

# MASSEY KIDS' CLUB BOOKING REQUEST FORM

## HOLIDAY PROGRAMME

2<sup>nd</sup> – 13<sup>th</sup> October 2017, 8.00am to 5.30pm daily

Child/ren's Name/s: \_\_\_\_\_

### WEEK ONE – October 2017

Mon 2 <sup>nd</sup>	<input type="checkbox"/>	Tues 3 <sup>rd</sup>	<input type="checkbox"/>	Wed 4 <sup>th</sup>	<input type="checkbox"/>	Thurs 5 <sup>th</sup>	<input type="checkbox"/>	Fri 6 <sup>th</sup>	<input type="checkbox"/>
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### WEEK TWO – October 2017

Mon 9 <sup>th</sup>	<input type="checkbox"/>	Tues 10 <sup>th</sup>	<input type="checkbox"/>	Wed 11 <sup>th</sup>	<input type="checkbox"/>	Thurs 12 <sup>th</sup>	<input type="checkbox"/>	Fri 13 <sup>th</sup>	<input type="checkbox"/>
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### BOOKING INFORMATION/CONSENT FORM

- I currently have my child(ren) enrolled in MKC After School programme
- I am currently a staff member / student at Massey University – Turitea Campus - PN.
- I will be applying for a WINZ subsidy. (I acknowledge that I will be liable for the fees if WINZ doesn't pay and it is my responsibility to get the OSCAR forms to MKC and to WINZ on time)
- None of these apply to me

Please make sure that you have also completed an MKC Enrolment Form for each child, each year, which is independent from this booking form.

### ENROLMENT PROCEDURE - HOLIDAY PROGRAMME

Massey Kids' Club has an obligation to treat the students and staff of Massey University's Manawatu Campus with priority in the provision of afterschool and school holiday childcare services. To meet this obligation, we open enrolments for our programmes on a priority basis.

Six weeks before the start of the holiday programme, applications will be accepted and places will be allocated on a first-come first-served basis to children enrolled in the MKC after school care programme.

Five weeks before the start of the holiday programme, applications will then be accepted and places will be allocated (subject to availability) on a first-come first-served basis from Massey staff and students.

Four weeks before the start of the holiday programme, applications will be accepted by anyone who applies on a first-come first-served basis (subject to availability).

Please add caregiver's address and contact details for emergency contact.

Caregiver's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_

Mob. \_\_\_\_\_

Work number \_\_\_\_\_

E-mail \_\_\_\_\_

Alternative Emergency Contacts: Name and Phone (we require 2 emergency contacts)

1. \_\_\_\_\_

2. \_\_\_\_\_

Authorised pick up people \_\_\_\_\_

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### PROGRAMME DETAILS

Please also ensure that your child/ren bring a **water bottle, appropriate clothes** for the day's activities, and a **packed lunch** that does not require the use of a microwave.

The programme timetable/plan will be available (perhaps in a draft version) as soon as it is confirmed and no later than 2 weeks prior to the holidays. Please talk to the Manager if you have any specific queries.

I have read the above holiday programme information

I agree to payment of all fees in accordance with the payment terms outlined in this booking request form.

I give my permission for the above child/ren to go on the trips and outings scheduled, traveling by minibus, charter bus, taxi or staff vehicle as appropriate.

I agree to photographs being taken of my child/ren to document our holiday programme. These may be used on our closed Facebook page or our website.

I agree that my child/ren can have sunscreen applied.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Holiday Programme Fees and Enrolment Confirmation

Centre hours are 8.00am to 5.30pm

# Children	Daily	Weekly
1	\$50	\$200
2	\$90	\$360
3	\$135	\$540

An additional fee will be charged to cover entrance fees and travel costs on days where outings occur. This fee is based on actual costs and will depend on the outing activity, but is expected to be \$10 - \$20 per child. The actual amount will be confirmed at the time enrolments are confirmed.

A non-refundable deposit of \$30.00 per child per week is payable upon receipt of the completed booking form.

Enrolments will be confirmed and invoiced not less than one week prior to the start of the programme. No full or partial refunds will be given once enrolments have been confirmed.

## Payment Terms

All fees for the entire programme will be invoiced in advance prior to the commencement of the programme.

All fees for each enrolment week are payable weekly in advance, no later than the commencement of the week your child is enrolled.

Parents/caregivers are responsible for ensuring fees are paid on time and in full. This includes, where applicable, ensuring that applications for WINZ subsidies are submitted in a timely manner.

Parent/caregivers are required to pay all balances after deduction of WINZ subsidies and deposits.

Non-payment of fees may result in exclusion from our programmes and referral to a debt collection agency.

## Methods of Payment

The preferred method of payment is by internet transfer (see below for details), however payment can also be made by cash or cheque (made out to Massey Kids Club) to the Manager.

### Internet Transfer details:

BNZ  
Massey Kids Club  
02 0630 0357530 00

For internet payments, please use your child's name and indicate whether the payment is for the Holiday Programme (HP) in the reference and code fields. When payments are made, please confirm with a short e-mail to Christine Mukabalinda (our Accounts Administrator) at: [MKCaccounts@inspire.net.nz](mailto:MKCaccounts@inspire.net.nz) stating the date and amount deposited and all names, especially if the family name is different from the child's name.

Remember, we are a not-for-profit organisation so all money goes back into activities for the children and running the Club.

Please contact us for any further information and/or visit our website [www.massey.ac.nz/mkc](http://www.massey.ac.nz/mkc), where you will be updated with the latest programmes and details.

Manager  
Massey Kids' Club, Orchard Road, Massey University  
Private Bag 11-222, Turitea Campus, Palmerston North 4442  
Massey extn. 85800; Ph: (06) 951-8800; Mobile: (027) 678-4636  
Email: [massey-kidsclub@inspire.net.nz](mailto:massey-kidsclub@inspire.net.nz) Website: [www.massey.ac.nz/mkc](http://www.massey.ac.nz/mkc)

Bank Deposit (preferred) \$ \_\_\_\_\_ Date (if known) \_\_\_\_\_

Fee Enclosed Cash/Cheque \$ \_\_\_\_\_