

POLICY: INCENTIVE FOR STAFF, PARENT/GUARDIAN, AND COMMUNITY FOR REFERRALS

1.1 INTRODUCTION:

Kith & Kin Educational Schools acknowledges the pivotal role that word-of-mouth recommendations play in fostering our school community's growth. This policy outlines the referral incentive programme designed to reward staff, parents/guardians, and the wider community for introducing new students to the school. By encouraging and recognizing these referrals, we aim to strengthen our community ties and build our enrollment base.

1.2 PURPOSE:

The purpose of this policy is to:

1. Encourage staff, parents/guardians, and community members to actively participate in promoting the school to prospective families.
2. Recognize and reward individuals who refer new students who successfully enroll at Kith & Kin Educational Schools.
3. Support the growth and reputation of the school through a collaborative and community-driven approach.

1.3 ELIGIBILITY:

1. Staff – All full-time and part-time staff members at Kith & Kin Educational Schools are eligible to participate in the referral programme.
2. Parents/Guardians – All current parents/guardians of students enrolled in any Kith & Kin Educational Schools are eligible for referral incentives.
3. Community Members – Any individual within the wider community, who is not directly employed by Kith & Kin Educational Schools or does not currently have children enrolled in the school, can participate.

1.4 REFERRAL CRITERIA:

1. Referrals must be made for new students who are not currently enrolled at Kith & Kin Educational Schools.
2. A successful referral is considered when the referred student:
 - Completes the application and enrollment process.
 - Remains enrolled at the school for a minimum of one full term.
3. The referral must be documented as indicated on school's admission form either digitally or in hard copy.

1.5 INCENTIVE STRUCTURE FOR MEMBERS OF STAFF, PARENTS/GUARDIANS, COMMUNITY MEMBERS:

1. Staff:

- For each successful referral, staff members will receive a monetary reward, after a full payment has been made, at the end of the term as shown in the table below depending on the school where the referred student is enrolled.

- If a staff member consistently refers multiple students, they may be eligible for additional compensation, such as award recognition at the end of the session or professional development opportunities.

2. Parents/Guardians:

- Parents/guardians will receive monetary reward for the term as shown in the table below, depending on the school where their referred student is enrolled.

- Families who make multiple successful referrals during the school year may be eligible for additional compensation, such as award recognition at the end of the school year.

3. Community Members:

- Community members will receive financial reward as shown in the table below per successful referral, depending on the school where the referred student is enrolled.

Table: 1.0: MEMBERS OF STAFF, PARENTS/GUARDIANS, AND COMMUNITY MEMBERS INCENTIVES:

No of students referred	KKIC	KKBA	KKNPS	KKMS
1	N30,000	N30,000	N20,000	N20,000
2	N50,000	N50,000	N30,000	N30,000
3	N70,000	N70,000	N50,000	N50,000
3+	N80,000	N80,000	N60,000	N60,000

1.6 TERMS AND CONDITIONS:

1. Referrals from staff, parents/guardians, or community members that do not meet the enrollment and attendance criteria will not qualify for incentives.
2. Only one individual (or entity) may claim an incentive for a single referred student.
3. The school reserves the right to modify or terminate the referral programme at any time, with notice provided to the school community.
4. Incentives will be processed after the referred student has enrolled and at least meets the one-term attendance requirement.
5. Misrepresentation or false claims related to referrals will result in disqualification from the programme and possible disciplinary action for staff.

1.7 MONITORING AND REPORTING:

The school administration will oversee the referral process and maintain records of all referrals.

Compensation will be processed at the end of each term, following verification of enrollment status.

1.8 COMMUNICATION OF POLICY:

This policy will be communicated to all staff, parents/guardians, and community members through official school channels, including WhatsApp platforms, meetings, and the school website.

1.9 EFFECTIVE DATE:

This policy will take effect from January 2025 and will be reviewed periodically by the school administration to ensure its effectiveness and relevance.

2.0 CONCLUSION:

The proposed policy is designed to not only reward stakeholders for their contributions but also to strengthen the ties between the school and its community, thereby encouraging continuous growth and collaboration.