

## Welcome to KASP's Before, After School & Holiday Programmes

Providing a Safe, Caring, Stimulating and Fun place for children to go before and after school and during the holidays.

### Hours of Operation:

**Before School** 7.00 - 8.30am     **After School** 3.00 - 5.45pm

### CONTACT US

Phone: KASP MOBILE 022 642 0726 for **DAILY ABSENCES**

Email: BEFORE & AFTER SCHOOL SUPERVISOR, Daphne Barlow at supervisor@kasp.co.nz

Phone: HOLIDAY PROGRAMME INQUIRIES, Jacqui Baird 021 819 111

Email: HOLIDAY PROGRAMME SUPERVISOR, Jacqui Baird at supervisorhp@kasp.co.nz

Phone: FINANCE ADMINISTRATOR, Louise Rogers 020 4162 3919

Email: FINANCE ADMINISTRATOR, Louise Rogers at accounts@kasp.co.nz

**KASP is an Incorporated Society, run by the parents, you. An AGM of the Society is held early in the school year at which a parent committee is elected. All parents/caregivers are invited to attend this meeting and subsequent committee meetings held regularly throughout the year (one in terms 1 – 3 and 2 in term four).**

### BOOKING INFORMATION

To make a booking right click on the below link, then click on open hyperlink to take you to our online booking page.

<http://kasp.aimyplus.com/>

### FEE STRUCTURE

All families must pay a yearly fee of \$15.00 whether your child/ren is/are booked in for permanent days or casual days. If you have not enrolled and want to book a casual day, the rate you pay will be higher. Non-enrolled casual bookings depend on available spaces.

### AFTER SCHOOL PROGRAMME

**PERMANENT RATES** If your child is booked in for set days.

From 3.00pm until 4.30pm	per day	\$7.00
(no weekly discount)	per week	\$35.00

From 3.00pm until 5.45pm	per day	\$12.00
(no weekly discount)	per week	\$60.00

### CASUAL RATES

<b>Enrolled:</b>	From 3.00pm until 4.30pm	\$10.00 per day
	From 3.00pm until 5.45pm	\$15.00 per day

<b>Un-Enrolled:</b>	From 3.00pm until 4.30pm	\$15.00 per day
	From 3.00pm until 5.45pm	\$20.00 per day

## **BEFORE SCHOOL PROGRAMME**

**PERMANENT RATES** If your child is booked in for set days.

From 7.00am until 8.30am	per day	\$7.00
(no weekly discount)	per week	\$35.00

From 7.45am until 8.30am	per day	\$4.00
(no weekly discount)	per week	\$20.00

## **CASUAL RATES**

From 7.00am until 8.30am	per day	\$10.00
From 7.45am until 8.30am	per day	\$5.00

## **FEES**

You must pay for enrolled days whether your child attends or not. We staff according to bookings and fees are our main source of income!

An invoice will be emailed to you at the start of each term, and anytime you change your booking.

Payment **MUST BE MADE** by the end of each term. You can pay this by internet banking or by cash, weekly, fortnightly or as arranged with the Supervisor or Finance Administrator.

A \$15.00 enrolment fee and a prepayment of your first week's fee is required before your child can start at KASP.

To make cash payments, complete all the details on the envelope on the front desk, seal your money in it, and put it in the white lock box. If you are paying with cash, please take your receipt.

Automatic bank payments by Internet or Direct Debit are welcome. Please ensure child's name is referenced and use the invoice number if known.

## **Westpac Hillcrest, Knighton After School 031559 0016032 00.**

All payments will go against your term fees or late fees.

If we believe that you need a reminder to pay your fees, we will resend you your invoice with a reminder and a suggestion of what to pay per week.

If you get behind in your fees or you have not paid your fees off by the end of the term your child/ren could lose their space. We have many families on a waiting list at different times of the year.

A Government Subsidy (WINZ) is available to parents either working or training. See the Supervisor or discuss with the Finance Administrator for details.

## **ABSENCES**

All absences must be reported. This applies to all our programmes. You must pay for enrolled days whether your child attends or not. We staff according to bookings and fees are our main source of income!

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 022 642 0726) or answering machine (07 856 8677) before 8.30am or 2.30pm; OR if your child is also absent from school, by notifying its answering service that your child will also be absent from KASP.

If we have not been notified by you of your child/ren's absence and they do not arrive we do EVERYTHING we can to locate them, however a penalty fee for will apply if you do not notify us.

## **COLLECTING YOUR CHILD**

### **AFTER SCHOOL**

Each day when you collect your child, it is ESSENTIAL that you sign your child out using the tablet. A staff member can 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 list of authorised people, we are obliged, for your child/ren's safety, to keep your child/ren 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 KASP closes promptly at 5.45pm. A late fee will be charged for late collection of children.

### **BEFORE SCHOOL**

To ensure your child has arrived safely to the before school programme they must always be signed in by a parent/caregiver or staff member unless previous arrangements have been made. Remember before school runs between the hours of 7.00-8.30am.

## **FOOD**

Please include some afternoon tea (separately wrapped) in your child's lunchbox but nothing containing nuts as we may have children with peanut allergies.

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, water, crackers and cheese, a piece of fruit, and alternatively toast, fairy bread, sausage rolls.

For before school we provide a simple breakfast of cereal and/or toast with a drink of milo or fruit juice.

### **MORE INFORMATION**

Please see the Supervisor if you wish to read our Policies, Procedures, 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.

### **EXTRA INFORMATION**

Please check out the term Newsletter for new information. Right click onto the hyperlink, then click on open hyperlink.

<https://www.kns.ac.nz/files/56137a3f715ab1c2/folders/7/2020%20March%20Newsletter.pdf>