



# Academies Booking Form

## Step 1: Fill in General Information

### Child/ren's Name/s

1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_  
DOB: \_\_/\_\_/\_\_ DOB: \_\_/\_\_/\_\_ DOB: \_\_/\_\_/\_\_

Child 1) **Medical / Special Needs / Allergies:** ..... Ethnicity: .....  
Child 2) **Medical / Special Needs / Allergies:** ..... Ethnicity: .....  
Child 3) **Medical / Special Needs / Allergies:** ..... Ethnicity: .....

### Non Parental Emergency Contacts ( NOT PARENT DETAILS )

1) Name: ..... Relationship: ..... Day time Phone: ..... Cell: .....  
2) Name: ..... Relationship: ..... Day time Phone: ..... Cell: .....

Further Information on Children's Medical / Special Needs

Please supply additional information about your child/ren i.e. disturbances at home, anti-social behavioural traits, general health concerns, etc.

People Authorised to pick up:

People Not Authorised to pick up:

## Step 2: Choose the Academy

- Tech Academy
- Hip Hop Dance
- Drama
- Ripper Skills
- Rock Climbing
- Master Chef
- Gymnastics
- Basketball

## Step 5: Fill in Your Details.....

### Parent Details

First Name: ..... Last Name: .....  
Day Time Phone Number: ..... Home Phone Number: .....  
Cell Phone: ..... Email Address: .....  
Postal address: ..... The above information is true and accurate:

Signed: \_\_\_\_\_ Date: / /

## Step 6: How would you like to pay?

- Option A
- Option B

I will pay full in advance

I will set up an arrangement with the office to enable me to spread my payments - up to four weeks duration starting prior to Academy start date

Post cheques to: Magic Childcare – Po Box 5796 Moray Place Dunedin or place payments into 06 - 0901 – 0368339 - 00

## Step 7: How did you hear about us?

- Word of Mouth
- Internet
- Yellow pages
- Other .....

## MAGIC ACADEMIES – PARENT CONTRACT

To enrol a child/ren into the programme we need to receive:

- A signed or emailed Booking Form and Parent Contract

### Bookings / Absences

We charge full price regardless of absenteeism. To book out of the programme without charge we require notification prior on the Thursday prior to the programmes start date.

### Signing Out

If a person arrives to collect your child whose name is not on your enrolment form, then we are obliged (for your child's safety) to keep your child in our care until you have been located for consent. To save embarrassment for all concerned, we would appreciate prior notification from you on this matter.

### Fees

We accept payments to the office or to the centres in the form of cheque, or cash. We require either full payment in advance or a payment based on the academy fees spread over a maximum of four weeks.

### Collection of Fees

Your child may be excluded from the programme if: your first payment was not received or your automatic payment did not start on the agreed date. The cost of collection of late fees will be passed on to the debtor. We have our own debt manager and also utilise the District Courts – Disputes Tribunal if this contract is breached.

**Policies / Complaints** - Please ask the Head Tutor if you wish to make a complaint, otherwise call us in the office.

### Emergencies

In the case of a serious accident involving your child, the staff will first contact emergency services and then check enrolment forms for any special information, and finally contact you. Depending on the situation, it may be necessary for one of our team to take your child to the nearest medical facility. In a civil emergency, the staff will remain at the centres until all children are collected.

**Child Safety** - The programme will run in association with Magic Childcare / JB's Childcare – it has a detailed child protection policy, which includes the reporting of any suspected child abuse to the Department of Child, Youth and Family Services (formerly CYPFA).

**Sickness** - Please do not send along sick children, as we do not have the facilities to care for them. If a child becomes ill during programme hours, parents will be called and asked to collect them.

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### Parents – please sign this contract to complete enrolment

I have read and understood the JB's Child Care / Magic – Parent Contract.

If you have any questions about the programme or wish to see a copy of the programme policy prior to signing, please do not hesitate to ask a member of staff.

- The Head Supervisor has my permission to arrange any necessary urgent medical treatment at my cost.
- I give permission for my child to be transported by a reputable transportation company on excursion days.

All care will be taken to provide supervision of children attending the programme in accordance with programme policy and procedures. I acknowledge, however, in signing this form, that neither the staff nor management of the programme will be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance at the programme.

### Signing Authority – For Parents

Parents Name : \_\_\_\_\_ Signed: \_\_\_\_\_ Date Signed: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Academy Name

Tech    Dance    Drama    Cooking    Ripper    Basketball    Rock Climbing    Gymnastics

Please circle one

### WELCOME TO THE JB'S CHILD CARE / MAGIC CHILDCARE

### Signing Authority – For Office Copy

Parents Name : \_\_\_\_\_ Signed: \_\_\_\_\_ Date Signed: \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Academy Name

Tech    Dance    Drama    Cooking    Ripper    Basketball    Rock Climbing    Gymnastics

Please circle one