



Knighon After School Programme Inc.

Knighon Normal School, Knighon Rd, Hamilton, Phone 0-7-856 8677

NOVEMBER 2020

CHAIRPERSON	NOELLE LAPWOOD
SUPERVISOR/CO-ORDINATOR	DAPHNE BARLOW
ASS. SUPERVISOR	GAYE CHESHAM
TREASURER	RACHELLE CANT
FINANCE ADMIN	LOUISE ROGERS
HOLIDAY SUPERVISOR	JACQUI GRAYSON

NUMBER

PH 020 4111 1785
PH 027 373 7403
PH 856 2409
PH 021 716 759
PH 856 9416
PH 021 819 111

Wow! What a year we have all had. Only six weeks to go. As you know we are run by a parent Co-Op. This means we rely on you, the parents to join our Committee to help make decisions on the running of our three programmes. Over this year we have seen many changes with Covid-19, Health and Safety initiatives, the increase in minimum wages and many changes in staffing. At our last Committee meeting it was decided *not* to increase the fees for the rest of 2020 but will need to be looked at again in 2021. This is due to the second increase in minimum wages in April 2021 and general running costs. Our families are fortunate that we have managed to hold our fees down during this time. Please remember to enroll early for 2021 so that you don't miss out as our programmes fill very quickly. **All families are required to re-enroll yearly.** The staff continue to do a fantastic job and the children have been awesome, however, in saying that, some children have been unsettled and are now showing signs of fatigue. Once again, we say a fond farewell to many children as they move onto Intermediate or families relocate to different areas. We wish all these children and their families all the best as they reach a new chapter in their lives. The Holiday Programme will operate from Monday the 4th of January 2021 to Friday the 29th of January. If you require this service, please contact Jacqui Grayson on 021 819 111 or email supervisorhp@kasp.co.nz.

ENROLMENT

Enrolments can be made on www.kasp.aimyplus.com.

All families wishing to use our programmes in 2021 will need to re-enroll early, as we are limited to 70 children in the morning and 140 children in the afternoon. First in first served. Please note our hours of operation for Before School and After School are 7.00am-8.30am and 3.00pm-5.45pm.

All children must be collected promptly by 4.30 (early slot) 5.45pm (late slot) or a late fee will be charged.

POINTS TO REMEMBER

1. A \$15 fee per family is required to make your enrolment valid.
2. All fees must be paid in advance weekly, fortnightly or by arrangement with the supervisor.
3. Children must be signed into Before School and out of the After School Care programmes, by a parent/caregiver or supervisor unless prior arrangements have been made.
4. A Devise Policy needs to be completed by each family otherwise your children can not use the computers.

FEES

Please ensure your fees are paid in full by the end of term four. If this is not possible please make an arrangement to pay it off over the summer break.

We will not allow your child/ children to attend in 2021 if fees are still outstanding.

IMPORTANT:

Please phone KASP if your child/children are going to be **absent for any reason. PH: 856 8677 or text 022 6420 726.** Failing to do this may incur a \$5 penalty fee.

SUN HATS

All children are required to wear a sun hat during terms 1 and 4. Please ensure your child has a sun hat in their school bag marked clearly with their name while at the programmes so they can play outdoors.

KASP CLOSING AND OPENING

KASP will be operating on the last day of school, Tuesday the 15th December. We will be open from 1.00pm to 5.45pm (**If your child/children are attending KASP on the last day of school they need to bring food for a shared lunch.**). We re-open on the first day of school, Monday the 4th February 2021.

Staff

When I look around, I feel privileged to have such an awesome team to work within. I would like to take this opportunity to thank all the staff for the work and effort they put into making the programme a safe fun place for the children to be. Last but not least I would like to say a special thank you to Gaye Chesham, Shelly Morris, Lukas Green, Jan Monds (Assistant Supervisors) Louise Rogers (Finance) Jacqui Grayson (Holiday Supervisor/Health and Safety/Admin) and Christine and Ian Madsen for all their valued support. It is very much appreciated.

Committee

Chair: Noelle Lapwood, **Secretary:** Donna Walsh (Outgoing), **Treasurer:** Rachelle Cant, **Finance:** Louise Rogers, **Supervisor/Co-Ordinator:** Daphne Barlow, **Holiday Supervisor/Health & Safety/Admin:** Jacqui Grayson, **Committee:** Kym Moore, Tracey Grayson & Roy Lapwood.

A big thank you to all of these people for the time and commitment they put into being on the committee, as without them we could not operate. I would like to say a big thank you to Dale Hills (Outgoing Chairperson) for the time and commitment he has given to the programme over the last four years. The Committee wishes him well in any future endeavor's he may wish to follow. Best wishes to our other outgoing members, Donna-Lee Biddle and Donna Walsh.

Chairperson`s message

As we near the end of another busy year I would like to thank you for the support you have given both to your child and to KASP. We have a great team of staff who are committed to making sure KASP continues to be a great place for our kids to hangout.

I'd like to take this opportunity to acknowledge all our staff for their hard work this year. A special mention to Daphne Barlow, Louise Rogers, and Jacqui Grayson for their dedication to KASP. These ladies work long hours organising and coordinating the many tasks that are required to keep KASP running. Your hard work hasn't been unnoticed and the Committee appreciates all that you do for KASP.

I would also like to welcome our new Committee members who have joined the KASP Committee recently and acknowledge our members who volunteer their time. Thank you to all of them. If you are interested in joining the Committee next year, we need a new Secretary, please let Jacqui Grayson know, at supervisorhp@kasp.co.nz.

Have a safe and relaxing holiday and we are looking forward to seeing you all in the New Year.

Arohanui

Noelle Lapwood (Chair Lady)

Thanks & Farewell

To all our children for being so awesome,

To the staff for their outstanding work this year,

To Noelle Lapwood, the Committee, and parents for all the wonderful support given to the staff and the commitment shown to the Programmes on the whole.

To Stuart Armistead, Barb Cowie, Materoa Collins, Sue Hodgson, Nell Harrison, Viv Ellis, Steve Townley, Chanel Doyle, and the Knighton Staff for all their wonderful help and support.

To our children who are moving on to Intermediate or away from the school, and their families, may we wish you all the best for the future, we will miss you all!

On behalf of the Staff and Committee we wish everyone a safe and enjoyable holiday. We look forward to seeing you all again in 2021.

Noelle Lapwood
Chairperson

and

Daphne Barlow
Supervisor/Co-Ordinator

CHRISTMAS SHOPPING

Please note that we will be holding this popular activity again this year, see enclosed sheet for details.

KASP's CHRISTMAS SHOPPING DAY

This is a chance for your child/children to buy a Christmas presents for their **parents** and **guardians** without you knowing what they have bought!

First Step: Each child brings **2** gifts to KASP to go 'on the shelf'. These need only be small items – toiletries, chocolates, trinkets or even things from around your home that are not used.

Second Step: Each child brings along **\$2.00** on the Shopping Day to buy **2** presents from our selection 'on the shelf'. They wrap their presents at KASP and take home to put under the Christmas tree.

Third Step: You open your present on Christmas Day and get a real surprise!

When: All gifts must be at KASP by **Wednesday 9th December**, however you can send them and the money along now and we will store them safely. Please ensure your child gives their gifts to a staff member so we can note down their names/payment.

Shopping Day (and wrapping) will be on **Thursday 10th of December**.
IF POSSIBLE TO SAVE TIME MONEY CAN BE HANDED IN WITH GIFTS.
There is NO obligation for your child to participate.

If your child does not attend on a Thursday, or has stopped coming for the year, they may still participate but you must notify us of this. They may come directly to KASP from school do their shopping and continue on home once they have wrapped their gifts. We hope this is an enjoyable event for all. If you have any queries, please see Daphne.

ALL PROFITS GOES TO CHARITY
(Last year the money raised was donated to Rainbow House)

* * * * *

CHRISTMAS PARTY

To end our year, we invite **all** children who have attended KASP during 2020 to our end of year Christmas Party.

Where: At KASP
When: Monday 7th December
3.00pm-5.30pm

Food and drink will be provided, and great activities have been planned. If your child does not normally attend on this day and would like to attend, please go onto AimyPlus, and book the short slot. There is no extra charge if they stay till 5.30pm. Please do this early as we need to know the numbers attending so we can organise accordingly. Parents and guardians are welcome to attend; in fact, we may need some help! So please make a note in your diary. The children would love to see you there and so would we.