# Activity & Course Guide

#### **JANUARY TO MARCH 2018**







www.arrabri.org

## **About Arrabri**

### Manager's Message

A very wholehearted welcome to another year with Arrabri Community House. Our Christmas break has seen our staff and volunteers restore their energy levels and we have all enjoyed some time relaxing with family and friends. Hope you all have enjoyed your Christmas breaks.

Arrabri will continue to provide for our community with our large range of computer, bookkeeping, accounting packages, job ready course and our very popular Business Administration Course. We also have our social groups and recreational classes. There will be special events and of course our Occasional Care.

Our new website is now available so feel free to browse our courses.

We would like to thank our seniors for participating in our seniors' lunches and making them such a success. We have lots of fun preparing and looking after you all and look forward to our 2018 lunches.

Term 1 is a short term with several public holidays. Our office will re-open on Wednesday 17 January 2018. Occasional Care will resume on Tuesday 30 January 2018. We will be closed on 26 January, 12 March and 30 March.

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Sharon Cosgriff | Manager

### **The Arrabri Team**

#### OUR STAFF

Manager: Sharon Cosgriff Finance Officer: Nadine Tassell Program Officer: Kate Tasic Administration Officers: Marg Todd and Mary Cosham Occasional Care Staff: Trudy Walton and Janet Schnepf

#### **OUR VOLUNTEERS**

Cheryl Duffin, Pat Mulroney, Judy Salmont, Cheryl Golten



### **Office Hours**

Our friendly staff are just a phone call away. If you need assistance please call us on 9294 7530.

Our office hours are Monday to Friday, 8.30am to 4.00pm.

### **Room Hire**

Arrabri have rooms for hire at reasonable rates, available for day or evening. Whether you're looking for a venue for business, social function or party, Arrabri fits the bill!

Contact the office on 9294 7530 for more details.





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## What's On

#### SENIORS' EASTER FEAST

Come and celebrate at Arrabri with our 'Easter Feast'. You are warmly invited to attend our luncheon to be held on Tuesday 20 March from 12.30pm – 3.00pm. Enjoy a relaxed lunch followed by dessert with other senior members in our community. Places will be limited, so please book early to avoid disappointment. Call 9294 7530 to secure your booking. We hope you can join us!

Please RSVP by Wednesday 14 March 2018.

Date:	Tuesday 20 Mar
Time:	12.30pm-3.00pm
Cost:	\$10.00 per head
	(payment required at time of booking)

#### MAROONDAH IMMUNISATIONS

Maroondah City Council conducts free immunisation sessions at Arrabri Community House.

Date:	4th Tuesday of the month
	(23 Jan, 27 Feb & 27 Mar)
Time:	9.30am - 11.30am



#### FREE PARENTING INFORMATION NIGHT

### Free Information Night For Parents, Carers, GrandParents and Foster Parents.

Do you want to upgrade your parenting skills?

Do you struggle with argumentative, whining kids or disrespectful teens?

How would you like to decrease the tension with one line?

Are you exhausted and frustrated getting the kids to bed at night?

Would you like to enjoy less stressful evenings and feel more relaxed earlier in the evenings?

Is it a hassle getting the kids ready to leave on time in the mornings?

Would you enjoy having the kids do more and be ready when you want to leave?

Are your energy levels being drained experiencing tantrums around eating time or any other time?

Would you enjoy, more time, having children who are fun to be around?

Teaching Kids For Life Puts the Fun Back into Parenting While raising resilient Happy Kids.

Going to a Teaching Kids For Life course using the Love and LogicTM material gave me valuable parenting tools and increased my confidence as a parent. We no longer have arguments in our home, and life is much more peaceful. I have learnt how to keep me under control, and am now parenting my 3 kids with more demonstrated love, and logical consequences. – Jo McKay

Sign up now for your FREE Information night on Wednesday 21st February and Wednesday 21st March 7pm-8pm.

Take home practical techniques to experiment with.

Bookings essential.

### **International Womens' Day**

## This year's theme for International Women's Day is Press For Progress.

With the recent World Economic Forum's 2017 Global Gender Gap Report, findings tell us that gender parity is over 200 years away - there has never been a more important time to keep motivated and #PressforProgress.

And while we know that gender parity won't happen overnight, the good news is that across the world women are making positive gains day by day. Plus, there's indeed a very strong and growing global movement of advocacy, activism and support.

So we can't be complacent. Now, more than ever, there's a strong call-to-action to press forward and progress gender parity and to motivate and unite friends, colleagues and whole communities to think, act and be gender inclusive.

International Women's Day is not country, group or organisation specific. The day belongs to all groups collectively everywhere. So together, let's all be tenacious in accelerating gender parity. Collectively, let's all Press for Progress.

Come along to Arrabri and bring your friends for a day of inspiration with special guest speakers, some market stalls and then join us for lunch.

Date:	Thursday 8 Mar
Time:	11.00am – 2.00pm (free lunch)

Please RSVP by Friday 2 Mar for catering purposes. Ph: 9294 7530.



## **Social Groups**

#### ARRABRI WALKERS

Get fit and meet some new friends at the same time. Walk around the local area at a brisk but comfortable pace. Wear comfortable walking shoes and bring a water bottle. This group meets each Thursday at 9.15am at the House and walks for approximately one hour.

Have a cuppa and a chat when you return! *This is a free activity - no costs involved.* 

#### SIT 'N SEW OR CRAFTY PROJECTS

Have you ever wanted time for yourself to complete your existing craft projects or start new ones? Come along and join this existing group of friendly ladies. Anyone or any project welcome!

Date: Tuesdays 30 Jan - 27 Mar

Time: 7.00pm - 10.00pm

Cost: \$45 per term

#### FERNHILL WRITERS GROUP

Bring along your own work or any writing project and take the opportunity of an unbiased critique and enjoy an evening with like-minded people. For more information please contact group facilitator Aden McAllister on 0414 558 626 or email fernhill.writers@ gmail.com.

Date:1st and 3rd Tuesday of each monthTime:7.00pm - 10.00pmCost:\$5 per person per session

#### WEIGHT WATCHERS IS NOW AT ARRABRI!

You can now attend Weight Watcher's meetings at Arrabri Community House on Wednesdays from 9.30am – 10.30am & Thursdays 7.00pm - 8.00pm. The Weight Watchers program is a holistic approach to weight loss tailored to suit your lifestyle.

Everyone is welcome, whether you are already a life member or wanting to join for the first time. Learn and discuss new topics each week to assist you in your weight loss journey and participate in confidential weekly weigh-ins to keep you on track. If you would like any further information, please do not hesitate to contact our office staff on 9294 7530.

### weightwatchers

## **Education & Training**

INTRODUCTION TO COMPUTERS – WINDOWS 10 (18ESINTCOMP)

Microsoft Windows 10 is designed for users who are keen to learn how to operate the software to perform tasks which include: starting applications, creating folders, copying and moving files, creating and using libraries, performing searches and personalising Windows. You will learn how to work with the basic components of the Windows 10 interface, manage files on your computer and much more.

Date:	Thursdays 15 Feb - 29 Mar (7 weeks)
Time:	12.45pm - 3.35pm
Cost:	\$61.60 (plus \$35.00 manual)
or	
Date:	Thursdays 8 Feb - 29 Mar (8 weeks)
Time:	7.00pm - 9.30pm
Cost:	\$61.60 (plus \$35.00 manual)



#### INTRODUCTION TO COMPUTERS -WINDOWS 10 (BYO LAPTOP) (18ESINTCOMP)

Bring in your own laptop and experience the world of Windows 10. You learn how to use the file explorer app to navigate around your computer to create, save, find and back up your files. You will also learn to set up and sync the new bundled mail, calendar and contact apps, set up timely notifications for appointments, events and emails. You will learn how to set up and use the new Cortana artificial intelligence system, as well as the Edge browser and the security system. You must have a working computer with Windows 10.

Date: Wednesdays 14 Feb - 28 Mar (7 weeks) Time: 12.45pm - 3.35pm Cost: \$61.60 (plus \$35.00 manual)



#### INTERMEDIATE COMPUTERS (18ESCOMPSKIL)

The goal of this course is to teach intermediate skills for Windows PC's, Microsoft Word, Excel and includes email and Google, file management and general computing concepts.

Continued on next page...

You will become aware of security concerns and how to work safely on the internet, use input, output and storage devices and understand the best ways to search the internet and manage mail merges. If you already possess basic computer knowledge and you want to improve your computer skills further, then this is the class for you!

#### Pre-requisite: Basic Computer Skills

Date: Fridays 2 Feb - 23 Mar (8 weeks) Time: 9.30am - 12.00pm Cost: \$61.60



#### INTERMEDIATE COMPUTERS BEYOND (18ESCOMPSKIL)

If you have already attended our Intermediate Computers class and would like to go that step further, why not try our Intermediate Computers Beyond course. Learn how to use the "cloud" for storing your documents, creating zip files and know what the difference between Google Docs, One Drive and Drop Box is. Discover the benefits of scanning documents and storing them electronically. This class will also explore basic computer maintenance, customising your computer and copying files or photos from your phone/ camera. Enrol now to develop your computer skills further.

Date: Wednesdays 7 Feb - 28 Mar (8 weeks) Time: 12.30pm - 3.00pm Cost: \$61.60



#### MICROSOFT EXCEL - LEVEL 1 (18ALNEXCEL1)

Master one of the world's most popular spreadsheeting software applications. Unleash a world of new possibilities with the power of Excel. Improve the way you manage and present information and take the legwork out of calculations and data manipulation. Design spreadsheets and incorporate graphics, formatting, graphs and charts and learn how to use formulae and functions. Learn Excel the smart way at Arrabri!

Pre-requisite: Basic Computer Skills

Date:	Wednesdays 7 Feb - 28 Mar (8 weeks)
Time:	9.30am - 12.00pm
Cost:	\$61.60 (plus \$35.00 manual)



#### PHOTOSHOP - LEVEL 1 (18VOCPHOTO1)

Use this digital editing program to transform photos and artwork. Learn to manipulate images, play with colour, add special effects or text, restore old photos and much more. Make your photos look like masterpieces. Suits all current versions of the software.

Pre-requisite: Basic Computer Skills

Date: Tuesdays 6 Feb - 27 Mar (8 weeks) Time: 7.00pm - 9.30pm Cost: \$61.60



#### BASIC BOOKKEEPING (18ESBBKEEP)

Basic Bookkeeping covers double-entry accounting (rules of debits & credits), financial statements, cash & accrual methods, stock control, important journal entries, the GST and BAS returns and other essentials for small and medium-sized businesses. The course also serves as an important grounding for those wanting to use MYOB, Xero or Quickbooks. No experience required. Our Tutor turns bookkeeping into fun!

Date: Thursdays 8 Feb - 29 Mar (8 weeks) Time: 9.15am - 12.15pm Cost: \$95.90 (Manual included)



#### MYOB V19 – ACCOUNT RIGHT (INCLUDING PAYROLL) (18ESMYOB1)

This course is designed to prepare you for computerised accounting using MYOB V19 software. You will learn a range of essential bookkeeping functions including basic accounting, sales recording, inventory management, reconciliation, invoicing techniques, chart of accounts, payroll administration and BAS. This course is ideal for people running a small business but is suitable for anyone wanting to take control of their financial affairs. All you need are the right skills, knowledge and guidance from our experienced trainer to manage your accounts effectively and efficiently.

Pre-requisite: Basic Bookkeeping

Date:	Tuesdays 6 Feb - 13 Mar (6 weeks)
Time:	9.30am - 12.30pm
Cost:	\$61.60 (plus \$45.00 manual)



#### QUICKBOOKS ONLINE (18ESQUICKBK)

Would you like to learn how to do your invoicing, bookkeeping and billing with the Quickbooks software? Quickbooks gives you the tools you need to run your small business.

Easily track cash flow, automate bank feeds, send quotes and invoices, track sales and expenses, scan receipts and pay employees. Our experienced trainer will guide you through creating customised invoices, how to see your profit & loss, balance sheet and dozens of reports in one click, how to manage and pay bills, create and send purchase orders, complete payroll and your BAS.

Date: Wednesdays 7 Feb - 28 Mar (8 weeks) Time: 6.30pm - 9.00pm Cost: \$61.60

#### XERO BOOKKEEPING (18ESBBKEEP1)

Xero is a powerful online accounting software program. You can log in online anytime and view live business financials on Mac, PC, tablet or mobile. Xero automatically imports and categorises your latest bank transactions.

To reconcile, simply click OK! Zero addresses the user's need to understand menu and report operations in simple terms not referencing accounting terminology. Create professional recurring invoices and receive updates when they're opened. Xero integrates with hundreds of addon business applications so that you can easily sync and streamline your data.

Date:Thursdays 1 Feb - 8 Mar (6 weeks)Time:6.30pm - 9.30pmCost:\$61.60

BYOD (BRING YOUR OWN DEVICE) – BEGINNERS (18VOCBYOD1)

Just purchased an iPad, Samsung/Android tablet or iPhone and want to learn how to get the most out of it? This class is for you! Learn how to email those family photos, download movies, books and more!







Come join us for a fun-filled class and go home confident in learning how to use your device for things that engage and interest you!

Date: Wednesdays 14 Feb - 28 Mar (7 weeks) Time: 9.30am - 12.20pm Cost: \$61.60

#### BYOD (BRING YOUR OWN DEVICE) – BEYOND (18VOCBYOD2)

Want to learn more about your iPad, Tablet, iPhone or Android device? This course is set up for what you want to learn. Confused about storage and backing up your device? What on earth is streaming music and this "cloud thingy" and how can I take advantage of it all for free?

Want to know how to mirror what's on your device to your TV and have a family photo night? What is Apple TV and Chromecast all about? How can I use my iPad, Tablet or even my iPhone to watch my favourite TV shows and movies on my own TV screen? Expand your knowledge, fill in some gaps and join us to become digitally savvy!

Date: Thursdays 15 Feb - 29 Mar (7 weeks) Time: 9.30am - 12.20pm Cost: \$61.60



#### JOB READY (18ESJOBREADY)

If you are a jobseeker looking for employment, then this is the course for you! This is an eight week course that helps to prepare candidates for the application and interview process, with the ultimate aim of securing employment. The ultimate goal for participants is to be able to secure employment. Our experienced and professional trainers will give you the guidance and support you need to review or prepare a professional resume to help secure an interview and offer advice on the best ways to look for employment opportunities.

 Date:
 Mondays 29 Jan - 19 Feb (4 weeks)

 Time:
 9.30am - 3.00pm

 Cost:
 \$61.60

 or
 Date:

 Mondays 26 Feb - 26 Mar (4 weeks)

 No class 12 Mar

 Time:
 9.30am - 3.00pm

 Cost:
 \$61.60



#### MICROSOFT OFFICE SKILLS (18ESOFFICESK)

### NEW

Gain the skills and knowledge needed to improve your use of Microsoft Office Suite programs – Outlook, Word, Publisher, PowerPoint and Excel. This course allows the participant to gain an overview of the basic functions for each of these programs. It covers topics that will help you to understand and use some of the more common features in MS Office Suite. These include:

- · Word to create basic word processed documents
- Excel to create spreadsheets and process simple formulas and functions
- PowerPoint to create a basic electronic presentation
- Outlook to understand the functions of the calendar, contacts, task and email features
- Publisher to create basic publications such as flyers

Microsoft Office Suite is the most common form of office software used and is an essential skill for those wanting to work in an office environment.

Date: Thursdays 8 Feb - 29 Mar (8 weeks) Time: 9.00am - 12.30pm Cost: \$61.60 (Plus \$35.00 manual)

#### INTRODUCTION TO BUSINESS ADMINISTRATION (18ESBUSADMIN)

This 16 week course (running across 2 terms) provides an introduction to key aspects of business administration. It seeks to enhance skills and knowledge in basic business administration techniques. You will develop skills relating to OHS, basic financials, scheduling, producing business documents, using spreadsheets, internet and emails and customer service.

Pre-requisite: Basic Computer SkillsDate:Fridays 2 Feb - 23 Mar (8 weeks)Time:9.30am - 3.00pmCost:\$201.40 (Manual included)

#### ARRABRI INK – PROFESSIONAL/ CREATIVE WRITING (18ALNLIT)

Arrabri Ink, facilitated by author and poet, Carole Poustie, is for those with an interest in professional or creative writing. In a relaxed, encouraging environment you'll join with likeminded people to talk, write, read and be inspired. Classes include instruction in the craft of writing that will set you up to write in a number of genres and to build a folio of work - ideal as preparation for Certificate IV in Professional Writing and Editing or higher.

Experienced and beginner writers welcome.

Minimum Year 10 English and good communication skills recommended.

Date:	Mondays 5 Feb - 26 Mar (7 weeks)
	No class 12 Mar
Time:	9.15am - 12.45pm
Cost:	\$76.60 (Manual included)



NEW

#### ENGLISH AS A SECOND LANGUAGE (18ALNEAL)

Is English your second language? Would you like to improve your English Language skills

for the workplace, further study or other reasons? Arrabri is introducing an interactive and engaging course in English as an Additional Language. This course will run over two terms, 16 weeks duration in total and will help you with language and cultural skills needed to live and work productively in the Australian community. You will learn to build your vocabulary, develop your grammar skills, speak English with greater accuracy, fluency and confidence, read and comprehend texts on familiar topics and improve your writing skills. With the assistance of a dedicated and passionate tutor, this course will help you to be a confident communicator.

Date: Wednesdays 7 Feb - 28 Mar (8 weeks) Time: 9.30am - 12.30pm Cost: \$100.00



## **Recreational Classes**

#### CALLIGRAPHY - ONGOING

This is a self-facilitated group who meet each week to work on assorted projects using different calligraphy scripts, swap ideas and get tips. BYO materials. All welcome!

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Date: Tuesdays 30 Jan - 27 Mar (9 weeks)
Time: 9.30am - 11.30am
Cost: $5.00 per week
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#### YOGA

We would like to welcome back our Yoga instructor Bronwyn who will be returning in 2018 from maternity leave. Yoga can provide a place to develop freedom and strength in both the body and mind. It strengthens and tones the muscles and creates the flexibility to move with more freedom, improving your health and well-being. Our instructor Bronwyn has been practising yoga for over 10 years. She uses a relaxed, flowing and adaptive Vinyasa flow based style to cater to all students, helping them get the most out of each class.

Please bring mat, water and dress comfortably for freedom of movement.

Date:	Mondays 29 Jan - 26 Mar (8 weeks)
	No class 12 Mar
Time:	5.45pm - 6.45pm
Cost:	\$92.00 (\$82.80 concession)

#### PILATES

Improve your core postural muscles to support your spine, improve your posture, increase tone and flexibility. Bring along your own mat.

This class is run by a qualified Pilates Instructor.

Date: Wednesdays 31 Jan - 28 Mar (9 weeks) Time: 6.00pm - 7.00pm Cost: \$103.50 (\$93.15 concession)

#### **REHABILITATION PILATES**

Pilates builds a strong core, increases strength and flexibility simultaneously, and improves posture, stability and alignment. It also emphasises complete concentration on smooth, flowing movement, and proper breathing. You become acutely aware of how your body feels, where it is in space, and how best to control its movement. Pilates is a mind-body workout. In this class we aim to build on the basic foundations of Pilates to be able to work on developing proper technique, you can actually re-train your body to move in safer, more efficient patterns of motion - invaluable for injury recovery.

 Date:
 Wednesdays 31 Jan - 28 Mar (9 weeks)

 Time:
 7.00pm - 8.00pm

 Cost:
 \$103.50 (\$93.15 concession)

#### **FITNESS FOR OVER 40'S**

A circuit style exercise class using weights, fit ball and mats suitable for most fitness levels.

Not a fast paced aerobic class but weight bearing with cardio. All equipment supplied.

 Date:
 Tuesdays 30 Jan - 27 Mar (9 weeks)

 Time:
 9.00am - 10.00am

 Cost:
 \$103.50 (\$93.15 concession)

#### LET'S GET PHYSICAL

Increase strength, energy and combat bone density loss with this fun circuit style exercise class. Suitable for most ages and fitness levels. All equipment supplied.

Date:	Fridays 2 Feb - 23 Mar (8 weeks)
Time:	9.15am - 10.15am
Cost:	\$92.00 (\$82.80 concession)

#### CARDIO TENNIS

This is a fun, high intensity cardio workout class that is all done on a tennis court. The best thing about Cardio Tennis is that you do not have to be a tennis player to get involved. In fact, it doesn't matter if you have never played before.

Low-compression tennis balls promote immediate success, especially for beginners, because they travel at a lower speed making it easier to strike the ball. Your coach is trained to mix up the activities to cater for all skill levels, so while it is great for beginners, more experienced tennis players will also have a great time.

There will be upbeat music to motivate you, heart-rate monitors to check your fitness levels and calorie burn and low compression balls to make striking the ball that much easier.

This is a fun, tennis-based workout like no other!

Date:	Wednesdays 31 Jan - 28 Mar (9 weeks)
Time:	9.15am - 10.15am
Cost:	\$135.00 (\$121.50 concession)



#### PAEDIATRIC FIRST AID

This interactive 3 hour session will be conducted by a qualified working paramedic who will answer your questions and give up-to-date practical information. Topics covered include infant/toddler CPR, choking, allergies, immunisations and basic first aid.

Bookings are essential.

Date:	Thursday 8 Mar
Time:	7.00pm -10.00pm
Cost:	\$25.00 per person or \$40 per couple

#### 'TASTES OF CHINA' (NOODLE) COOKING CLASS

Experience a taste of China in this 'hands-on' cooking class. Learn how to create a range of Char Kwai Teow, Ho Fun, (flat rice noodle) and Chow Mien Noodles (egg noodle), delicious traditional Chinese dishes. Our experienced Chef, Oddie will guide you through all of the recipes and teach you all the techniques needed so you can prepare these amazing noodle dishes. At the end of the class, everyone can then taste the wonderful creations they have cooked! Copies of all the recipes will be given to you so you can recreate these dishes at home.

Date: Saturday 3 Mar Time: 10.30am - 1.00pm Cost: \$40.00

Places are limited so please ensure you book soon to avoid disappointment.



#### **KNITTING NANCIES!!!**

How would you like to join our knitters' club? Knitting needles are clacking at Arrabri to help knit items such as blankets, booties, hats, jumpers and cardigans to be donated to local charity groups. Arrabri supplies the wool and you supply your knitting needles and talent! Join in the fun with our "Knitting Nancies" and help to benefit your local community.

Date: Tuesdays 30 Jan - 27 Mar (9 weeks) Time: 1.30pm - 3.30pm Cost: FREE

## Childcare

### **Occasional Child Care**

Arrabri offers high quality Occasional Childcare for children from 3 months to 5 years of age and we are committed to child safety. Our room complies with Children's Services Regulations. Care is available to all including those who attend classes at Arrabri.

Our quality care is recognised as 'Approved Care' which means that families may be eligible to receive childcare fees through the Childcare Benefit fund and receive up to 50% rebate.

Monday to Friday, 9.00am - 1.00pm. Tuesday 30 Jan - Thursday 29 Mar.



NEW

Bookings are essential. Please call 9294 7530.

### 'The Club' Supported Playgroup

A social group offered to parents with their children (aged 0-6). Parents stay, joining in group activities with their children and our facilitator Pat. The aim of the group is for you and your children to form friendships in a safe, casual atmosphere. No booking required - just turn up and enjoy the fun!

Date:	Tuesdays 6 Feb - 20 Mar
Time:	9.30am - 11.30am
Cost:	\$8 per session per family

## **Our Friends**



Bedford Park, Rosewarne Lane, Ringwood VIC 3134 Ph: 9870 2602 | W: www.crccinc.org.au ABN: 82 757 628 466 | Inc. Association: A0002320N



35 - 39 Tortice Drive, Ringwood North VIC 3134 Ph: 9876 3421 | W: www.nrch.org.au ABN: 78 052 679 939 | Inc. Association: A0004693Z



76 - 86 Croydon Hills Drive, Croydon Hills VIC 3136 Ph: 9722 8942 | W: www.yarrunga.org.au ABN: 62 340 040 053 | Inc. Association: A0036088A



30 Glen Park Road, Bayswater North 3153 Ph: 9720 5097 | W: www.glenparkcc.com.au ABN: 66 587 052 638 | Inc. Association: A0041265X





Women's Only Kickboxing & Fitness Studio

### TWO-WEEK FREE TRIAL

Kickboxing classes (age 3 & above) Postnatal workouts Child friendly centre Self-defence

Yoga

Melsways 2/6 Holloway Drive Bayswater Ph: 9762 8051 www.melsways.com.au



Chris McGrath Mobile: 0408 52 14 57

(ef.) graphic design

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## How to enrol

Class bookings may be made in person, by email or by phone. Payments can be made in cash, cheque, credit card, EFTPOS or by direct deposit.

#### DIRECT DEPOSIT DETAILS

Arrabri Community House Inc. Bank: NAB | BSB: 083125 | Acc No: 047813113

#### TERMS AND CONDITIONS

Fees must be paid in full at least 14 days before course begins. This will guarantee your place in the course.

Please remember when posting cheques to attach the completed enrolment form. Cheques must be received at least 14 days prior to commencement of the course.

Min/max numbers apply to all courses. Bookings are taken until the classes are filled.

A receipt will be issued for each enrolment.

For full terms and conditions, including our refund policy, information about concessions and eligibility please contact us.

Arrabri Community House is supported by the following organisations.





Allambanan Drive, Bayswater North 3153 Open Monday to Friday, 8.30am - 4.00pm 9294 7530 | arrabri@arrabri.org | www.arrabri.org A0055935T | ABN 65 282 972 116