Mordialloc
Neighbourhood House

www.mordihouse.com.au

We look forward to welcoming you.

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www.mordihouse.com.au

457 Main Street
Mordialloc 3195

PO BOX 5042
MORDIALLOC 3195
P: 03 9587 4534
admin@mordihouse.com.au

Office hours:
Mon-Fri: 9am - 3pm
ABN: 46371331674

2021
Term One
1st February ~ 1st April

About the House

BRIEF HISTORY: The Mordialloc Neighbourhood House (MNH) is a community based not for profit organisation, with a voluntary Committee of Governance and managed on a daily basis by a team of staff and volunteers. MNH was first established in 1984 and operated from a small building at St. Aidan's Church Parkdale. MNH was then known as the Parkdale Neighbourhood House. Due to an active committee and assistance from the then Mordialloc Council the Neighbourhood House relocated to our current address in Mordialloc in March 1994.

The Neighbourhood House now operates five days a week and on evenings and weekends by arrangement.

COMMITTEE OF GOVERNANCE:

Do you have a passion and desire to give back to your local community? Can you commit to a monthly meeting and become actively involved in the governance of the MNH? If so, we would love to welcome you on board.

Becoming a Committee member is an opportunity to support the great work of the House and its staff and not only allows you to get involved in working for your community, but ensures the continued existence and survival of your Neighbourhood House.

If you would like more information on joining our Committee, please contact the office on 9587 4534. We would love to hear from you.

Fundraising is an important part of supporting the MNH. Donations are necessary to buy and replace equipment for all programs. If anyone would like to contribute by donation or fundraising ideas/events, please contact the office: 9587 4534

CHILD CARE:

The Neighbourhood House is a registered Licence Limited Hours Type 2 Service with the Department of Education and Training Early Childhood Development. Quality and friendly childcare is available five days per week. Bookings are essential and the childcare subsidy is available.

VENUE HIRE:

Mordialloc Neighbourhood House is available for business meetings, conferences, social gatherings and external provider programs. Facilities include a computer room, broadband internet, kitchen, off-street parking and a variety of rooms to suit any occasion. Please note: we do not hire out for birthday parties. For further information, please phone our office staff on 9587 4534 or email us at admin@mordihouse.com.au

Keep in Touch

Did you know you can now follow us on:

- **Instagram**

  https://www.instagram.com/mordihouse3195/

- **Facebook**

- https:www.facebook.com/MordiNeighbourhoodHouse/

- **Website**

  http://www.mordihouse.com.au/

Can you help us?

We are constantly amazed at the generosity of our community. As a community organisation we are constantly looking for ways to increase our funding and resources. If you can assist us in any way, it will be greatly appreciated.

Areas we are looking for donations:

- Art and Craft supplies
- Toys and Books (please check with our educators first)
- Material
- Sewing Thread
- Items we could use in Raffles

OUR VISION:

MORDIALLOC Neighbourhood House has an open door to the community providing a meeting place for groups, educational and recreational activities

Letter from the Manager

Thank you for taking the time to look at what we have on offer in Semester one.

Our friendly staff and volunteers are here to help you enjoy your time at the Mordialloc Neighbourhood House. All tutors and educators are trained to be supportive and creative in the delivery of the courses and programs.

If you have an idea or interest in a particular course or activity please do not hesitate to discuss this with us as we value your feedback.

We look forward to meeting you or welcoming you back.

Samantha von Gleichenstein
Manager

Mordialloc Neighbourhood House acknowledges the support of the Victorian Government and the following sponsors:

ACFE FUNDED PROGRAM FEES

COURSE Name	HOURS	TERMS	RESIDENT FEES **	NON-RESIDENT FEES
Get Hospitality Ready	20	1,2,3 & 4	$65	$110
Barista Training*	15	1,2,3 & 4	$15	$30
Computers for Novices	20	1, 2, 3 & 4	$65	$110
ESL-English for life	30	1, 2, 3, & 4	$65	$110
Future Pathways	20	1,2,3 & 4	$65	$110
Auslan—Learn to Sign Level 1 & 2	20	1,2,3 & 4	$100 Includes Book If repeating $50	$110
Basic Book Keeping	20	1, 2, 3 & 4	$100 Includes Book & USB	$100
MYOB Beginners	20	1,2, 3, & 4	$100 Includes Book & USB	$100

*This is a 3 day course .

__Resident:**__ must be an Australian citizen or have a permanent residents visa, green Medicare card holder

__**Payment:**__ all fees are for the entire course and must be paid in full prior to commencing the course. We accept cash and credit cards.

__**Bookings**__: To reserve your place in any of the above courses we require you to complete an enrolment form and return it to the office prior to commencement of the course . Please contact the office for enrolment forms. Please see terms and conditions for more information

MNH is registered with the Adult, Community and Further Education (ACFE) Board. The quality and structure of all pre-accredited programs is regularly reviewed by the ACFE Board. More information about the ACFE Board is available on the Department of Education and Training's website.

SUBSIDISED FEES FOR ACFE FUNDED COURSES

With the assistance of Adult Community and Further Education, Mordialloc Neighbourhood House is able to offer subsidised fees for Concession Card holders.

Volunteering at MNH

VOLUNTEERS:

Volunteers are integral to community service organisations and especially at MNH. We could not provide the high level of services and programs without their support

If you have an area of interest where you would like to volunteer at the 'House' please speak to the Manager. A satisfactory Police Check and Working with Children Check are mandatory. Induction and training will be provided along with ongoing support.

Volunteers are welcome in all areas of MNH and in particular:

- Fundraising
- Gardening
- Program Tutors
- Project assistance

Community Service

Mordialloc Neighbourhood House is the home of many community groups and organisations and proudly supports:

Bayside Bicycle Touring Club
S.E.M.R.C. Greens (South East Metropolitan Regional Council for Greens)
Kingston Greens
S.A.N.D.S. Victoria
Tax Help

If you would like to make Mordialloc Neighbourhood House your organisation home please contact us.

Terms & Conditions for MNH run Programs

MEMBERSHIP FEES:

Becoming a member of MNH entitles you to vote and elect the Committee of Governance at the Annual General Meeting. You can also nominate for a position on the Committee or one of the sub-committees. The annual membership fee is $20 and is payable at the start of the year or upon enrolment. This fee gives you access to all our courses for the year. For new members after the 30 June each year a pro rata amount of $10 applies.

REFUNDS:

Please choose your classes carefully; we cannot be responsible for changes in your circumstances. Refunds will be issued if at least seven (7) days' notice is given prior to class commencement date. An administrative fee of $20 will be deducted from refunds.

Annual Membership is non-refundable.

We regret that from time to time classes with low enrolments may be cancelled or deferred by Management. You will be advised of this decision prior to the commencement date. On these occasions a full class refund will be issued.

DISCLAIMER:

MNH reserve the right to cancel or change class days, times, fees and tutors as necessary.

PUBLIC HOLIDAYS:

There will be no classes on public or school holidays (except in special pre-arranged circumstances)

ENROLMENT POLICY:

Enrolments will be confirmed on payment of a $20 deposit, which will be retained as part of your final payment. Payment in full is required five (5) working days prior to class commencing. However, if you are having difficulties, a regular payment plan can be arranged with the Manager. For Childcare enrolment policy please refer to your childcare handbook.

PROTECTING YOUR PRIVACY:

The information collected in relation to participants will be held in accordance with the Information Privacy Act 2009. MNH shall ensure it complies and shall not disclose any such information except in accordance with the provisions of the Privacy Act.

COMMENCEMENT OF CLASSES

Commencement of all classes is subject to sufficient enrolments. Should a class be cancelled, or there be a change in day or time, MNH will notify you and your monies refunded.
Otherwise, please attend your first class as advertised.

GET HOSPITALITY READY

There are many different career opportunities available in hospitality. You could become a porter, barista, waiter or housekeeping attendant. You may wish to work in a café, bar or hotel.

This course is a great way to get an introduction to basic skills in areas such as food service and handling, workplace health and safety and customer service. It is a great way to test out whether this area is one in which you would like to undertake more study or while gaining skills to be job ready.

Term 1:

Block 1

Monday 1st February

Tuesday 2nd February

Monday 8th February

Tuesday 9th February

Block 2

Monday 15th March

Tuesday 16th March

Monday 22nd March

Tuesday 23rd March

BARISTA AND FOOD SAFETY

Barista and Food Safety is a three day practical course designed to prepare you for work or training in the busy café scene.

This course will teach you to operate a commercial espresso machine, learn about the origins of coffee, make a range of coffees, learn about basic food safety and improve your job ready skills.

Time: 9.30am — 2:30pm

Term 1:

Block 1

Tuesday 9th February

Monday 15th February

Tuesday 16th February

Block 2

Tuesday 23rd March

Monday 29th March

Tuesday 30th March

STEPS TO EMPLOYMENT (ACFE funded)

Steps to Employment is designed to provide school leavers, those looking at re-enter the workforce or individuals wanting a career change with the support, training and access to work readiness activities.

The program provides a realistic pathway to achieving future employment by identify goals, acknowledge current skills, identify gaps and develop a pathway plan. Students will learn to understand job advertisement requirements, format a resume and gain experience in the art of interviews

Time: 9.30am — 2:30pm

Block 1

Monday 22nd February

Tuesday 23rd February &

Monday 1st March

Tuesday 2nd March

AUSLAN—LEARN TO SIGN

Level 1 Auslan (Australian Sign Language) course will offer you an introduction to the language used in the Deaf community, as well as an insight into Deaf Culture.

You'll cover the alphabet, finger spelling, greetings, colours, transport, food and numbers.

Level 2 is at a faster pace and vocabulary is extended. Classes are practical and are taught by a native Auslan speaker.

ONLINE

Term 1:

Level 2

Mondays: 6.30pm-7.30pm

1st February —29th March

Level 1

Tuesdays 7.30pm-8.30pm

2nd February— 30th March

ESL– ENGLISH FOR LIFE (ACFE funded)

This class is designed to improve language skills for employment and further training or studies.

It focuses on skills such as speaking, writing , reading and listening. This will assist you to better participate and engage in your community and understand language for everyday living,

Wednesdays: 9:30am to 12noon

Term 1:

Wednesday 3rd February

to

Wednesday 31st March

Computers For Novices (ACFE funded)

This course will give beginners a job ready introduction to the use of computers and office software. Students will learn how to use Microsoft packages to help gain the confidence required to apply for employment within an office or further study.

You will need to bring your own device as the program will be tailored to the individual's needs. Topics will include: Cyber safety, Word, Excel, Powerpoint and Outlook.

Wednesday 12:15pm—2:30pm

Term 1:

Wednesday 3rd February

to

Wednesday 31st March

Venue Hire

Mordialloc Neighbourhood House is available for business meetings, conferences, social gatherings and ongoing programs. Meeting rooms can cater for 5 to 30 people. All rooms have internet access and tea and coffee making facilities are provided.

The meeting rooms can be booked on an hourly basis (not part thereof) or by regular arrangement. Times and availability are negotiable. Please make an appointment to visit the House should you wish to view any of our facilities.

Please note we do not hire out for birthday parties.

CHILDCARE—GUMNUTS

Gumnuts is for 3 & 4 year olds and designed to enhance the developmental, social, emotional and language skills of young children. Our small numbers allow us the opportunity to assist each child on an individual basis to ensure they get the best start for their school years ahead. Children attending Gumnuts must turn 3 prior to April 30 in the year of attendance.

The Gumnuts program runs every Monday, Thursday and Friday with the morning being a structured learning environment and the afternoon encouraging social skills through play.

Monday, Thursday and Friday 9.15am-2.15pm

Fees: **$60 per day CCS rebate available.**

If you are not eligible for CCS please speak to the office staff

Two weeks notice must be given in writing for any changes made to a permanent booking. If you have any questions regarding the fees please see the manager to discuss

BOOK KEEPING

Learn all about the rules of debits and credits (double entry accounting), financial statements, cash and accrual accounting methods, stock control, important journal entries, GST and BAS returns. Other essentials for small business are made easy with our experienced tutor.

Friday 9:30am—2:30pm

Term 1:

5th, 12th, 19th & 26th February

MYOB

A step-by-step course for people who want to learn to easily organise their business records, manage cash flows and track GST. Each student receives a manual and USB. This course covers the following: creating a data file, accounts, banking, sales, purchases and payroll. Ideal for people who have some existing accounting and bookkeeping skills.

Friday 9:30pm—2:30pm

Term 1:

5th, 12th, 19th & 26th March

Zumba—Low Impact

Get grooving at your own pace, with this class. This class has a maximum of 12 people, more like a private class.

This Zumba class has been specifically designed for people of ALL ages and ability. It's fun, safe and easy! So come along with a friend or two, give it a try and have a laugh.

Mondays: 9.30am - 10.30am

Term 1: 8 weeks

1 Feb—29 Mar

$80 for term

Or $15 casually.

Public Holiday: 8th March

Booking essential.

Yoga & Meditation with Margi

Hatha Yoga promotes health, and wellbeing. Be guided through a series of gentle postures, stretches and balancing positions. Margi will also guide you through some mindful meditation as well as breathing and relaxation practices.

BYO mat and blanket and wear loose and comfortable clothing. Please obtain approval from your doctor if you have any pre-existing medical conditions.

Tuesdays: 2:30pm —4pm

Term 1:

9 weeks

2nd February 30th March

COST: $117 per term

ART

Designed to tap into your creative abilities, this class suits all skill levels. Surprise yourself with what you can create in a supportive, self-paced atmosphere. Different mediums and styles will be explored.

Wednesdays: 9:45am - 11:45am

Term 1:

9 weeks

3rd February 31st March

COST: $117 per term

YOGA

Hatha Yoga promotes health and wellbeing. Be guided through a series of gentle postures, stretches, balancing positions, breathing and relaxation practices.

BYO mat and blanket and wear loose and comfortable clothing. Please obtain approval from your doctor if you have any pre-existing medical conditions.

Wednesdays: 7:00pm - 8:30pm

Term 1:

9 weeks

3rd February 31st March

COST: $117 per term

CHILDCARE—KOALAS

Occasional care supports families by providing flexible care for children from 6 weeks to school age. Our program is a play based program that follows the Early Years Framework.

This service allows parents the opportunity to introduce their children to care by enrolling them for short periods of time with a *maximum stay of 15 hours per week*. *We offer both casual and permanent positions.*

Monday, Tuesday, Wednesday, Thursday and Friday: 9:15am - 2.15pm

Fees : $60 per day CCS rebate available

If you are not eligible for CCS please speak to the office staff

Two weeks notice must be given in writing for any changes made to a permanent booking. If you have any questions regarding the fees please see the manager to discuss.

Children's Services & Programs

Languages for Children

In term two we will be commencing after school language classes for children.

Children will learn through a combination of storytelling, technology, songs, craft, and games. They will acquire enough knowledge and confidence to enjoy using the language for communication and expression. The program will be delivered to ensure learning is fun which will give them the confidence to speak a new language.

German for children aged 5-12 all levels welcome.

Tuesdays

Time: 4.30pm—5.30pm

Cost: $100 per term.

READY FOR SCHOOL

Returning in 2021 our ready for school program focuses on supporting your child's learning in the early stages of development and school life. It aims to build confidence and create a positive growth mind-set, which is a major contributing factor for students to flourish when they start school.

Through this program we will guide your child to develop skills to confidently approach tasks, demonstrate an understanding of basic literacy and numeracy, work in groups, follow instructions and develop independence. These lessons are run in a fun and interactive way, proven to build children's confidence levels and give them a good foundation and a positive attitude to what will be a lifetime of learning .

This course will run in Term 4 and is designed for children starting school in 2022.

To register your interest please speak to reception.

Cost: $100

GERMAN LANGUAGE

This course is designed for those who wish to improve their skills in German grammar, vocabulary and conversation. It also provides students with an understanding of the country's culture and customs.

Students with limited experience will also be catered for in this course.

Term 1:

9 weeks

Thursdays:

4th February —1st April

6:00pm - 8:00pm

COST: $117 per term

STITCH, SEW, CREATE!

In a friendly and supportive group, you will have the opportunity to learn a variety of sewing, quilting, stitching styles and how to follow dressmaking patterns. All experience levels welcome.

BYO sewing machine, sewing kit, patterns and materials. Some sewing machines available. Enquire at the office.

Term 1:

9 weeks

Friday:

29th January —26th March

Fridays: 9.45am - 12.15noon

COST: $117 per term

SCRAPBOOKING!

A friendly group, that meets the second Saturday of each month. You will have the opportunity to learn and share new ideas. BYO materials and projects.

Saturday: 10am - 6pm.

COST: $15 per session.

Please contact the office to register your attendance 95874534.

SMALL BUSINESS RECORD KEEPING—Short Course

Do you run your own small business or plan on starting one? Small business record keeping is here to help you get an overview on the financial records that are required to be kept for the Australian Taxation Office.

You will gain the skills in providing a basic record system that can be kept both manually and electronically. You will learn the importance of monitoring and planning cash flow and operating a small business under a Sole Trader business structure.

To register your interest in this course please contact the office 03 95874534

Course is a total of 8 hours and can be delivered on line or face to face.

Fee: $ 80. Dates: TBA require min 5 participants

REMEDY FIRST AID

Remedy First Aid Training's vision is to provide the best quality first aid training which empowers individuals with knowledge and skills to recognise and manage first aid emergencies. Remedy First Aid Training run nationally accredited courses which are engaging, fun and delivered by expert trainers. All trainers are registered nurses who have rendered assistance in real life first aid emergencies.

Courses for First Aid Training and or CPR run last Wednesday of the months. Enquire at office for more information.

REMEDY FIRST AID TRAINING

THURSDAY WORK SHOPS

Keep a look out for the following workshops, dates to be advised.
Express your interest at the office.

- Beeswax Food Wrap
- Card Making
- Interior Home Styling
- Make up application
- Jewellery Making

SENIORS FESTIVAL
FREE EVENTS for 55+
Wednesday 27th to Friday 30th January

First Aid —Wednesday 10am -12pm

Wednesday's 'First Aid for seniors' is an information session delivered over 1.5hrs and covering first aid management of the following topics:

Managing the unconscious casualty, Cardiac arrest – CPR and use of defib, Choking, Bleeding, Heart Attack, Stroke, Diabetes, Fractures/sprain & strains.

With both demonstrations and practical activities, this session is worth booking into. Booking are essential and morning tea is provided.

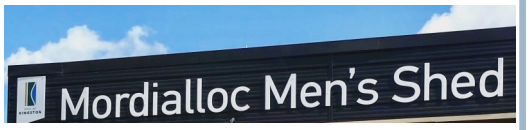
Zumba—Low Impact

Get grooving at your own pace, with this class. This class has a maximum of 12 people, more like a private class. Booking is essential.

This Zumba class has been specifically designed for people of ALL ages and ability. It's fun, safe and easy! So come along with a friend or two, give it a try and have a laugh.

Thursday and Friday 10am -11am

MORDIALLOC MEN'S SHED INC

The Mordi Men's Shed is a gathering place open to all men, regardless of interest, age, ability or background. Come along and make new friends, play cards and improve your table tennis and pool playing skills .

Please contact Gerald 0418872060