

## 3 Hour Holiday Program Information Sheet

9.15am	Arrival and check in – Sidney Myer Studio entrance, 41 Green Street, Prahran
9.30am	Warm up games, stretch and circus activities
11.00am	Morning tea
11.15am	More circus!
12.30pm	Pick up from the Sidney Myer Studio

### Arrival

Please come to the entrance of the Myer Studio closest to Thomas Street from 9.15am. Early arrivals will be asked to wait in the Green Room, immediately to the left as you enter the building. Our friendly staff will be here to welcome your child to the circus and confirm that we have all the necessary information included with their enrolment details. Parents/Carers will be asked to submit a signed and witnessed indemnity form (see below). Children must remain with their parent/carer until 9.30am.

### Indemnity Forms

All participants must have provided a complete and signed Indemnity Form to NICA prior to the beginning of the first class. (To be signed by parents or guardian if under 18). If you are bringing children from other families, please make sure their parents have provided a signed copy for you to bring or have submitted one via email. Participants without the form will not be permitted to undertake the class until the form is received. Forms are attached or can also be downloaded from the NICA website.

### What to wear

Participants need to wear clothing in which they can move easily. Suggested attire would be tracksuit pants, shorts or leggings, with a fairly close fitting T-shirt or singlet and a jumper or jacket to put on between activities. Long hair needs to be tied back and jewellery should be removed. Please do not bring valuables with you (electronic devices, cash, ipods, mobile phones). NICA will not be held responsible for the loss or damage of personal items.

### What to bring

Children should bring a small bag with a water bottle and a snack. NO NUT / NUT PRODUCTS please to protect children with severe allergies. Please ensure hands and faces have been thoroughly washed before the workshop begins to lower the risk of transferral.

### Drop Off & Pick Up

Entrance is via the Green St doorway, closest to the corner of Thomas St. Please arrive 15 minutes before the start of the first class for registration and to complete any missing forms.

On arrival please wait in the Green Room (to your left immediately after entering the building) and your Trainer will take you/your group into the space when ready. Parents are welcome to wait in the Green Room until children begin their session. For safety reasons, parents are not permitted in the space to watch the program.





### **How to find NICA**

The Sidney Myer Circus Studio is the three storey silver building on the corner of Thomas and Green Streets in Prahran. Please note that both streets are one-way.

### **Car park Locations**

The roads surrounding NICA have limited 1, 2 and 3 hour street parking. The nearest metered car park is on Union Street (131-133 Union Street, Windsor) and opposite the Windsor station on Chapel Street. The Woolworths Cato Street carpark will be under construction until 2019. Check Melways or Google Maps for locations.

### **Public Transport**

Tram Routes 78, 6 or 72 or take the Sandringham Train to Windsor Station.

### **Privacy**

NICA collects and uses your information in accordance with the relevant privacy legislation. Photos may be taken of short course participants for promotional purposes only. If you do not wish to receive marketing communications from NICA or have your/your child's photo used by NICA, please advise us via email [shortcourses@nica.com.au](mailto:shortcourses@nica.com.au) or phone 03 9214 6585.

### **Cancellation, Withdrawal or Variation of Enrolment**

Changes to enrolment, such as swapping classes, will only be allowed if there is a vacancy and will incur an administration fee of \$20 per change. The difference in prices, if any, will be paid by the student or refunded by NICA. Participants wishing to withdraw from the holiday program for any reason prior to the day will be refunded, incurring a \$30 administration fee.

Students withdrawing from a class due to injury or illness will be asked to provide a copy of a medical certificate and refunded for the full amount of unused classes.

Students withdrawing due to extenuating personal circumstances will be refunded the amount of unused classes at the Short Course Coordinator's discretion.

### **Missed Classes**

No refunds or discounts will be given for missed sessions due to change of mind or availability.

### **Cancellation by NICA**

If a course is cancelled or altered by NICA for any reason, students will be notified and receive a full refund. Students may be allowed to transfer to another class if there is a vacancy.

**For more information contact Paula at Short Courses:**

**9214 6585**

**[shortcourses@nica.com.au](mailto:shortcourses@nica.com.au)**

**See you at the circus!**