

Koromiko Suite – After School Care

November 8th 2010

Dear Parents and Legal Guardians

We would like to welcome you to our beautiful After School Care facilities. In line with the rest of our school this area also has a native tree name - so we welcome you to our **Koromiko Suite!**

We have recently made a number of changes to align our school philosophies and parental needs, with our After School Care realities.

☺ **Healthy Eating:-**

- Water is the only drink on offer.
- Fruit - is offered at both snack times (2.30pm & 4.30pm) and students are expected to have a piece of fruit along with their sandwiches. If you know of anyone who may have cheap seasonal fruit – please let us know. This will help to keep costs down.
- Sandwiches – a variety of non-nut spreads are available.
- Occasionally there may be a special occasion when treats are given. Please let the staff know if you are against this for your child.
- Food allergies known to the school are already known by After School Care staff.

☺ **Enviro Schools:-**

- Recycling bins are now used as with the rest of the school.
- Zero waste continues – rubbish brought to school needs to be taken home to be recycled.

☺ **Home Work / Home Learning:-**

- There will be a designated 'Home Learning' time set aside for everyone. This will be at around 3.30pm for about 20 minutes. This will be a quiet, settled time for everyone so that home learning activities can be achieved.

If a child has no specific home learning activity there will always be plenty of books to read and share with others or basic facts and spelling to learn. Older students are able to use our quiet Koromiko Tahi room for completing work or researching on safe based computers at other times as well.

Parent involvement and support with home learning is still encouraged but we do appreciate children and parents may be tired after getting home late, so we have this opportunity available at ASC.

☺ **More activities:-**

- There will be more activities and art supplies available for our After School Care students to enjoy. Including swimming in the summer months and use of the adventure playground for Year 3's and above.

☺ **Respecting our environment:-**

- We have a wonderful facility for all to enjoy and is used by many groups and needs to be respected by all. Please be aware when you pick your child up that he / she needs to take responsibility for packing up their area before they leave rather than leave a mess for others to tidy. This also helps to develop good habits so please support us in this.

☺ **Computers:-**

- We have 5 computers set up in the Koromiko Tahi learning area. These computers will have educational software on them as well as being available for home learning time.

☺ **Television:-**

- The TV is only linked to video and DVD facilities and students later in the day may be able to watch a selection of programmes chosen for them.

☺ **Sun Safety:-**

- During Terms 1 & 4, as with the rest of our School, our school sun hats must be worn if students are out in the sun. Otherwise they will need to remain in designated shade areas.

At present the rates and conditions are as follows:-

- \$6 per hour per child booked by 2pm on the day
- \$8 per hour per child if not booked before 2pm
- One child per week capped at \$60
- Two children per week capped at \$120
- Three children per week capped at \$160
- All bookings will be charged at a minimum fee of 1 hour. All charges thereafter will be charged in ½ hour slots

CASUAL BOOKINGS

All bookings made after 2pm will be charged at the casual rate of \$8 per hour. Any children left in the playground after 2.45pm will be placed in After School Care to keep them safe and will be charged at the casual rate.

CANCELLATIONS

Please advise as soon as possible. If staff are required to make telephone calls/enquiries to follow up on children who have been booked and we do not have a cancellation message, this will incur an \$8 charge.

HOURS

Children are to go to the After School Care deck directly at the end of the school day at 2.30pm and must be collected by 5.45pm. There is a late fee penalty payment for children left after this time - \$10 for the first 15 mins and \$25 after 6pm.

INVOICING

We will invoice you monthly and appreciate your attention so that accounts do not get more than 30 days overdue. If at anytime you wish to know how much your account is or want to arrange payment plans, please call the office. We regret that families with overdue accounts will not be able use the After School Care service until their account is brought up to date.

Regards

Waveney Parker
Principal