



# MCC ACTIVITY ENROLMENT FORM

Deposit: 50% payable on enrolment | Balance due prior to start of each term

## PARENT/GUARDIAN INFORMATION

Family Membership \$10  Paid

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Current address: \_\_\_\_\_ P/Code: \_\_\_\_\_

Phone (H): \_\_\_\_\_ Phone (W): \_\_\_\_\_ Mobile: \_\_\_\_\_

Email:

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Contact Number: \_\_\_\_\_

## PARTICIPANT INFORMATION - CHILD 1

Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_ **Please circle below** Office Use Only

Activity Details: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_ Re-Enrol | Change | New \_\_\_\_\_

Activity Details: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_ Re-Enrol | Change | New \_\_\_\_\_

Activity Details: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_ Re-Enrol | Change | New \_\_\_\_\_

**My child has a medical condition/additional needs/disability which may impact on their participation in an activity, program or service they participate in at MCC. Yes  No  Please provide details: \_\_\_\_\_**

**Please note you may be contacted to provide more detail and or medical management plans to assist us in getting the best out of your child.**

## PARTICIPANT INFORMATION - CHILD 2

Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_ **Please circle below** Office Use Only

Activity Details: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_ Re-Enrol | Change | New \_\_\_\_\_

Activity Details: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_ Re-Enrol | Change | New \_\_\_\_\_

Activity Details: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_ Re-Enrol | Change | New \_\_\_\_\_

**My child has a medical condition/additional needs/disability which may impact on their participation in an activity, program or service they participate in at MCC. Yes  No  Please provide details: \_\_\_\_\_**

**Please note you may be contacted to provide more detail and or medical management plans to assist us in getting the best out of your child.**

## CREDIT CARD PAYMENTS

VISA  MASTERCARD  Card Number:     /     /

Expiry Date:   /

Name on Card: \_\_\_\_\_ Signature: \_\_\_\_\_

Payment Amount: Full \$ \_\_\_\_\_ or Deposit \$ \_\_\_\_\_

**P.T.O** ➡

# IMPORTANT INFORMATION - MCC Enrolment Terms and Conditions

**TERM ENROLMENT:** Participants are required to enrol EACH term. We do not automatically roll over our terms or participant bookings. MCC's bookings week is held around week 7 or 8 of each term to secure your next term classes. You will be notified via email regarding this. Please note we do not send multiple reminders.

MCC does not offer casual classes unless specified in the term brochure. **Are you aware that you need to re-enrol for ALL MCC classes each term?**  YES

**PAYMENT OF FEES:** Classes are booked on a term basis and must be paid regardless of attendance. Payment of fees is due in full at the time of booking. Parents can opt to pay a 50% deposit at time of booking however full fees are due and payable prior to the start of term. Participants may be excluded from attending classes if payments are not made in FULL. **NO payment NO booking.**

**PAYMENT PLANS:** For families that are facing financial difficulty we do offer a payment plan option. All requests for a payment plan must be put in writing to the Operations Team leader – melinda@mordicc.org.au

**REFUND POLICY:** We have a strict refund policy. If you decide to cancel your enrolment with us prior to the start of term you will be refunded all monies paid less a \$30.00 administration fee. Should you decided to cancel part way through a term you will be refunded **50% of unused** classes for the term. Please note we **DO NOT** offer refunds for family holidays or events, school excursions or school camps. Please **DO NOT** ask as refusal may offend. All requests for refunds must be made in writing to the Operations Team Leader – melinda@mordicc.org.au. **Strictly NO refunds for special events or school holiday programs. Strictly NO refunds for Sporting Association Fees ie: GV (Gymnastics Victoria) or VNA (Victorian Netball Association)**

**CANCELLATION DUE TO ILLNESS OR INJURY:** If you are unable to continue your lessons for an extended portion of the term (2 weeks or more) you may be entitled to a refund of unused classes with the presentation of a medical certificate. Holding of a class spot will be at the discretion of management.

**MISSED LESSONS AND MAKE UP CLASS POLICY - Under 5's Programs ONLY:** We only offer make up classes for our Under 5's programs – Kinder Gym and Kinder Dance. Make up classes for these programs must be taken within the term or it becomes forfeited. Makeup classes must be booked with the office and are subject to change.

**PICK UP AND DROP OFF:** During pick up and drop off children remain your responsibility at all times. MCC will not be responsible for supervising children before or after classes.

**CHANGES AND OR CANCELLATIONS TO CLASSES MADE BY MCC:** MCC reserves the right to amalgamate, move, alter or cancel classes where low participation levels occur. Those affected will be notified by telephone and or email. A full refund is payable to those that are affected by cancelled classes or the inability to continue due to a day or time change.

**BREACH OF CENTRE RULES/ BEHAVIOUR:** Centre rules and expectations of behaviour are established for the safety and enjoyment of all participants, MCC staff and volunteers. These rules are outlined on our website [www.mordiallocommunitycentre.org.au](http://www.mordiallocommunitycentre.org.au) under the activity section. Breaches of these rules may result in you / your child's exclusion from the program and or centre.

**BULLYING POLICY:** MCC has a strict NO tolerance Bullying Policy in place. Breaches of this policy may result in you / your child's exclusion from the program and or centre. See our website to read this policy in full. [www.mordiallocommunitycentre.org.au](http://www.mordiallocommunitycentre.org.au)

**PRIVACY POLICY:** The information we collect by your completion of the enrolment form is for the purpose of properly providing our services to you and your child. The information will remain confidential and will be used in strict accordance with our privacy policy. Available to read on our website [www.mordiallocommunitycentre.org.au](http://www.mordiallocommunitycentre.org.au)

**LOST PROPERTY:** MCC takes NO responsibility for lost property. Families are advised not to bring valuables including; phones, jewellery, iPads, Fitbit watches etc. to class. Please ensure that all clothing is named. Lost items will be placed in the lost property basket outside studio 1. Items are taken to a local Op shop at the end of each term.

**PHOTOGRAPHY / VIDEO:** For privacy reasons parents, family members and friends are strictly prohibited from taking photos or video during class times or special events.

**CHILD PROTECTION:** MCC regards its moral and legal role in the protection of children in their care of the utmost importance. MCC has policies and procedures in place to keep young people safe. You can read this policy in full by visiting our website [www.mordiallocommunitycentre.org.au](http://www.mordiallocommunitycentre.org.au)

## DECLARATION

**PHOTOGRAPHY AND VIDEO:** I give permission to MCC to use my or child/s photograph and/or video for the use of MCC activities including the inclusion of printed and social media applications.

YES  NO

**MEDICAL:** I authorise MCC in the event of injury, illness or accident to obtain medical assistance as required and for it to be at my expense.

YES  NO

I have read and understood the MCC Enrolment Terms and Conditions.

Signature:

Date: / /



## OFFICE COMMUNICATION (Office Staff Only)

| DATE  | COMMENTS | INITIALS |
|-------|----------|----------|
| _____ | _____    | _____    |
| _____ | _____    | _____    |