



*Knighton Normal School, Knighton Rd, Hamilton, Phone 07-856 8677,
Mobile 022 6420726*

*Welcome to the Knighton
Before and After School Programmes*

*Providing a Safe, Caring, Stimulating and Fun
Place for children to go before and after school.*

Hours of Operation:

Before School: 7.15 am - 8.30 am.

After School: 3.00 pm - 5.45 pm.

An A.G.M. of the Society is held early in the school year at which a parent committee is elected. All parents/caregivers are welcome to attend this meeting and subsequent committee meetings held regularly throughout the year.

ABSENCES

The roll is checked before every session to ensure all children booked in are present. Once your child's name is on the roll we expect her/him to be at KASP unless we have been notified by you, the parent/caregiver. This is easily done by:

making a quick call to our mobile or answering machine before 2.30pm; or if your child is also absent from school, by notifying it's answering service that your child will also be absent from KASP.

If we have not been notified by you of your child's absence and they do not arrive we do EVERYTHING we can to locate him/her.

All absences must be reported. This applies to both the before and after school programmes.

YOUR CHILD'S SAFETY IS PARAMOUNT TO US!

You must pay for enrolled days whether your child attends or not.

COLLECTING YOUR CHILD

Each day when you collect your child, it is ESSENTIAL that you sign your child out in the daily roll book. The Supervisor will show you where this is. We need to know that your child has gone home safely.

If a person arrives to collect your child and their name is not on your enrolment form, then we are obliged (for your child's safety) to keep your child in our care until you have been located for consent. To save embarrassment for all concerned, we appreciate prior notification from you on this matter.

Please remember that KASP closes at 5.45pm. A penalty fee is charged for late collection of children.

BEFORE SCHOOL

To insure your child has arrived safely to the before school they must be signed in by a parent/caregiver at all times. Remember before school runs between the hours of 7.15-8.30am.

MORE INFORMATION

Please see the Supervisor if you wish to read our Policies, Procedures, Constitution and/or Incorporated Society rules.

Suggestions and feedback are always welcome. If you have any concerns or complaints please contact either the Supervisor or the Chairperson.

FEES

Fees are our only ongoing source of income!

It is required that fees be paid in advance, weekly, fortnightly or as arranged with the Supervisor. See overleaf for current rates.

A \$10.00 enrolment fee and a prepayment of your first week's fee is required before your child can start at KASP.

To make payments, complete all the details on the envelope on the desk by the roll book, seal your money in it, and put it in the white lock box.

Automatic bank payments by Internet or direct debit are welcome. Please ensure child's name is referenced.

Westpac Hillcrest, Knighton After School 031559 0016032 00

If you are paying with cash, see the Supervisor for a receipt on the day you pay. Annual receipts are distributed to all at the end of the financial year. Fees are tax deductible.

A weekly record of your payments (using your enrolment number) is pinned to the parent notice board.

Payment of fees is required if a child is absent except when the child is attending a school camp.

KASP will not operate during Public or School Holidays, and there will be no charge for these days.

Highlighting of overdue fees will take place as follows.

2 weeks overdue, wall chart highlighted,

3 weeks overdue, roll highlighted,

4 weeks overdue, you will receive a written letter,

5 weeks overdue, you will receive a phone call

6 weeks overdue, your child will be withdrawn from the programme.

A Government Subsidy is available to parents either working or training. See the Supervisor for details.

AFTERNOON TEA

Please include some afternoon tea (separately wrapped) in your child's lunchbox. If children are hungry at the end of a long school day they can become tired and grumpy!

We provide children with a drink of juice, a piece of fruit, crackers and cheese only.

For KBSP we can provide a simple breakfast of cereal and/or toast with a drink of juice or Milo.

**WE LOOK FORWARD TO GETTING TO
KNOW YOUR CHILD AND YOU.**

