

# MASSEY KIDS' CLUB BOOKING REQUEST FORM

## HOLIDAY PROGRAMME

8<sup>th</sup> July – 19<sup>th</sup> July 2024, 8.30am to 4:30pm extension till 5:30pm daily

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

Date of birth: \_\_\_\_\_

### WEEK ONE – July 2024

Mon 8 <sup>th</sup>	<input type="checkbox"/>	Tues 9 <sup>th</sup>	<input type="checkbox"/>	Wed 10 <sup>th</sup>	<input type="checkbox"/>	Thurs 11 <sup>th</sup>	<input type="checkbox"/>	Fri 12 <sup>th</sup>	<input type="checkbox"/>
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Extended hours till 5:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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### WEEK TWO – July 2024

Mon 15 <sup>th</sup>	<input type="checkbox"/>	Tues 16 <sup>th</sup>	<input type="checkbox"/>	Wed 17 <sup>th</sup>	<input type="checkbox"/>	Thurs 18 <sup>th</sup>	<input type="checkbox"/>	Fri 19 <sup>th</sup>	<input type="checkbox"/>
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Extended hours till 5:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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 add caregiver's address and contact details for emergency contact.

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

Address \_\_\_\_\_

Mobile phone \_\_\_\_\_ Work Phone number \_\_\_\_\_

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

Alternative Emergency Contact 1:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Alternative Emergency Contact 2:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile phone: \_\_\_\_\_

Authorised pick up people. (Name, Phone number and Email)

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### PROGRAMME DETAILS

Please 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. MKC will provide a light healthy snack for morning and afternoon tea only.

**MKC is a NUT FREE centre – do not put nuts in your child's lunches (this includes peanut butter and Muesli bars or bliss balls).**

### Holiday Programme Fees and Enrolment Confirmation

#### 2024 fees

Booking 8:30am - 4:30pm \$57 per day per child  
\$265 per week (5-day booking) per child

Extended Hours till 5:30pm +\$10 per day  
+\$35 per week (5-day booking) per child.

#### **Late Pick-Up Fee:**

\$15 If the wait exceeds \$15 fee, staffing fees will be on charged to your account.

- An additional fee will be charged to cover entrance fees and travel costs on days where outings occur. The fee will be based on actual costs and will depend on the outing activity but is expected to be \$10 - \$15. The actual amount will be confirmed at the time enrolments are confirmed.
- A non-refundable deposit of \$55.00 per child per week is payable upon receipt of the completed booking form.
- An annual membership fee of \$5 per family may be payable.
- Enrolments will be confirmed not less than one week prior to the start of the programme by way of an invoice, and no partial withdrawals or cancellations will be accepted beyond this date unless by arrangement with the Manager and in the case of exceptional circumstances only.

### 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 a week in advance before the commencement of the holiday programme. After School Care families can continue to pay weekly and do not have to pay in advance.**

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.

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 – you will be sent an invoice with bank details & reference so we can match payments to your account.

### 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 be open to everyone on a first-come first-served basis (subject to availability).

### ADDITIONAL INFORMATION

Does your child have any dietary requirements we should be aware of?

Does your child have any needs, medical (Allergies) or otherwise, we should be aware of?

Is there anything else we should know in order to take care of your child?

How did you hear about Massey Kids club?

### **Consent Information**

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.

I agree to photographs of my child/ren being emailed to the Holiday Programme parents.

I agree to photographs of my child/ren being used on the MKC Facebook page and/or website.

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

Signed: Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

MKC is 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 [manager@masseykidsclub.ac.nz](mailto:manager@masseykidsclub.ac.nz) (06) 951 8800 and/or visit our website [www.massey.ac.nz/mkc](http://www.massey.ac.nz/mkc) and Facebook page: [facebook.com/MasseyKidsClub/](https://facebook.com/MasseyKidsClub/), where you will be updated with the latest programme details.