



# ST ANNE'S

## CATHOLIC SCHOOL

Ph: (03) 384 3073  
Em: reception@stannes.co.nz  
www.stannes.co.nz  
Principal : Dallas Wichman

## NEWSLETTER

### 2 November 2016

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#### **Congratulations!**

Well done to Mrs Sarah Lean-Massey who has secured a teaching position at Rawhiti School next year. We thank her for what she has done for room 4 and the Saints and Singers. All the best and keep in touch!

#### **Congratulations #2!**

Congratulations to Laura Isherwood (teacher aide and Mac's mother) for gaining the Kidsbase leader position. Another great reason to enrol - awesome staff!

#### **Thank you!**

A big thank you to Mrs Parker who has until now organised activities for students who arrive early at school. This has greatly assisted families who start work early. It is busy enough being a teacher from 9-3 but to start at 7.30am organising students is above and beyond. Thank you Mrs P!!!!

#### **School Operating Hours and Before and After School Care Clarification**

As a rule schools are open for students 30 minutes before school starts until 15 minutes after school finishes ie 8.30am - 3.15pm. However, we realise there is a need for supervision outside of these hours, so from Monday 7 Nov, Kidsbase will operate two daily sessions at school, for St Anne's students only— before school 7.30 - 8.30am and after school 3.00 - 6.00pm.

Any student at school before 8.30am, ie 7.30am-8.30am must go to Kidsbase (the old Rm 3/Kiwican Rm)

Likewise any students waiting to be picked up after 3.15pm must go to Kidsbase for afternoon care.

This is **not** a free service, if your child is not enrolled then you will receive a phone call to sort enrolment and payment. **Remember you may be entitled to a subsidy so ask Kidsbase for help with this if you are not sure.** Everyday care or the occasional day is fine but children must be enrolled first. Get it done now for that day that the car breaks down, you're held up at work etc.

Sorry, there is no blurred area. We are open at 8.30am—Either they come after 8.30am or they are enrolled at Kidsbase. Enrolment forms are in the entrance foyer, school office or from kidsbase (we can also email if required).

Thank you for your understanding here.

#### **Quiz Night—Wednesday 9 Nov, 7pm - Don't miss out!**

Last year's quiz was a great night and tickets sold quickly, don't miss out this year! Tickets available at the office for \$10 per person.

Gets your family and friends together to make a team (4 -6 people) or buy a ticket for yourself and we'll be put you in a team.

A relaxed, fun social evening for family and friends of St Anne's to get together and support our school. There will also be some great raffles and prizes on the night!

God Bless

**Dallas Wichman,** Principal

### COMING EVENTS

- 4 New Parents Meeting 2-3pm  
Mission Centre/Rm 5
- 6 Rm 3 Mass 10.15am
- 8 SE Zone Athletics—Hansens Pk
- 9 Rm 1/2 A & P trip  
PFA Quiz Night 7pm
- 11 SHOW DAY holiday**
- 15 PFA meeting Library 2.30pm
- 17 St Anne's Sports Day 9.30-12.00
- 18 Rm 4 & 5 Mass 5.45pm
- 20 Feast of Christ the King
- 27 1st Sunday of Advent
- December**
- 7 Primary Athletics Champs
- 14 EOY Fun Day
- 15 Year 7/8 Graduation Service
- 16 Last day of school  
Farewell Assembly 11am

## Special Character

*Today is the Feast of All Souls. We remember our loved ones who have died. One of the Spiritual Acts of Mercy is to pray for the living and the dead and we did this at Mass this morning.*

On Tuesday, 1st November, the Church celebrated All Saints day. Euphrasie Barbier is not a canonised saint but she was a truly remarkable woman. She is an intricate part of our history at St Anne's as it was Euphrasie who founded the Sisters of Our Lady of the Missions in Lyons, France in 1861. The first Sisters arrived in Napier in 1865.



*"Have confidence in God, be humble, love prayer and be very kind." (1867)*

**Congratulations** to Fr Dan on the 35th anniversary of his ordination as a priest.  
We are grateful for everything he does for our school community.

## St Annes Parents & Friends

# QUIZ NIGHT



**Where?** St Annes School Hall

**When?** Wednesday 9th November  
2016 @ 7pm



**Come along and test your knowledge!!**  
(Or lack of it??)

**Cost?** \$10.00 per person  
Teams of 4-6 people



**Register your team at the School Office**

**BYO Drinks & Nibbles - R18 Event**

**A fun evening out, come along and support our Fundraiser**

**Raffles - Prizes - 100% Fun**

**Quizmaster Extraordinaire - Dallas Wichman**



## St Anne's Parents & Friends Assn (PFA)

**Next meeting**

**Tuesday 15 Nov in the Library @ 2.30pm**

This meeting is to organise the end of year Fun Day. We need help for this event so even if you can't or don't want to join the committee please come along if you think you can help with this event in any way.

Thanks  
PFA Committee

## Pie Day Friday

- \$3** Mince, Steak, Mince 'n' Cheese, Steak 'n' Cheese Cottage (potato topped), Butter chicken wraps
- \$2** Sausage Rolls

**Last day 25 Nov**

Place order in Rm 7 (small building behind church) before school and it will be delivered piping hot to your room ready for lunch!



Lunch orders available on **Wednesdays**.

Order envelopes are available in the foyer and should be placed in the green mail box in the office before 9am.  
(Correct money required as no change is given)



Kids Base Limited  
Head Office:

2 Clipper Place  
Redwood  
Christchurch, 8051  
(03) 354 2906

## KIDSBASE MASTER ENROLMENT FORM

1. Childs Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Classroom No: \_\_\_\_\_

Hobbies/Interests: \_\_\_\_\_

Are there any Health or Special Needs we should be aware of (e.g. allergies to pets, food, medication etc, dietary, medical conditions, cultural)? \_\_\_\_\_

Any other personal information we should be aware of (custody arrangements etc)? \_\_\_\_\_

2. Childs Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Classroom No: \_\_\_\_\_

Hobbies/Interests: \_\_\_\_\_

Are there any Health or Special Needs we should be aware of (e.g. allergies to pets, food, medication etc, dietary, medical conditions, cultural)? \_\_\_\_\_

Any other personal information we should be aware of (custody arrangements etc)? \_\_\_\_\_

### Parent / Caregiver Details

#### Parent / Caregiver #1

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Relation To Child \_\_\_\_\_

Workplace Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Parent / Caregiver #2

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Relation To Child \_\_\_\_\_

Workplace Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### Days Attending:

Kidsbase Location Enrolling In: \_\_\_\_\_ Start Date: \_\_\_\_\_

Before School: 7:30am–8:30am

☐ MON ☐ TUES ☐ WEDS ☐ THURS ☐ FRI

After School: 3:00pm–6:00pm

☐ MON ☐ TUES ☐ WEDS ☐ THURS ☐ FRI

Email Updates ☐ Please tick the box if you would like email updates about Kidsbase programmes and venues

Holiday Programme ☐ Please also complete a separate Holiday Programme Enrolment form

School Attending: \_\_\_\_\_ Homework Supervision: YES ☐ NO ☐

Preferred Method of Payment: Direct Credit - ANZ 010761-0132630-00

Work and Income Subsidy: ☐ Please tick box if you would like to apply for a WINZ Oscar Subsidy



### Emergency Contacts / Authorised To Collect

#1 Name: _____	#2 Name: _____
Relationship to Child: _____	Relationship to Child: _____
Home Phone: _____	Home phone: _____
Work Phone: _____	Work Phone: _____
Mobile Phone: _____	Mobile Phone: _____
Child/ren's Doctor: _____	Phone: _____

**Privacy Act 1993:** The information that you have supplied is necessary for the safe and effective operation of the Kidsbase childcare programme. All personal information requested will be destroyed at the completion of your child's time in the programme. You are welcome to review information pertaining to your child's enrolment at any time.

### Declaration

By signing this enrolment application I/we agree to the Terms & Conditions as outlined in the attached form.

Please ensure you have read, understand and signed the Kidsbase "Conditions of Enrolment form" to complete this enrolment.

Signed: _____	Signed: _____
Name: _____	Name: _____
Date: _____	Date: _____

How did you hear about Kidsbase? \_\_\_\_\_

All new enrolments must be accompanied by a deposit to secure spaces – the deposit equates to 2 weeks of the total enrolment.

Please return your completed enrolment form and deposit to Kidsbase and we will contact you to confirm your booking

Email: [info@kidsbase.co.nz](mailto:info@kidsbase.co.nz)

Post: Kidsbase, 2 Clipper Place, Redwood, Christchurch 8051

Hand: To the Kidsbase programme Supervisor.

Payments can be made to: ANZ 010761-0132630-00, please use your name as a reference



Kids Base Limited  
Head Office:  
2 Clipper Place  
Redwood  
Christchurch, 8051  
(03) 354 2906

## KIDSBASE CONDITIONS OF ENROLMENT

### Enrolment

- Enrolment forms are required to be completed for all children attending before the child can participate in any Kidsbase programme.
- Please inform Kidsbase of any relevant changes to your enrolment details.
- Please advise Kidsbase of any absences before relevant programme starts.
- Two weeks notice is required in writing for a cancellation of a permanent before school or after school care booking. Failure to provide a written cancellation will incur a fee equal to 2 weeks fees of Child's enrolment at time of cancellation.
- Photographs may be taken of children attending Kidsbase for resources and publicity purposes only.

### Collecting your child(ren)

- Parents/Guardians will be required to sign their children out of the Kidsbase afterschool programme daily.
- Parents/Guardians will be required to sign their children in and out of the Kidsbase holiday programme daily.
- Kidsbase will not release a child to a person who is not identified on the enrolment form. If an unauthorised person comes to collect the child, parents will be contacted for authorisation.
- Written permission must be given for children to leave the programme unaccompanied.

### Payment of Fees

- Invoices/Receipts are issued weekly by Kidsbase. Fees are due no later than the Thursday following the invoice date, or as by mutual arrangement.
- School holiday programme fees and conditions are shown as per the Holiday Programme enrolment form.
- Full fees are payable for sessions booked but not attended if the child is away.
- Full session fees apply for public holidays or if the school where a kidsbase programme is operating is closed during term time on a normal programme day.
- Charges are applied as per advised on enrolment form.
- Late pick up fees will be charged for any child remaining at Kidsbase after the programme has closed. This fee is charged at \$10 for the first 15 minutes then \$2 per minute thereafter until the child is collected.
- Payments can be made to: **ANZ 010761-0132630-00**, please use your name as a reference.

### Overdue Fees

- If fees are overdue by two weeks or more, or unless otherwise arranged with management, a 20% penalty fee will apply. The child(ren) may also face suspension from the programme until the outstanding fees are paid up to date.
- If the fees remain unpaid after four weeks, the matter will be referred to Baycorp for debt collection. Any additional fees incurred in this process will be the responsibility of the parent/caregiver.

### Excursions

- From time to time, the children are transported on trips away from the Kidsbase venue. I give permission for my child(ren) to accompany Kidsbase staff on excursions.

### Transport

- It is likely that only one adult will be present in the transport vehicle. All drivers must hold a current, clean driver's license and must agree to drive safely and maturely.
- I give permission for my child(ren) to travel in staff vehicles, taxis, shuttles or buses etc.



### Behaviour Management

- Programmes will be designed to ensure that children, families and staff experience an environment where they are safe, secure and respected.
- Kidsbase will use behaviour management techniques that encourage positive self-esteem development.
- Behaviour which consistently affects the quality of care available to other children may result in suspension or removal from Kidsbase as set out in the Behaviour Management Policy.

### Health & Safety

- Kidsbase staff are trained to deal with emergencies, with a minimum of one staff member certified in First Aid on site at all times. In the case of a serious accident involving your child, Kidsbase will contact you and take your child to the nearest medical facility. In a civil emergency, Kidsbase staff will remain at the venue until all children are collected.
- The Kidsbase Supervisor has permission to arrange any urgent medical treatment if required, at your cost.
- Kidsbase has a detailed child protection policy, which includes the reporting of any suspected child abuse to CYF's.

### Complaints

- Kidsbase has a complaints procedure. If you have a situation to discuss please approach Kidsbase management, we will be happy to assist you with your concerns.
- Whilst every effort will be made to conclude any dispute in a consultative manner, and to the satisfaction of all parties, in the event of an agreement not being reached the decision of Kidsbase management will be final.

### Sick Children

- Please do not send along sick children, as we do not have the facilities to care for them. If a child becomes ill during programme hours, parents will be called and asked to collect them.

### Absences

- Please ensure the Kidsbase Supervisor is notified of all absences should your child be enrolled and is unable to attend

### Property

- I understand that my child/ren will be held responsible for his/her property. Reimbursement from the Parent/Guardian to Kidsbase will be required for damage willfully caused by your child.

*If you have any questions about the programme or wish to see a copy of the programme Policies and Procedures prior to signing, please do not hesitate to ask Kidsbase management. Parents can obtain signed copies of the Enrolment and Conditions of Enrolment documents on request.*

I/we agree and acknowledge that I have read and understand the above information.

All care will be taken to provide supervision and transportation of children attending the programme in accordance with programme policy and procedures. I acknowledge however, in signing this form, that neither the staff, owners/management of Kidsbase Ltd nor the Board of Trustees of the School in which the Kidsbase programme is operating, will be liable for any loss or damage (by way of accident, injury, theft or otherwise) arising out of attendance and transportation at the programme.

Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_



# **BEFORE SCHOOL AND AFTERSCHOOL**

**KIDSBASE ARE EXCITED TO ANNOUNCE THAT THE NEW ST ANNE'S ON-SITE BEFORE SCHOOL AND AFTERSCHOOL PROGRAMMES WILL BE STARTING ON**

**MONDAY 7<sup>TH</sup> NOVEMBER**

**ENROLMENTS ARE OPEN NOW!!!!**

Visit [www.kidsbase.co.nz](http://www.kidsbase.co.nz) for full enrolment details and forms or pick up an enrolment pack from the St Anne's School office

Our fun and friendly programmes are loaded with lots of games, activities and equipment to ensure that all the children who attend Kidsbase programmes want to keep coming back.

**Before School 7:30am – 8:30am (\$10) & Afterschool 3:00pm – 6:00pm (\$17)**

Please be aware that the website says \$20 but St Anne's has a reduced rate of \$17.

All Kidsbase programmes are Child Youth and Family approved which means that WINZ subsidies are available to assist with the programme costs. This can bring the overall cost down to as low as \$2 for the afterschool session and \$5 for the before school session.

For more information and enrolment details please contact,  
Ph: 03 354 2906, email [accounts@kidsbase.co.nz](mailto:accounts@kidsbase.co.nz) or visit

**[www.kidsbase.co.nz](http://www.kidsbase.co.nz)**