



Papakowhai School

Learning Together



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PAPAKOWHAI BEFORE AND AFTER SCHOOL CARE SERVICES

Dear Parents / Caregivers

Welcome to our Before and After School Care Services (BSC and ASC).

Enrolment: The enrolment form for these services must be completed and returned before your child/ren can attend.

Supervisor: Our Supervisor is Susan Dixon. Her contact number (phone or text) is 027 2339403.

BSC

Operating Hours: All children need to be signed into BSC by a parent or caregiver.

BSC operates in the school hall from 7.30am until 8.30am, Monday to Friday, during school terms. Children are dismissed to go to their classes at 8.30am and Rata block students will be walked to their classrooms at this time.

Fees: If you drop off your child between 7.30 and 7.59am the cost will be \$8.20 and your child can receive breakfast. You may drive up the drive until 7.45am, after which time you must park on the street. If children are signed in from 8am and do not receive breakfast the charge will be \$4.10.

Casual Attendance: If you are enrolled for casual use, or if your child will be attending on a day they would not normally attend, please advise Susan by 6.00 pm of the day before that attendance.

Absence: If a child will not be attending please contact Susan directly as soon as possible. Absences notified by 6pm of the day before will not be charged for. If your child is sick on the morning they are booked in, then you MUST RING the ASC phone (027 2339403) between 7.00 and 8.00am to advise of their absence. **Please do not just leave a message on the absentee line at the office as this is not cleared until after 8.30am.**

ASC

Operating Hours: in the school hall from 3pm until 6pm, Monday to Friday, during school terms. Penalties may be charged for late pick-up. If you are running late or if there is an emergency, please contact Susan.

Fees: The current cost per hour is \$8.20 for both permanent and casual attendees, with a minimum charge of one hour. After the first hour, a charge of \$2.05 is made per 15 minutes (or part thereof).

Due to ASC reaching capacity on most days, please take careful note of the attendance/absence notes below.

Casual Attendance: If you are enrolled for casual use, or if your child will be attending on a day they would not normally attend, please advise Susan or the School Office by Friday of the week before that attendance. If you need your child to attend with less notice, please contact Susan directly, before 6pm on the previous night at the latest, to secure a place.

Absence: If a child will not be attending on a day expected you must contact Susan directly no later than 12 noon. Any absence not notified by that time will be charged the minimum hourly rate.

Collecting your child: Please park in Spey Place and walk up to collect your child before 4.45pm. If you drive into the car park after this time please strictly observe the 10kph speed limit as children, staff and other vehicles may be in the car park area.

Payment: We prefer to issue the weekly invoices by email but they can be sent home with your child, or collected from ASC/BSC. Payment is due on receipt of the invoice. An account statement is issued monthly. A balance can be requested at any time from the School Office. We encourage accounts to be paid either by automatic payments, or internet banking; the account number is 12-3140-0133108-01. Please reference the payment with ASC/BSC and the family name. Any payment difficulties need to be advised to the Principal as soon as possible. ASC/BSC does qualify for OSCAR subsidies. To apply for these, please see the Supervisor.

EFTPOS is also available at the school office or you can choose to pay by cash or cheque (cheques should be made payable to 'Papakowhai School'). All cash/cheque payments need to be in a clearly labelled envelope which can either be given to the ASC/BSC Supervisor or brought into the School Office.

Complaints: If you wish to lay a complaint the school does have a complaints procedure. Please contact the Supervisor or Principal for this.

More Information: Please ask the Supervisor or Office Staff if you have any other questions.

Mark Smith
PRINCIPAL