

Waikato Waldorf School

... *developing the whole child*



WW BASC Enrolment Form

Child/Children's Details Name(s): D.O.B: Class:

1. _____

2. _____

3. _____

Full Name of Parent/s: _____

Address: _____

Best Contact Phone Numbers: _____

Email Address: _____

Medical Centre Details: _____

Doctor Name: _____

Telephone: _____

Address: _____

Additional Information: _____

Does your child have any health requirements we should be aware of? (e.g.; allergies, diet requirements, asthma, medical conditions, special needs requirements etc.):

Is there anything else we should know about in order to take good care of your child/children (e.g.; custody arrangements, special needs, behavioural issues etc):

Please inform of any cultural requirements or aspects we are to be aware of:

Emergency Contacts (not parents please): _____

Name: Relationship to child: _____

Address: _____

Telephone(s): _____

Name: Relationship to child: _____

Address: _____

Telephone(s): _____

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Person/persons authorized to collect your child/children:

Name: _____

Relationship to Child: _____

Best Contact Phone Numbers : _____

Name: _____

Relationship to Child: _____

Best Contact Phone Numbers: _____

Please tick below to indicate which days and times you would like to book regular sessions. Regular sessions being days that you would like to have the same care for a minimum of 4 weeks.

Set Session Bookings								
		Drop off time:				Pick Up Time:		
Morning Care	Please tick	Btwn 7.30 & 8am	Btwn 8am & 8.30am	Afternoon Care	Please tick	Before 4pm	Btwn 4 & 5pm	5.30pm
Monday				Monday				
Tuesday				Tuesday				
Wednesday				Wednesday				
Thursday				Thursday				
Friday				Friday				
Enrolling for casual use in the future:								

If you wish to use the service for casual bookings, please complete this enrolment and make your \$20 payment and tick the 'Enrolling for casual use in the future' box.

Parent Contract:

Please sign this contract to complete the enrolment. Should you require any further information with regards to the programme or wish to see a copy of the programme policies prior to signing, please don't hesitate to ask for one for your review.

I / We agree and acknowledge:

- I have read and understand the enrolment information;
- I am aware that the service Policy & Procedures are on site for viewing at any time;
- The coordinator/supervisor has my permission to arrange any necessary urgent medical treatment at my cost;
- I will notify the coordinator/supervisor of any changes to enrolment information in a timely manner;

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- I understand and agree that a two-week notice period is in place family holiday absences, any changes and/or withdrawal from bookings;
- I agree and understand that statutory holidays are payable should this fall on a day that my child would normally attend;
- I agree to pay the fees as required in the policy;
- I agree to the enrolment fee being paid prior to the child or children's placement, and an Automatic Payment to be arranged with my banking institution for fortnightly fee for WW BASC care;
- I have received, read and agree to the Parent Information brochure document, attached to the enrolment;
- All care will be taken to provide supervision of children attending the programme in accordance with the programme policies, procedures and staff to child ratios always.

Name of Parent: _____

Signature: _____ Date: _____

Enrolment Fee to be included: \$ 20.00 (per child)

Privacy Act 1993:

The information provided is necessary for the safe and effective operation of the Waldorf BASC. All personal information requested will be solely for the purpose of this programme, however it may be shared with the school principal where necessary to ensure the appropriate care is taken for the safety and wellbeing of your child. All information will be destroyed on termination of your child/children's OSCAR placement. You are most welcome to review your enrolment information at any time.

Enrolling a child: An enrolment form must be completed prior to a child attending WW BASC, either for regular or casual attendance; this can be collected from and returned to the school office. A one-off non-refundable enrolment fee of \$20.00 must be paid on enrolment.

Updated contact numbers. - Your Responsibility – At times a child that is booked in to attend may not be present at roll call time. For this reason, it is imperative that we can always contact you to clarify their attendance. If we are unable to do this, we cannot be held responsible for their whereabouts. It is recommended that you provide us with at least 1 mobile number that is monitored. It is vital that a staff member from WW BASC can contact you.

Absence / Attendance: If your child is enrolled into the programme, we expect your child to attend on that day. Notification of your child not attending due to illness etc must be phoned through to the school office 07 8558710 by 2.30pm of that day. The daily charge will still apply.

Casual attendance: Can only be accepted with prior emailed notification, up to 5pm on the day prior to the day care is required, and an enrolment form must have been completed.

Fees and Payments: Fees are charged based on enrolment, not attendance. Any attendance that occurs outside of pre-enrolled days is classified as casual. And the casual session rate will apply.

Cancellation/withdrawal and changes to enrolled days must be given within 2 weeks in writing.