

## 2018 End of Term 1 Checklist

**Please return this completed checklist with your end of term paperwork**

Kindergarten Name	
Completed By	Name: Date:

Finance Tasks	Check <input type="checkbox"/> <input type="checkbox"/>
<b>Overdue Fee Payments</b> <ul style="list-style-type: none"> <li>Run the AGED ANALYSIS Report – with the date set to the end of term. Print Mode = Monthly - <u>and remembering to tick the children who've left box</u></li> <li>EXPORT the file to Word/Excel. (See Procedure 4.11)</li> <li>Open the file in Word or Excel – and add a column to provide comments to me on the debt – particularly noting any follow –up you have done with the family. Eg have spoken to parent, will pay week 1 next term, or, “To be received from WINZ”</li> <li>If you want the debt to be followed up with the family – please include their address/phone contact details. If there are any debts that you believe should be written off – please also note this in your extra column.</li> <li>Save the file – and <b>email</b> to <a href="mailto:charmaine@huttkindergartens.org.nz">charmaine@huttkindergartens.org.nz</a> .</li> </ul>	
<ul style="list-style-type: none"> <li>All cash has been banked by Friday 13<sup>th</sup> April. <b>There should be NO MONEY at the Kindergarten over the break.</b></li> <li>Banking summaries sent to the Association.</li> </ul>	
<ul style="list-style-type: none"> <li>Complete an <b>EFTPOS reconciliation up to Friday 13<sup>th</sup> April</b></li> </ul>	
<ul style="list-style-type: none"> <li>Complete the April <b>Monthly Summary.</b></li> </ul>	
<ul style="list-style-type: none"> <li>All March/April invoices <b>Payment Batches/Personal Reimbursements/Miscellaneous Payment Requests</b> are complete and sent to the Association <b>by Friday 13<sup>th</sup> April.</b></li> </ul>	
Funding Tasks	Check <input type="checkbox"/> <input type="checkbox"/>
Head Teacher must check and sign off the March <b>Monthly Roll Return</b> in InfoCare	
<b>Frequent Absence Report</b> has been run for March and any days of funding have been removed if required.	
<b>ELI data submitted</b> – in Infocare please submit the March data	

Administration/Management Tasks	Check <input type="checkbox"/> <input type="checkbox"/>
Arrangements have been made for mail during the break - letterbox to be cleared <b>OR</b> redirected to the Association.	
Key holder details have been checked and any changes faxed to RECON and the Association.	
Voicemail message has been changed for the holiday period and an 'out of office' email message has been setup advising term break dates.	
Families are aware of the start date of the next term.	
The cleaners have been advised of any special requirements or conditions for the term break. (eg carpet cleaning, building work, painting etc)	
An analysis of ALL accidents (serious and minor) to be completed and forwarded to the Association	
Advise of any new hazards noted on the Hazards Register	
Travel claims have been forwarded to the Association	
Civil Defence and First Aid supplies have been checked and replenished as required this term.	
Families have been reminded to update their emergency contact and "authority to collect" details in our records.	
Our supplies of marketing materials, enrolment forms etc are current	
Advise relevant suppliers of the kindergarten closure dates Eg. ALSCO, watercooler, milkman, newspapers, Library	

Professional Tasks	Check <input type="checkbox"/> <input type="checkbox"/>
Education Council Teacher Certification and First Aid Certificates are up to date	

Property/Facility Tasks	Check <input type="checkbox"/> <input type="checkbox"/>
Electrical Safety Check has been completed for the term and forwarded to Association (Check in back of the Health and Safety Folder) – <b>form is at end of these instructions.</b>	
Kindergarten neighbours have a contact phone number in case of any problem occurring on our premises	

## ELECTRICAL SAFETY CHECK – End of Each Term

Please file this in your Safety Management Folder – in Section 2 with Playground Safety Checks

Kindergarten Name		
Item	Check <input type="checkbox"/> <input type="checkbox"/>	Comment
All our teaching team and teacher aides – and anyone else who is regularly working in our kindergarten – is familiar with the requirements for Safe Electrical Practice		
We are using an RCD whenever we use an appliance outside. All our RCD's have been tested this term.		
Only extension cords designed for outdoor use are taken outside.		
Socket covers are placed in all unused power outlets		
We do regular visual inspections of all appliances, cords, plugs, sockets and multi-boxes. Any damaged item has been removed from use or safely repaired.		
We are not overloading sockets or multi-boxes		
Unnecessary extension cords or multi-boxes have been replaced with permanent power sockets		
All multi-boxes are out of reach of children		
All cords or flammable objects are kept away from the stove top.		
Any heaters have had their inlet and outlet grills vacuumed to remove dust		
<b>Check completed by Head Teacher and any required action initiated</b>	Date	Signature

**To be returned to the Association**