



## Course Guide – Policy

The Course Guide is an integral part of the work and program delivery of the SpringDale Neighbourhood Centre. It provides an avenue for us to share information with the residents of the North Bellarine Peninsula and beyond and it helps to encourage us to move forward quarterly.

It is a standalone document and is also included in at least 4 copies of the SpringDale Messenger space allowing.

The Course Guide lists all the SpringDale Classes, all the SpringDale Groups, SpringDale Services, Groups that happen at SpringDale and other classes depending upon room. Non SpringDale groups and classes are asked to pay a fee to help cover printing costs.

Each Tutor / Instructor is asked to provide up to 100 words as a blurb for their class.

The Course Guide is checked for spelling, dates and days of week at least twice prior to going to print.

Copies of the Course Guide are loaded on the website, sent via email to members and potential students.

The Course Guide maybe updated as Classes listed are changed and these edits must be forwarded to the Webmaster and the Class Booking Sheets.

Each Term it is to our advantage to have a new class on offer.