

Willoughby Park Art & Recreation Centre

Holiday Program

4 January – 21 January 2011



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Some courses are held at:

St John's Church Room/Church Hall

(opp. Willoughby Park Centre)

Cnr of McClelland St & Warrane Rd, Willoughby

West Chatswood Community Learning Facility

565 Mowbray Road West, West Chatswood

Term 1 2011 Course Information

For information on term courses running at Willoughby Park Centre, Castle Cove Community Learning Centre, West Chatswood Community Learning Facility and Northbridge Branch Library please refer to the Willoughby City Council Community Learning brochure. Printed copy available from Willoughby Park Centre or online at www.willoughby.nsw.gov.au/willpark.html

Administration Office Hours

Monday	9.00am – 1.00pm
Tuesday – Friday	9.00am – 5.00pm

Cnr McClelland St & Warrane Rd

Willoughby NSW 2068

Phone 02 9967 2917 Fax 02 9958 2404

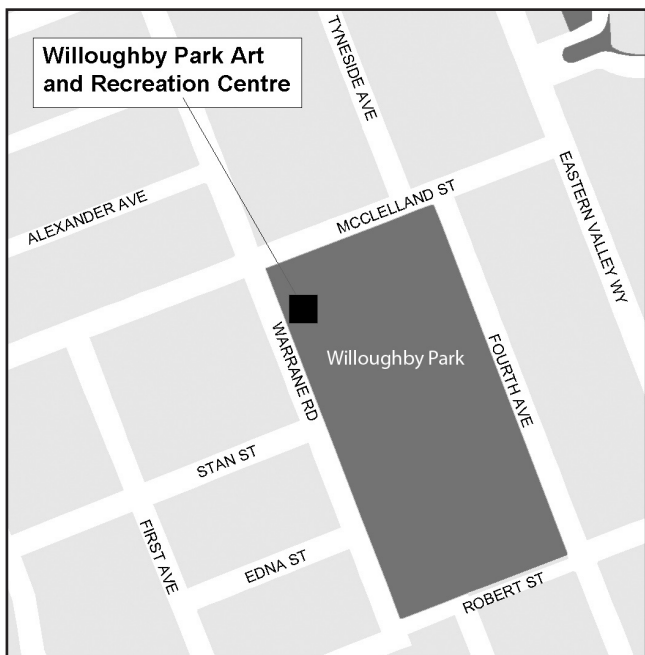
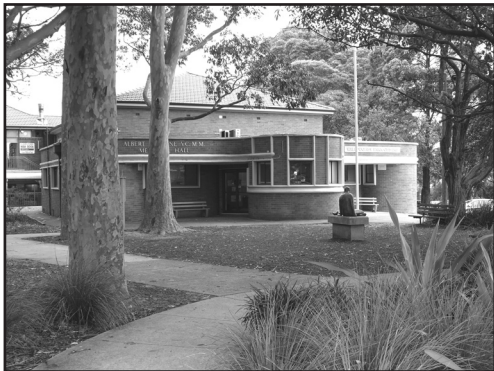
email: willpark@willoughby.nsw.gov.au

web: www.willoughby.nsw.gov.au

(www.willoughby.nsw.gov.au/willpark.html)

Willoughby Park Centre Location

Willoughby Park Centre
Cr McClelland St & Warrane Rd
Willoughby



School Holiday Program

4 January - 21 January 2011

IMPORTANT INFORMATION FOR SCHOOL HOLIDAY CLASSES

Please ensure that you have read and agreed to our Terms and Conditions of Enrolment prior to booking into any Willoughby Park Centre program. See pages 21 - 22. If a class has not reached min. numbers by 31 December 2010, it may be cancelled. Should a class be cancelled, you will be notified at least 24 hours prior.

WEEK 1

Monday 3 January

PUBLIC HOLIDAY

Tuesday 4 January

Playful Puppies	Mary Gibbons
1101 1.00pm – 3.00pm	Age: 3-5 \$30.00

Make your own cute pet puppy from clay.

Street Dance	Miss Lauren
1501 10.00am – 12.00pm	Age: 4+ \$30.00

Let's groove to hip hop music and learn off beat moves.

Latin Dance	Miss Lauren
1502 1.00pm – 3.00pm	Age: 6+ \$30.00

Feel the rhythm with this funky Latin inspired dance class.

Yogi Bear	Twana Sivan
1201 10.00am – 12.00pm	Age: 5+ \$35.00

Create your own smarter than the average bear from clay.

A Pirate's Life	Twana Sivan
1202 1.00pm – 3.00pm	Age: 5+ \$30.00

Hoist the Jolly Roger and set sail for an afternoon of Pirate crafts and adventures.

Please ensure that children wear appropriate clothing.

- For active courses, close fitting clothing with hair tied back.
- For art & craft courses, old clothing or bring an apron and closed shoes.

School Holiday Program

4 January - 21 January 2011

Funky Disco Dolls

1203 10.00am – 12.00pm

Mary Gibbons

Age: 5+

\$30.00

Design groovy fashions and accessories for 3D dolls using a variety of materials.

Owl Cushions

1204 1.00pm - 3.00pm

Ros Devaux

Age: 5+

\$30.00

Design and sew an amazing hugable owl cushion.

Lunch Time Supervision

1701 12.00pm – 1.00pm

Age: 3+

\$13.00

Children will be supervised for the one hour lunch period and be escorted to and from classes by a responsible supervisor.

Wednesday 5 January

Dinosaur Craft

1102 10.00am – 12.00pm

Mary Gibbons

Age: 3-5

\$30.00

Be inspired by awesome stories and pictures to make amazing dinosaur craft.

Mystical Mermaids

1103 1.00pm – 3.00pm

Mary Gibbons

Age: 3-5

\$30.00

Dive into the deep blue sea for stories about beautiful mermaids and sea pixies and lovely mermaid craft.

Sleepover Cooking

1205

10.00am – 12.00pm

1206

1.00pm – 3.00pm

Age: 5+

\$35.00

Join our Head Chef for a lesson in creative cooking. Bring your apron and your appetite!

N.B. Not suitable for children with allergies.

Please provide children with adequate food and drinks.

- For 1/2 day courses, snacks and a drink.
- For full day courses, snacks, lunch and a drink.

Full day courses include 1 hour lunch break.

School Holiday Program

4 January - 21 January 2011

Under the Sea Twana Sivan
1207 10.00am – 12.00pm Age: 5+
\$30.00

Fabulous fish and startling sharks, make colourful creatures for your room with an undersea theme.

Humourous Heads Twana Sivan
1208 1.00pm – 3.00pm Age: 7+
\$35.00

How funny is your face? Construct clay heads with your own humourous features and expressions.

Gym Day SXL Gymnastics
1401 10.00am – 3.00pm Age: 5+
\$60.00

A fun filled day of gymnastics skills and games.

Lunch Time Supervision
1702 12.00pm – 1.00pm Age: 3+
\$13.00

Children will be supervised for the one hour lunch period and be escorted to and from classes by a responsible supervisor.

Thursday 6 January

Clickety Clack Mary Gibbons
1104 10.00am – 12.00pm Age: 3-5
\$30.00

Jump onboard for some terrific train tales and engines to make and colour.

Sparkling Creations Mary Gibbons
1105 1.00pm – 3.00pm Age: 3-5
\$30.00

Keep all your treasures safe in these dazzling jewelled treasure chests.

Sports Fun Sports Fundamentals
1402 10.00am – 3.00pm Age: 5+
\$60.00

Qualified coaches will conduct multi-sports activities designed to encourage skill development and self-confidence.

Please ensure that children wear appropriate clothing.

- For active courses, close fitting clothing with hair tied back.
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School Holiday Program

4 January - 21 January 2011

Perfectly Princess

Nicole Finlayson

1209 10.00am – 12.00pm

Age: 5+
\$30.00

Make and decorate your princess coin purse, door hanger and more with lots of colour and sparkles!

Beautiful Butterflies

Nicole Finlayson

1210 1.00pm – 3.00pm

Age: 5+
\$30.00

Bring some colour into your room with a gorgeous garden mural complete with glittering 3D butterflies.

Fabulous Fossils

Twana Sivan

1211 10.00am – 12.00pm

Age: 7+
\$30.00

Using a variety of techniques and materials create your own prehistoric fossil artwork.

Star Wars

Twana Sivan

1212 1.00pm – 3.00pm

Age: 5+
\$35.00

Bring your favourite Star Wars character to life using clay.

Lunch Time Supervision

1703 12.00pm – 1.00pm

Age: 3+
\$13.00

Children will be supervised for the one hour lunch period and be escorted to and from classes by a responsible supervisor.

Friday 7 January

Zoom, Zoom

Mary Gibbons

1106 1.00pm – 3.00pm

Age: 3-5
\$30.00

Fasten your seat belts for some hi-octane racing car craft.

Gym 4 Fun

SXL Gymnastics

1301 10.00am – 12.00pm

Age: 3-5
\$30.00

Children will explore their physical abilities using gymnastic equipment in a fun and safe environment.

Please provide children with adequate food and drinks.

- For 1/2 day courses, snacks and a drink.
- For full day courses, snacks, lunch and a drink.

Full day courses include 1 hour lunch break.

School Holiday Program

4 January - 21 January 2011

Creative Cupcakes Nicole Finlayson
1213 10.00am – 12.00pm
1214 1.00pm – 3.00pm
Age: 5+ \$35.00
Join our Head Chef for a lesson in creative cooking. Bring your apron and your appetite!
N.B. Not suitable for children with allergies.

Blossoms Ros Devaux
1215 10.00am – 12.00pm
Age: 7+
\$30.00

Paint delicate oriental themed flowers on paper lanterns.

Chinese Dragons Ros Devaux
1216 1.00pm – 3.00pm
Age: 5+
\$30.00

Celebrate the Chinese New Year by creating a fabulous Chinese dragon using mixed media.

Lunch Time Supervision
1704 12.00pm – 1.00pm
Age: 3+
\$13.00

Children will be supervised for the one hour lunch period and be escorted to and from classes by a responsible supervisor.

WEEK 2

Monday 10 January

Jazzy Jewels Mary Gibbons
1107 1.00pm – 3.00pm
Age: 3-5
\$30.00

Create funky, glittery jewellery to wear and treasure.

Gym 4 Fun SXL Gymnastics
1302 10.00am – 12.00pm
Age: 3-5
\$30.00

Children will explore their physical abilities using gymnastic equipment in a fun and safe environment.

Please ensure that children wear appropriate clothing.

- For active courses, close fitting clothing with hair tied back.
- For art & craft courses, old clothing or bring an apron and closed shoes.

School Holiday Program

4 January - 21 January 2011

Space Invaders Mary Gibbons
1217 10.00am – 12.00pm Age: 5+
\$30.00

Design and create your own alien masks.

Thailand Wonder Karen Bessell
1218 1.00pm – 3.00pm Age: 5+
\$35.00

Weave a beautiful Krathong basket, paint and decorate flowers and listen to traditional music. Cultural learning through play, art, music and fun!

Tie Dye Workshop Kerry Landels
1219 10.00am – 3.00pm Age: 7+
\$60.00

Create amazing designs on sarongs using Tie Dye techniques and learn the art of string printing.

Lego Robotics Computer Explorers
1601 10.00am – 3.00pm Age: 8+
\$65.00

The children will design and build robots. They will be provided with all the Lego, including RCX units with motors, wheels, sensors etc. for use on the day. Girls and boys welcome.

Lunch Time Supervision
1705 12.00pm – 1.00pm Age: 3+
\$13.00

Children will be supervised for the one hour lunch period and be escorted to and from classes by a responsible supervisor.

Tuesday 11 January

Forest Fun Mary Gibbons
1108 10.00am – 12.00pm Age: 3-5
\$30.00

Create a fantastic 3D forest scene filled with towering trees, beautiful birds and colourful flowers.

Please provide children with adequate food and drinks.

- For 1/2 day courses, snacks and a drink.
- For full day courses, snacks, lunch and a drink.

Full day courses include 1 hour lunch break.

School Holiday Program

4 January - 21 January 2011

Ghosts and Goblins Mary Gibbons
1109 1.00pm – 3.00pm Age: 3-5
\$30.00

Creepy but cute ghosts and goblins to make and colour.

Pacific Princesses Ros Devaux
1220 10.00am – 12.00pm Age: 5+
\$30.00

Design and make colourful Pacific Island doll costumes.

Wardrobe Worlds Ros Devaux
1221 1.00pm – 3.00pm Age 5+
\$30.00

Imagine opening a door and finding a fantastic new world on the other side. Show us your world in this art/craft combo class.

Dance and Drama Workshop Miss Lauren
1222 10.00am – 3.00pm Age: 6+
\$60.00

Work on vocal technique, improvisation, dance and acting. Culminates in a short performance for parents at the end of the day.

All About Me Kerry Landels
1223 10.00am – 12.00pm Age: 7+
\$30.00

Create a fabulous functional wall board with space for pictures, party invites, jewellery, notes and stuff that's all about you.

Colours of Science Kerry Landels
1224 1.00pm – 3.00pm Age: 5+
\$30.00

Create art inspired by light, prisms and rainbows.

Lunch Time Supervision
1706 12.00pm – 1.00pm Age: 3+
\$13.00

Children will be supervised for the one hour lunch period and be escorted to and from classes by a responsible supervisor.

Please ensure that children wear appropriate clothing.

- For active courses, close fitting clothing with hair tied back.
- For art & craft courses, old clothing or bring an apron and closed shoes.

School Holiday Program

4 January - 21 January 2011

Wednesday 12 January

Clickety Clack Mary Gibbons
1110 1.00pm – 3.00pm Age: 3-5
\$30.00

Jump onboard for some terrific train tales and engines to make and colour.

Gym 4 Fun SXL Gymnastics
1303 10.00am – 12.00pm Age: 3-5
\$30.00

Children will explore their physical abilities using gymnastic equipment in a fun and safe environment.

Street Dance Miss Lauren
1503 1.00pm – 3.00pm Age: 4+
\$30.00

Let's groove to hip hop music and learn off beat moves.

Beaded Jewellery Kim Chan
1225 10.00am – 12.00pm Age: 5+
\$25.00*
1226 12.30pm – 3.30pm Age: 8+
\$35.00*

Design and create your own stunning jewellery for yourself or someone special.

* \$8 for materials to be paid to the tutor at class.

Volcanoes Alive Kerry Landels
1227 10.00am – 12.00pm Age: 5+
\$30.00

Construct and landscape your own working volcano.

Reflections of Me Kerry Landels
1228 1.00pm – 3.00pm Age: 5+
\$30.00

Use abstract styles and colours to create your own mirror masterpiece.

Please provide children with adequate food and drinks.

- For 1/2 day courses, snacks and a drink.
- For full day courses, snacks, lunch and a drink.

Full day courses include 1 hour lunch break.

School Holiday Program

4 January - 21 January 2011

CSI Computer Explorers
1602 10.00am – 3.00pm Age: 7+
\$65.00

Students learn about investigation using digital microscopes, mystery powders, fingerprints and other evidence. They are put to the test with a crime to solve at the end of the course.

Lunch Time Supervision

1707 12.00pm – 1.00pm Age: 3+
\$13.00

Children will be supervised for the one hour lunch period and be escorted to and from classes by a responsible supervisor.

Thursday 13 January

Dinosaur Craft Mary Gibbons
1111 1.00pm – 3.00pm Age: 3-5
\$30.00

Be inspired by awesome stories and pictures to make amazing dinosaur craft.

Street Dance Miss Lauren
1504 10.00am – 12.00pm Age: 4+
\$30.00

Let's groove to hip hop music and learn off beat moves.

Gym Day SXL Gymnastics
1403 10.00am – 3.00pm Age: 5+
\$60.00

A fun filled day of gymnastics skills and games.

Jewellery Workshop Kim Chan
1229 10.00am – 3.00pm Age: 5+
\$50.00*

Design and create your own stunning jewellery for yourself or someone special. Great fun!

* \$15 for materials to be paid to the tutor at class.

Please ensure that children wear appropriate clothing.

- For active courses, close fitting clothing with hair tied back.
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School Holiday Program

4 January - 21 January 2011

Danger, Danger

Twana Sivan

1230 10.00am – 12.00pm

Age: 5+

\$30.00

Create your own favourite robot with mixed media.

Blooming Beautiful

Twana Sivan

1231 1.00pm – 3.00pm

Age: 7+

\$30.00

Make an indoor garden with your own colourful flowers and decorative pot.

Lunch Time Supervision

1708 12.00pm – 1.00pm

Age: 3+

\$13.00

Children will be supervised for the one hour lunch period and be escorted to and from classes by a responsible supervisor.

Friday 14 January

Summer Fairies

Mary Gibbons

1112 1.00pm – 3.00pm

Age: 3-5

\$30.00

Enter the fabulous world of fairies with stories to share and lots of magical summer fairies to make and colour.

Gym 4 Fun

SXL Gymnastics

1304 10.00am – 12.00pm

Age: 3-5

\$30.00

Children will explore their physical abilities using gymnastic equipment in a fun and safe environment.

Bonkers In Bali

Karen Bessell

1232 10.00am – 12.00pm

Age 5+

\$35.00

Explores the tradition of shadow puppets. Children make their own then put on a performance with music, instruments and costumes. Cultural learning through play, art, music and fun!

Please provide children with adequate food and drinks.

- For 1/2 day courses, snacks and a drink.
- For full day courses, snacks, lunch and a drink.

Full day courses include 1 hour lunch break.

School Holiday Program

4 January - 21 January 2011

Rapunzel's Tower

1233 10.00am – 12.00pm

Twana Sivan

Ages 7+

\$35.00

With clay, build a tall tower for Rapunzel to live in. Don't forget her long hair or the Prince who comes to rescue her.

Light It Up!

1234 1.00pm - 3.00pm

Twana Sivan

Age 5+

\$30.00

Bring to light your colourful artwork with this clever lightbox.

Lunch Time Supervision

1709 12.00pm – 1.00pm

Age: 3+

\$13.00

Children will be supervised for the one hour lunch period and be escorted to and from classes by a responsible supervisor.

WEEK 3

Monday 17 January

Forest Fun

1113 1.00pm – 3.00pm

Mary Gibbons

Age: 3-5

\$30.00

Create a fantastic 3D forest scene filled with towering trees, beautiful birds and colourful flowers.

Fiesta Fun

1235 10.00am – 12.00pm

Karen Bessell

Age: 5+

\$35.00

This class is packed with colour and fun with cultural stories, Mexican music and dance. Make and decorate your own Mexican maracas. Cultural learning through play, art, music and fun.

Gym Day

1404 10.00am – 3.00pm

SXL Gymnastics

Age: 5+

\$60.00

A fun filled day of gymnastics skills and games.

Please ensure that children wear appropriate clothing.

- For active courses, close fitting clothing with hair tied back.
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School Holiday Program

4 January - 21 January 2011

Skulduggery

1236 10.00am - 12.00pm

Twana Sivan

Age 7+

\$30.00

Use your imagination to create an artwork using skull forms. Mosaic, collage, paint, anything goes!

Soar Like a Seagull

1237 1.00pm – 3.00pm

Twana Sivan

Age: 5+

\$30.00

Construct and decorate your own seagull kite. If weather permits we may even test them out!

Lunch Time Supervision

1710 12.00pm – 1.00pm

Age: 3+

\$13.00

Children will be supervised for the one hour lunch period and be escorted to and from classes by a responsible supervisor.

Tuesday 18 January

Jazzy Jewels

1114 1.00pm – 3.00pm

Mary Gibbons

Age: 3-5

\$30.00

Create funky, glittery jewellery to wear and treasure.

Gym 4 Fun

1305 10.00am – 12.00pm

SXL Gymnastics

Age: 3-5

\$30.00

Children will explore their physical abilities using gymnastic equipment in a fun and safe environment.

Space Invaders

1238 10.00am – 12.00pm

Mary Gibbons

Age: 5+

\$30.00

Design and create your own alien masks.

Picnic Baskets

1239 10.00am – 12.00pm

Karen Farrell

Age: 5+

\$35.00

Make your own picnic baskets filled with delicious treats from clay.

Please provide children with adequate food and drinks.

- For 1/2 day courses, snacks and a drink.
- For full day courses, snacks, lunch and a drink.

Full day courses include 1 hour lunch break.

School Holiday Program

4 January - 21 January 2011

By the Beach Clay Workshop

Karen Farrell

One class spread over two consecutive days.

1240 Tuesday 1.00pm – 3.00pm

Age: 8+

Wednesday 9.00am - 12.00pm

\$65.00

Using hand building and surface techniques, children will create clay tiles to form a decorative beach mural.

Lunch Time Supervision

1711 12.00pm – 1.00pm

Age: 3+

\$13.00

Children will be supervised for the one hour lunch period and be escorted to and from classes by a responsible supervisor.

Wednesday 19 January

Sparkling Creations

Mary Gibbons

1115 10.00am – 12.00pm

Age: 3-5

\$30.00

Keep all your treasures safe in these dazzling jewelled treasure chests.

Playful Puppies

Mary Gibbons

1116 1.00pm – 3.00pm

Age: 3-5

\$30.00

Make your own cute pet puppy from clay.

Tiny Tots Dance

Miss Lauren

1505 10.00am – 12.00pm

Age: 3-5

\$30.00

Have fun exploring music and dance.

Sports Fun

Sports Fundamentals

1405 10.00am – 3.00pm

Age: 5+

\$60.00

Qualified coaches will conduct multi-sports activities designed to encourage enthusiasm, skill development and self-confidence.

Please ensure that children wear appropriate clothing.

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School Holiday Program

4 January - 21 January 2011

Put On A Happy Face

1241 10.00am – 12.00pm

Twana Sivan

Age 5+
\$30.00

Using a range of colourful materials create a fabulous happy face mask.

Star Trekking

1242 1.00pm – 3.00pm

Twana Sivan

Age 5+
\$30.00

Create an amazing 3D outer space themed artwork with your choice of stars, planets and rocket ships.

Who Am I Mobile?

1243 1.00pm – 3.00pm

Karen Farrell

Age: 5+
\$35.00

Make a mobile using clay that creatively shares who you are, what you do and what you like.

Lunch Time Supervision

1712 12.00pm – 1.00pm

Age: 3+
\$13.00

Children will be supervised for the one hour lunch period and be escorted to and from classes by a responsible supervisor.

Thursday 20 January

Summer Fairies

1117 1.00pm – 3.00pm

Mary Gibbons

Age: 3-5
\$30.00

Enter the fabulous world of fairies with stories to share and lots of magical summer fairies to make and colour.

Gym 4 Fun

1306 10.00am – 12.00pm

SXL Gymnastics

Age: 3-5
\$30.00

Children will explore their physical abilities using gymnastic equipment in a fun and safe environment.

Please provide children with adequate food and drinks.

- For 1/2 day courses, snacks and a drink.
- For full day courses, snacks, lunch and a drink.

Full day courses include 1 hour lunch break.

School Holiday Program

4 January - 21 January 2011

Street Dance Miss Lauren
1506 1.00pm – 3.00pm Age: 4+
\$30.00

Let's groove to hip hop music and learn off beat moves.

Under The Sea Mary Gibbons
1244 10.00am - 12.00pm Age 5+
\$30.00

Create a stunning 3D aquarium filled with fish and coral from mixed media.

Prima Ballerina Szilvia Gyorgy
1245 10.00am – 12.00pm Age: 7+
\$35.00

Create a graceful ballerina sculpture using clay.

Caught In A Web Szilvia Gyorgy
1246 1.00pm – 3.00pm Age: 5+
\$35.00

Using clay, create spiders and the intricate webs they spin.

Lego Robotics Computer Explorers
1603 10.00am – 3.00pm Age: 8+
\$65.00

The children will design and build robots. They will be provided with all the Lego, including RCX units with motors, wheels, sensors etc. for use on the day. Girls and boys welcome.

Lunch Time Supervision
1713 12.00pm – 1.00pm Age: 3+
\$13.00

Children will be supervised for the one hour lunch period and be escorted to and from classes by a responsible supervisor.

Friday 21 January

Mystical Mermaids Mary Gibbons
1118 1.00pm – 3.00pm Age: 3-5
\$30.00

Dive into the deep blue sea for stories about beautiful mermaids and sea pixies and lovely mermaid craft.

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- For active courses, close fitting clothing with hair tied back.
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African Drumming Workshop Teambeat
1604 10.00am – 12.00pm Age: 4+
\$35.00

Feel the beat, come bang a drum, with one for everyone. 1 hour workshop followed by an African inspired craft workshop.

Masks From Ancient Worlds Szilvia Gyorgy
1247 10.00am – 12.00pm Age: 7+
\$35.00

Be inspired by images from ancient cultures to create clay masks.

Mouse House Szilvia Gyorgy
1248 1.00pm – 3.00pm Age: 5+
\$35.00

Design a clay house for your cute little mouse.

Hello Kitty Party Kim Chan
1249 10.00am – 12.00pm Age: 4+
\$25.00*

Make cute Kitty jewellery and enjoy Kitty waffles for morning tea. Please bring your own drink and apron.

NB. Not suitable for children with allergies.

* \$10 for materials to be paid to the tutor at class.

Back To School Kim Chan
1250 1.00pm – 3.00pm Age: 5+
\$25.00*

Make personalised jewellery for your school bag or pencil case to brighten up any school day.

* \$8 for materials to be paid to the tutor at class.

Lunch Time Supervision
1714 12.00pm – 1.00pm Age: 3+
\$13.00

Children will be supervised for the one hour lunch period and be escorted to and from classes by a responsible supervisor.

Please provide children with adequate food and drinks.

- For 1/2 day courses, snacks and a drink.
- For full day courses, snacks, lunch and a drink.

Full day courses include 1 hour lunch break.

School Holiday Program

4 January - 21 January 2011

TERM PROGRAM

A broad range of active and creative courses for adults and children is available at Willoughby Park Centre, Castle Cove Community Centre, Northbridge Branch Library and West Chatswood Community Learning Facility.

SUMMER WORKSHOPS

An exciting range of summer workshops will also be run at these facilities.

For details of courses and workshops run at Willoughby Park and our other Community Centres, please view our Community Learning Brochure or online at www.willoughby.nsw.gov.au/willpark.html

BIRTHDAY PARTIES

Did you know you can have your child's Birthday Party in our hall?

Hire includes kitchen access and tables and chairs. Sunday mornings or afternoons available.

Bookings Essential 9967 2917

Please ensure that children wear appropriate clothing.

- For active courses, close fitting clothing with hair tied back.
- For art & craft courses, old clothing or bring an apron and closed shoes.

TERMS OF ENROLMENT

Willoughby City Council Centres reserve the right to change advertised course details if required. The Centre also reserves the right to refuse any enrolment if the terms of enrolment are not accepted.

Enrolments - Holiday enrolments close Friday 31st December 2010. Courses that don't meet minimum numbers by this date may be cancelled. In the event of a course cancellation, at least 24 hours notice will be given and you will be issued with a full refund. Enrolments are confirmed upon submission of enrolment form with full payment. WPC does not provide written confirmation. Enrolments are accepted on a first in, first served basis. Receipts are available from the administration office upon request.

Payment - Please refer to 'Ways to Enrol' on page 23. Additional fees and charges may apply. Please refer to Willoughby City Council Fees and Charges 2010/2011. GST included as applicable.

Concessions - 10% for Pensioners and Health Care cardholders. 5% for Seniors and Tertiary students. To receive concession please show card and enter number on enrolment form.

Refunds - Please choose your course carefully. We do not give refunds for change of mind or personal circumstances. A refund may be considered if you provide a written request at least five working days before class commencement.

Cancellations - Should WPC management need to cancel a class for any reason, you will be advised of a replacement class date. If WPC management does not provide a replacement class you will be issued with a refund.

Indemnity - Students/Parent/Carer of Students of Centres indemnify Willoughby City Council against responsibility for accident, loss or injury suffered during the course of the activity. Students/Parent/Carer of Students also authorise the obtaining of medical assistance as required and agree to meet any expense incurred.

Public Holidays - The Centre is closed on Public Holidays. Should your class fall on a public holiday, you will be advised of a replacement class date.

Risk Warning - Participation in some activities at the Centres may present a level of risk. Patrons participate at their own risk and are responsible for their own safety. Council officers reserve the right to refuse enrolment if they believe that patrons are placing themselves at an unacceptable level of risk.

TERMS OF ENROLMENT

Permission to Film/Photograph - Enrolment in a course indicates consent for Council staff to photograph/film students during activities/courses that they are participating in at the centre for the purpose of publicity or promotion.

Medical/Special Needs - If a student has specific needs or a disability, please provide the Centre with a copy of accurate medical details in writing. If requested by Council officers, some active courses may require a medical check-up or a doctor's certificate before participation. Centre staff are not trained in the use of EpiPens for children who suffer from anaphylaxis and therefore cannot administer adrenalin in the event of an emergency. Parents of children with severe allergies who suffer from anaphylaxis are advised to remain at the Centre with their children.

Permission to leave Classroom - Enrolment in a class at Willoughby Park Centre indicates consent for children to be taken by staff to the Willoughby Park playground during breaks and lunchtime. Children will remain supervised at all times.

Late collection of children - Please ensure children are picked up on time, and that accurate contact numbers are provided. In the event that you may be delayed please contact the office on 9967 2917 during office hours. Late fees per family may apply: \$20 for the first 10 minutes and \$2 per minute thereafter.

Privacy Clause - In compliance with the Privacy Act 2001 personal details may be released to teachers for out of hours contact in the event of changes to courses or in the event of an emergency.

Important information for Children's Active Courses - All children must be accompanied to and from class by a parent/carer. No child may be left unattended on the Centre premises if they are not enrolled in a class. Active participation by parent/carer required for some classes. This means that children must remain supervised by parent/carer for the duration of each class. Students must enrol in the class that is appropriate for their age. Siblings may enrol in classes, providing they are within the designated age bracket. Parents are welcome to attend classes, however, any siblings of walking age attending classes must be enrolled.

Important information for all Pottery Courses - Clay and firing costs all inclusive with course fees. Willoughby Park Centre does not accept responsibility for breakages during the firing process. Please be aware the glazing and firing process takes several weeks and pottery will need to be collected at a later date.

Ways To Enrol

1. PHONE

Credit card payment only

Have your course code and credit card number ready and call (02) 9967 2917 during office hours.

Please expect delays during busy periods.

Verbal confirmation of enrolment will be given at the time of your call.

2. EMAIL

Credit card payment only

Visit our website at www.willoughby.nsw.gov.au/willpark.html to subscribe to our e-newsletter for notification of upcoming programs and the online enrolment form.

Please note that you will be contacted if your enrolment is unsuccessful.

3. IN PERSON AT WILLOUGHBY PARK CENTRE

Credit card, eftpos & cheque payments accepted

Please note Willoughby Park Centre does not accept cash.

Complete the enrolment form (back cover), and present with your payment to:

WPC Cnr of McClelland St & Warrane Rd, Willoughby

Mon 9am - 1pm, Tues - Fri 9am - 5pm

Verbal confirmation will be given at the time of payment.

4. IN PERSON AT WILLOUGHBY CITY COUNCIL

Cash, credit card, eftpos & cheque payments accepted

Complete the enrolment form (opposite), and present with your payment

Monday - Friday 9.00am - 5.00pm

Willoughby City Council Help & Service

Level 4, 31 Victor St, Chatswood

Please note that you will be contacted if your enrolment is unsuccessful.

5. FAX

Credit card payment only

Complete the enrolment form (back cover), and fax to 9958 2404.

Please note that you will be contacted if your enrolment is unsuccessful.

6. POST

Credit card & cheque payments accepted

Complete the enrolment form (back cover), and post to:

Willoughby Park Centre,

Cnr Warrane Rd & McClelland St,

Willoughby 2068

Please note you will be contacted if your enrolment is unsuccessful.

Please make cheques payable to **Willoughby City Council**

Enrolment Form

Where did you hear about us?.....

1. ENROLMENT DETAILS

Course Code	Participants name	Sex	Age	Fee	Office Use

2. CONTACT DETAILS (adult student or child's parent/carer)

Name:.....

Address:.....

..... Postcode:.....

Phone:..... Work/Mob:.....

Email:

Medical/Special Needs:

I have read and agree to the Centre Terms of enrolment (pages 21 & 22)

Signed:..... Date:.....

Tick here if you wish to subscribe to the Willoughby Park Centre e-newsletter - notification of term & holiday programs

Office use only:

Paid:..... Booking #:..... Total:.....

Receipt #:..... Booking #:..... Total:.....

Email List:..... Booking #:..... Total:.....

3. PAYMENT DETAILS

Total enrolment fees \$.....

Seniors/Tertiary student discount 5%

Pensioners/Health Care Card discount 10%

Card No:..... -\$.....

Credit card transaction fee 1% \$.....

Total amount payable: \$.....

Method of payment: Cheque Credit Eftpos

Name on credit card:

Expiry date: ___ / ___ Visa M/card

Credit card No: _____