

Waikato Waldorf School

... *developing the whole child*



Waikato Waldorf BASC Information

WW BASC is a non-profit, self-supporting, out of school care programme. It is managed by Waikato Waldorf School Board. WW BASC is based in the School Hall and uses other resources where appropriate and will operate with a 1:10 staffing ratio.

The goal of WW BASC is to provide a 'home away from home' environment with quality, safe, accessible and affordable childcare opportunities for the Waikato Waldorf community for children aged 5 – 13 years. The programme is designed to be fun and provide informal social interaction and age appropriate activities in line with Waikato Waldorf special character.

WW BASC Staff details and contact information are below.

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 and must have been completed and enrolment fee paid.

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 with 2 weeks' notice in writing.

Signed _____ Date _____

WW BASC Fees

Before Care 7.30 – 8.30am	Set bookings require 4 + consecutive weeks booking of same days.	\$8.00 per morning
	Casual – requires emailed booking by 5pm the night before care is required.	\$10.00 per morning
After Care 3 – 5.30pm	Set bookings require 4 + consecutive weeks booking of same days.	\$8 per hour until 5pm \$20 till 5.30pm
	Casual - requires emailed booking by 5pm the night before care is required.	\$10 per hour until 5pm \$25 till 5.30pm
Late Pick Up	\$15 charge for every 15 minutes late – this applies even if it is only 5 minutes late.	

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Payment of fees: For regular bookings: The preferred method of payment is two weeks in advance by direct debit to WWS bank account number 12-3171-0208678-00. Please use WW BASC and your surname as the references. **For casual bookings:** Payments are to be made within three days of the booking. WWS bank account number 12-3171-0208678-00. Please use WW BASC and your surname as the references.

All days booked will be charged: Absent from school: If your child is going to be absent from the programme and school for a period of time (5 or more days), 2 weeks' notice must be given in writing for fees not to be charged.

Sign Out Sheets: These are located at the hall and must be completed prior to collecting your child. If your child is to be collected by someone else, please advise us.

Further Questions: Please feel free to direct any further questions that you would like answered to our programme co-ordinator.

Kia Ora everybody,

My name is Rebecca Revell and I will be the Programme Co-ordinator.

I am an experienced teacher, qualified in both early childhood education and the primary school setting. I have also been involved in a variety of different school holiday programmes over the years. I have more recently been working relieving in the school and this year along with being the BASC coordinator, I will also be teaching a few days a week so feel confident that we will be able to ensure our school values permeate through to our before and after school sessions.

Your child/ren will be able to relax, socialise and get creative if they choose to. Any older students will be supported with any out of school learning (home learning) – if required. We are currently organising other assistants to support the programme and so far we have Marion Genevray for the mornings and Jess Lints for most of the afternoons.

Our first day will be Wednesday the 2nd of February. If you are keen to have your child(ren) enrolled in this programme upon return to school, please fill out the attached enrolment form and return it to Monika at the office by Tuesday the 1st of February, or email it to basc@waikatowaldorf.school.nz.

Please be assured that we will continue to take enrolments after this date.

If you have any questions feel free to contact me on 0221019932 or email at basc@waikatowaldorf.school.nz.

Warm regards

Rebecca