



Knighton After School Programme Inc.

Knighton Normal School, Knighton Rd, Hamilton, Phone 07-856 8677,
Mobile 022 642 0726

March 2020

		<u>NUMBER</u>
CHAIRPERSON	DALE HILLS	PH 021 181 8919
SUPERVISOR/CO-ORDINATOR	DAPHNE BARLOW	PH 027 37 37403
ASS SUPERVISOR	GAYE CHESHAM	PH 021 267 0364
TREASURER	NOELLE LAPWOOD	PH 020 411 11785
FINANCE ADMIN	LOUISE ROGERS	PH 020 416 23919
HOLIDAY SUPERVISOR	JACQUI BAIRD	PH 021 819 111

Once again we have had a very busy start to the year. Over the last few weeks we have welcomed many new families who are settling in and greatly enjoying our programmes. We would like to take this opportunity to welcome all our families back and are looking forward to getting to know each and every one of you.

We have had another very hot humid summer and unfortunately, with this, many children are pushing the boundaries and being disrespectful to our staff members by not listening and following direction when needed. We have also had several items taken from the programme. If your child accidentally brings something home which doesn't belong to them, could you please return it to KASP. This would be very much appreciated by all.

Other than this the children are slowly settling in and the staff continue to do a lovely job working with them. Please don't forget during term one and four all children are required to wear a sun hat when outdoors (see below).

Please keep in mind one week's notice is required when withdrawing your child/children from our programmes. A big thank you goes out to the parents who have taken time to join our committee. KASP is governed by you our parents, so without your support the programmes could not function.

FEES

Many thanks to those parents who pay their fees promptly, and who are taking advantage of being able to pay a term in advance. A reminder, as per policy you are charged for **all** booked time. Please keep an eye on your statements online and pay ASAP thank you.

Please put your child's name as reference. KASP account number is **Westpac 03-0559-0016032-00**

KASP Policy is all fees must be paid in advance weekly, fortnightly or by arrangement with the Management Team.

BEFORE SCHOOL

To ensure your child has arrived safely to the before school, they must be signed in by a parent/caregiver or supervisor at all times. If your child is 7 and over and walks or bikes to school, you need to sign a permission form with the supervisor.

KBSP runs between the hours of 7.00 - 8.30am. If your child arrives before 6.50am an early fee will be charged.

IMPORTANT: Please phone KASP if your child is going to be absent for any reason. PH: 856 8677or Text 022 642 0726

ABSENT CHILDREN

Please remember to notify KASP if your child is going to be absent for any reason. You can either text or ring and leave a message on the answer phone, or let the school know your child will also be absent from KASP if you are ringing with a class absence. Failing to do so will incur a **\$5.00** penalty fee. This saves Daphne, Gaye, Shelly and Jacqui a great deal of time and worry.

Your child's safety is paramount to us.

ALL CHILDREN MUST BE COLLECTED FROM KASP BY 4.30PM OR 5.45 PM SHARP.

Or a late fee will be charged.

AFTERNOON TEA

So children don't feel hungry in the late afternoon, it would be appreciated if you could put some extra food into their lunchbox. (Nothing containing nuts.)

ALL CHILDREN MUST WEAR SUN HATS DURING TERMS ONE AND FOUR.

This is a school policy. The children will not be able to play outdoors unless they are wearing a sun hat. We suggest you put a hat from home into the bottom of their schoolbag.

STAFF

Over the last year we employed many new staff who are settling into our programmes.

I would like to take this opportunity to say a big thank you to the team for all the wonderful activities, work and effort they put into making the programme an enjoyable fun place for the children to be. We are very lucky to have such an awesome team to work with.

MESSAGE BOOK

To save the parent's time waiting to see the supervisor, there is a message book set up by the daily roll. Please feel free to use this book. Put the date, print your message clearly then sign your name. This is checked on an ongoing basis. Hopefully this will also speed things up for your convenience.

COMMITTEE

KASP is an Incorporated Society which you become a member of when you pay your \$15.00 enrolment fee. This entitles you to have a say either as a member of the Committee or at the A.G.M. There is a remuneration paid to each committee member for each meeting attended. A big thank you to Dale Hills, our chairperson and the committee for their outstanding work this year. Their help and support has been very much appreciated by all.

Without support from our parent membership KASP would not be able to function!

AGM

This is to be held on **Wednesday the 25th March at 6pm**, in meeting room 1 (School Office).

There will be no pressure on parents attending our AGM to go onto the committee.

Please mark this date in your diaries. We would love to see you there.

If you have any concerns, queries or suggestions about KASP please don't hesitate to contact Dale or Daphne. We really appreciate feedback about our programmes.

Dale Hills
Chairperson

and

Daphne Barlow
Co-ordinator