust. Citizen/Perm.Res

KITCHEN CLUB



Learn about safety in the kitchen, understanding and following recipes, preparation techniques, cooking skills and eating healthily.

- Cooking from garden to plate
- Food handling and hygiene
- Employability skills to transition into employment (eg kitchen hand positions)
- Socialise and share meals
- Enjoy fully interactive cooking classes.

Tues 28 Jan-23 June

9.30am-12.30pm, 20 weeks

\$330 Aust. Citizen/Perm.Res

Wed 29 Jan-24 June

9.30am-12.30pm, 20 weeks

\$330 Aust. Citizen/Perm.Res



NUMERACY AND LITERACY SKILLS



Develop practical numeracy and literacy skills that are needed in everyday life. Learn basic maths skills in arithmetic, measurement, time and money. Improve literacy skills including reading, writing, speaking and listening. Make sense of literacy in the world around us in signs, information, entertainment, public transport and legal and personal documents. This course is suitable for beginners and provides opportunities for further learning.

Mon 3 Feb-22 June

9.30am-12.30pm, 16 weeks

\$260

MULTIMEDIA SKILLS

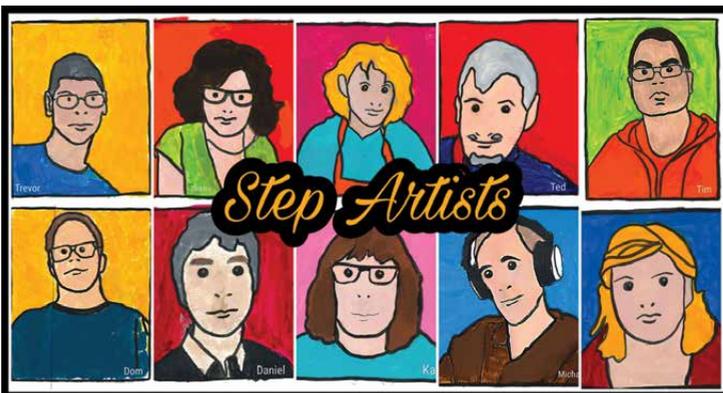


Learn about a variety of media forms and how to use them. Take digital photos, create audio and video presentations, access social media and YouTube, explore interests and search for information. This course is suitable for beginners and those who wish to extend their IT skills.

Tues 28 Jan-23 June

1.15-3.45pm, 20 weeks

\$260



ART IN ACTION

Participants will be encouraged to express their individuality through a range of different creative techniques and art mediums. Participants will work towards exhibiting their pieces via various platforms such as Facebook, Marketplace and Sandybeach Centre in-house exhibitions.

Classes are fun, social and supportive.



CREATIVE ARTS

Have fun and express yourself through a wide range of creative activities. Explore drama exercises, dance, make music, write, draw and make craft. Make new friends and enjoy socialising.

Fri 31 Jan-26 June
1-3.30pm, 20 weeks
\$320

Tues 28 Jan-23 June
1.15-3.45pm, 20 weeks
\$370

BAYSIDE SEIDO KARATE

Traditional Japanese Karate - all ages and beginners welcome!

First class is FREE! Book Now - call 9587 9391

We are family friendly. Karate has many benefits and it is a great way to increase confidence, focus, co-ordination, discipline, flexibility and learn effective self defence in a safe environment.

Learn from a 5th Degree Black Belt (Kyoshi Darek Lebek) with over 34 years experience.

**For more information visit: www.seidobayside.com.au
or email: info@seidobayside.com.au**

OCCASIONAL CARE



CHILDCARE AND EARLY LEARNING CENTRE (ELC)

Sandybeach Childcare and Early Learning Centre is a small, friendly occasional care centre for children 0-5 years. Our excellent adult to child ratio, low centre numbers (max 21) and qualified staff, enable all children including those with learning challenges or development delay, to feel that they belong and are part of the community. Our aim is to provide children with enjoyable, safe and stimulating education and care.

'The staff are amazing with the kids. They are so nurturing and have really helped my son to grow in confidence and come out of his shell. They are a fantastic team'.

*- Sandybeach ELC
Parent 2019*

SESSION TIMES AND DATES

Monday, Tuesday and Thursday:

8.30am-12.30pm

\$47 per session

Wednesday and Friday:

8.30am-1.30pm

\$53 per session

Term 1: Tues 28 Jan-Fri 27 Mar

Term 2: Tues 14 April-Fri 26 June

ORIENTATION TO THE CHILDCARE AND EARLY LEARNING CENTRE

You are welcome to make an appointment to spend time in the ELC with your child before you make the decision to enrol. Once enrolled, you are invited to stay for as long as it takes you and your child to feel relaxed and confident about separating.

SCHOOL HOLIDAY SERVICE - SUBJECT TO DEMAND

Preference is given to children attending the Centre during school terms. Our Centre does not operate on public holidays.

Call the ELC Co-ordinator on 9598 2155 for bookings and appointment times.

FACILITIES FOR HIRE

Sandybeach Centre offers a wide range of facilities to meet your needs. With a great community atmosphere, our facilities may be just what you are looking for!

Note: The Centre is an alcohol-free venue. All rooms are wheel-chair accessible.



PLAYERS ROOM

- Medium sized room • Seating capacity - 20 at tables, 40 in chairs
- Data projector and screen

MOREY HALL

- Large Hall • Seating capacity - 100 at tables, 150 in chairs • Data projector and screen

FERNHILL ROOM

- Small meeting room • Seating capacity - 12 at tables, 20 in chairs
- Data projector and screen • TV and DVD player

PLAYHOUSE ROOM

- Medium sized room • Seating capacity - 14 at tables, 30 in chairs • Data projector and screen • childcare area

SIMS ROOM

- Small meeting room • Seating capacity - 12 at tables, 20 in chairs
- Data projector and screen

COMMERCIAL KITCHEN

- Fully equipped Registered Commercial kitchen • Servery to Morey Hall and Players Room • 2 ovens with hotplates, fridge and freezer, microwave, dishwasher, coffee machine, cutlery, crockery, chopping boards etc

THE STUDIO

- Separate Studio in garden setting
- Seating capacity - 14 at tables, 20 in chairs • Data projector and screen • TV and DVD player

COMPUTER ROOM

- Computer training room • Seating capacity - 12 at desks • Data projector and screen • Medium sized room

For further information, contact the Facilities Coordinator on 9598 2155 or email progco@sandybeach.org.au

GENERAL INFORMATION & ENROLMENT

Sandybeach Centre is a registered Learn Local Organisation and Disability and Aged Care Service Provider.

HOW TO ENROL

Enrolment can be completed by phone, mail or in person. Payment in advance is required at the time of enrolment for all programs/services to secure your place. Some programs require a pre enrolment interview – please contact our Reception on **9598 2155** or email **admin@sandybeach.org.au** for further details.

OFFICE HOURS

Monday to Friday 9am-5pm.

CANCELLATION AND REFUNDS

A full refund is made if a course or activity is cancelled by Sandybeach Centre. Refunds will be issued in the same format as the payment was made. We are unable to provide cash refunds.

If you withdraw from a course/activity, a refund must be requested a minimum of 5 days prior to commencement. Please note where materials have been purchased based on your enrolment, this component of the fee will not be refunded. An administration fee of \$40 applies to all cancellations. Once the course/program has commenced the fees may not be refundable.

For Childcare – term booking refunds are made on the receipt of written notice, submitted 3 weeks in advance of final date. An administration fee of \$40 applies.

For further information about our policies and procedures visit **www.sandybeach.org.au**

KEEP UPDATED

Throughout the year Sandybeach Centre provides a number of activities that have not been included in this booklet – please visit **www.sandybeach.org.au**, visit facebook.com/Sandybeach.org.au or email us at **admin@sandybeach.org.au** to receive our regular e-newsletter.





Sandybeach Centre

2 Sims Street

Sandringham 3191

phone: 9598 2155

email: admin@sandybeach.org.au

website: www.sandybeach.org.au

ABN 39 853 867 516

Follow us on Facebook

Our sponsors include:



Sandybeach Centre is a community organisation and receives funding from the Victorian and Commonwealth Governments.

Donations to the Building Fund and Scholarship Fund are tax deductible.

