

MA-FI ARTS WORKSHOP *OSCAR*

Enrolment Form: After School Term Programme

Child (ren)'s details

Name(s) Age(s) + D.O.B.

1.
2.
3.

School/s Attending:.....

Enrolment details: Year-.20..... Term- 1 / 2 / 3 / 4

Please highlight the Day/s you would like to enrol your child(ren).

Monday	Tuesday	Wednesday	Thursday	Friday
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And the Time of day child to attend workshop:

3:00....	3:30....	4:00pm	<u>to</u>	5:00....	5:30....	6:00pm
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Minimum attendance to be in programme- Enrolment is for full term and is to be paid in full from the enrollment date or from day of first attendance if enrolled at a later date. Any variation of these terms must be negotiated and will only be accepted/changed under special circumstances, otherwise late payment will incur penalty fee: 10% extra.

People authorized to collect your child(ren)

.....
.....
Mother's name

Home address

Telephone:(day)(after hrs).....(mobile)

Email Address:.....

Father's name:.....

Home address(if different)

Telephone(day)(after hrs).....(mobile)

Email Address.....

Two Emergency Contacts

1.Name Relationship to child.....

Address.....

Telephone contact between 9am and 6pm.....

2.Name Relationship to child.....
Address.....
Telephone contact between 9am and 6pm.....

Doctor's details: Childrens' DoctorTelephone
Address

Additional information:

Attendance register: parent/caregiver/tutor to sign child in and out, drop off and pick up time to be stated. If a child is not escorted to or from the art room tutor will sign them in but only assume responsibility after the child is signed in and before they are signed out. Please inform tutors of pending absence or lateness. Enrolment contract is for duration of period booked. Refunds are not given. Missed sessions can be made up: within the programme times, during the current term but not carried over to subsequent terms or holiday programmes. We must be advised if child not going to attend a session/s otherwise makeup session/s will not be allowed.

Health and Safety: Does your child have any particular health needs we should be aware of? e.g, allergies, food requirements, asthma, medical conditions e.g. ADHD, etc

Is there anything else we should know about in order to take good care of your child? e.g, custody arrangements, special needs, behavioral issues etc

Parent contract

Please sign this contract to complete enrolment. If you have any questions about this programme or wish to see a copy of the programme policies prior to signing, please do not hesitate to ask us: (Matthew or Fiona.)

- I/we agree and acknowledge
- I have read and understand the enrolment information
- **The supervisor:** has my permission to arrange any necessary urgent medical treatment at my cost if I am not available to oversee. Supervisor will always in the first instance attempt to communicate with above contact persons prior to any action.
- I will notify the supervisor of any changes to enrolment information in a timely fashion.
- I agree to pay fees prior to/on commencement of the programme or pay a penalty fee of 10% of terms total fee in addition to the term fee if my payment is late and I have not negotiated a special arrangement.
- In the event of unpaid fees parents will be liable to cover any costs incurred in debt collecting should the need arise

All care will be taken to provide supervision of children attending the programme in accordance with programme policies and procedures.

Name of parent / caregiver:.....

Signature of parent:.....Dated.....

Privacy Act 1993:

The information that you have supplied is necessary for the safe and effective operation of the OSCAR programme. You are welcome to review information pertaining to your child's enrolment at any time. Details will be held for the duration of times that child engaged in our programmes.

Artist Release Permission

We frequently take photographs of the classes in action and would like your permission to use your child's image on our website as an illustration of what we do here. We will always enable the parent and the child to preview the image prior to seeking approval from both as to whether we can include the image on our website. I/We,Accept/Decline that Ma-Fi Arts Workshop use the image of at work in the King Edward Court Studio.

MA-FI ARTS WORKSHOP

Enrolment Form: Saturday Term Programme

Child (ren)'s details

Name(s)	Age(s) + D.O.B.
1.....
2.....
3.....

School/s Attending:.....

Enrolment details: Year-.20..... Term- 1 / 2 / 3 / 4

Please highlight the **time** you would like to enrol your child(ren).

Saturday Morning: 10am – 12 pm	Saturday Afternoons: 2 – 4pm
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Minimum attendance to be in programme- Enrolment is for full term to be paid in advance on/from the start date. Any variation of these terms will need to be negotiated and will only accepted/changed under special circumstances.

People authorized to collect your child(ren)

Mother's name

Home address

Telephone(day)(after hrs).....(mobile)

Email Address.....

Father's name

Home address(if different)

Telephone(day)(after hrs).....(mobile)

Email Address.....

Two Emergency Contacts

1.Name Relationship to child.....

Address.....

Telephone contact between 9am and 6pm.....

2.Name Relationship to child.....

Address.....

Telephone contact between 9am and 6pm.....

Doctor's details: Childrens' doctor Telephone

Address

