

Musical Munchkins
Afterschool Students Club
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Program Information

Musical Munchkin's Afterschool Student's Club (MM-ASC) facilitates a positive after-school atmosphere where each music student is encouraged to integrate music and language practice into their daily routine. The program is available after school until 17:00 Monday through Thursday.

Fresh fruits and snacks can be ordered for the snack time at 15:00. We also offer a pick-up and drop-off service, from your child's school, to Musical Munchkins. Parents are responsible for picking children up from Musical Munchkins.

Registration Process

To register:

1. Please complete and sign the MM-ASC Enrollment Registration Form, and submit to the MM office through email or in person
2. Upon receipt of the registration form, we will process your enrollment and send you a confirmation via email.
3. Once you have received the confirmation email, a non-refundable deposit of one month's fee is required in order to confirm your child's enrollment.

Please note:

- Enrollment is by the full month. You will need to indicate the number of months you are reserving for.
- Attendance is by appointment only. You are required to state the days of the week you wish to reserve.
- A 3% discount is offered when a full semester fee (4 months) is paid in advance.
- The program is available daily afterschool by appointment, Monday thru Thursday, until 17:00, and the program schedule follows the regular sessions of the public schools. The program will be closed during public and other holidays, as well as semester breaks..

Fees:

2-Day Program - 2-Day Per Week/Total 8-Days Per Month:

€ 219 per month with 20% VAT included.

3-Day Program - 3 Day Per Week/Total 12-Day Per Month:

€ 259 per month with 20% VAT included

4-Day Program - 4 Day Per Week/Total 16-Day Per Month:

€ 319 per month with 20% VAT included

Lunch

€ 5 per person/ per day

Pick-Up and Drop-Off Service – Upon reservation, one of our staff members will walk to your child's school and escort them to Musical Munchkins. Please note, arrangements must be made at the start of the month. We require 48-hour advance notice cancellation of Pick-Up and Drop-Off Service. Parents are responsible for picking children up from Musical Munchkins.

Payment Policy:

- Monthly payment fees are due on the first week of each month prior to services. Additional 3% discount is offered when semester fees are paid in full by 15 January 2021.
- There is no pro-rated fee scale.
- There are no refunds for a child's absence. Even in the event of illness.
 - Late payment will result in late fee charges of € 20,00 per month.

Method of Payment:

- We accept Visa, Master card, Bankomat, and cash
- Monthly payments can be made by pre-authorized SEPA automatic monthly debit
- Bank transfers can be made to **Musical Munchkins Productions, GmbH**
 - ERSTE
Musical Munchkins Productions GmbH
IBAN: AT48 2011 1843 9296 7500
BIC/SWIFT: GIBAATWWXXX

Booking Policy

One month's fee payable in advance as a non-refundable deposit is required to confirm your child's enrollment in MM-ASC.

**Musical Munchkins Afterschool Student's Club (MM-ASC)
Registration Form**

Child Information:

Name of Child. _____

Age: _____ Date of Birth:mm/dd/yr _____/____/____

What instrument does your child play?

Name of music lesson school and teacher:

Mother's Name:

Father's Name:

Telephone Number 1: _____

Telephone Number 2: _____

Email: _____

Email: _____

Street Address: _____

Post: _____ **City:** _____

Emergency Contact and people authorized to pick up student:

Name 1: _____

Relation: _____

Tel. Number: _____

Signature of Parent/Guardian _____ **Date:** _____

**Number
Of
Months**

_____ **2-Day Program - 2-Day Per Week/Total 8-Days Per Month:**
€ 219 per month with 20% VAT included.

_____ **3-Day Program - 3 Day Per Week/Total 12-Day Per Month:**
€ 259 per month with 20% VAT included

_____ **4-Day Program - 4 Day Per Week/Total 16-Day Per Month:**
€ 319 per month with 20% VAT included

Lunch

_____ € 5 per person/ per day

Daily Attendance Schedule

Please reserve the days and times your child will attend, and indicate which days you are purchasing lunch.

Monday: _____ **Lunch: Yes: ___ No: ___**

Tuesday: _____ **Lunch: Yes: ___ No: ___**

Wednesday: _____ **Lunch: Yes: ___ No: ___**

Thursday: _____ **Lunch: Yes: ___ No: ___**

Snacks, fresh fruits provided throughout the afternoon.

Please specify your child's food allergy or diet restriction if any;

Signature of Parent/Guardian

Date:

Daily Pick-Up and Drop-Off Service Schedule

Please indicate the days your child will require Pick-Up and Drop-Off Service from their school to Musical Munchkins.

Name and Address of School currently enrolled in:

What time does school let out:

What time will your child be picked up:

Exact location where your child be picked up: _____

Name of Teacher of School Authority who will release your child: _____

Monday: **Yes:** ___ **No:** ___

Tuesday: **Yes:** ___ **No:** ___

Wednesday: **Yes:** ___ **No:** ___

Thursday: **Yes:** ___ **No:** ___

Sign-in, Sign-out Policy

To ensure the quality of our program and for safety reasons, all students must sign in and out when they enter and leave MM premises.

During pick-up at the end of the day, all students leaving the premises must sign out. When a student is picked up, a parent or guardian must sign out. Please note that these sign-out procedures are to ensure the safety of the children.

Pick up Policy

Parents are responsible for picking children up from Musical Munchkins.

If someone other than a parent or guardian will be picking up your child, you must give written authorization and notification to the MM Office. For your child's safety, we cannot release him/her to any unauthorized person. If anyone other than a

parent/guardian or person pre- authorized needs to pick up your child, written notification to the After school Director must be provided and the person must present a picture ID before the child will be released. To contact the after school office, please call 0676 731 8967.

I have read and agreed with the MM- ASC After School Club's Fees and ASC Policies stated above. In the event of emergency and I cannot be reached, I give permission to MM-ASC to arrange emergency care for my child.

Parent/Guardian

Signature Date

Print Name