

2015 End of Financial Year/End of Term 3 Checklist

Please return these checklists with your end of term documentation to the Association.

Kindergarten Name	
Completed By	Name: Date:

Finance Tasks	Check <input type="checkbox"/> <input type="checkbox"/>
<p>Overdue Fee Payments</p> <ul style="list-style-type: none"> Run the AGED ANALYSIS Report – with the date set to the end of term. Print Mode = Monthly EXPORT the file to Word/Excel. (See Procedure 4.11) 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” If you want the Operations Manager to follow up the debt 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. Save the file – and email to association@huttkindergarten.org.nz . 	
<ul style="list-style-type: none"> All cash has been banked by Friday 25th September - there should be NO MONEY at the Kindergarten over the break. Banking summaries sent to the Association. 	
<ul style="list-style-type: none"> Complete an <u>EFTPOS reconciliation up to Friday 25th September</u> 	
<ul style="list-style-type: none"> All September invoices <u>Payment Batches/Personal Reimbursements/Miscellaneous Payment Requests</u> are complete and sent to the Association <u>by 25th September.</u> 	
<ul style="list-style-type: none"> Complete the September <u>Monthly Financial Return.</u> 	
<ul style="list-style-type: none"> Receipt/Deposit Books are NOT required to be sent into the Association 	
Funding and InfocareTasks	Check <input type="checkbox"/> <input type="checkbox"/>
Head Teacher must check and sign off the September <u>Monthly Roll Return</u> in InfoCare	
<u>Frequent Absence Report</u> has been run for September and any days of funding have been removed if required.	
<u>ELI September data submitted</u> – in Infocare please submit the September data	
<u>ECE Return submitted</u> – in Infocare please submit the return to the MoE	

Administration/Management Tasks	Check <input checked="" type="checkbox"/> <input type="checkbox"/>
Arrangements have been made for mail during the break to be 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	
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)	
Arrangements have been made to care for any Kindergarten animals	
All Serious Accident reports have been forwarded to Association	
Minor accident analysis has been completed and forwarded to the Association	
Hazards Register and Declaration	
Travel claims have been forwarded to the Association	
Civil Defence and First Aid supplies have been checked and replenished as required this term.	
All parent group minutes have been sent to the Association	
President/Community report from your recent Annual Meeting - that is included in the Association Annual Report	
All Head Teacher reports have been sent to the Association	
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	
Records of medication approvals and administration are complete and current	
Fire/evacuation drills have been held and documented this term	
Advise relevant suppliers of the kindergarten closure dates Eg. ALSCO, watercooler, milkman, newspapers, Library	

Professional Tasks	Check <input checked="" type="checkbox"/> <input type="checkbox"/>
<u>Whanaketanga</u> Please send a copy of: <ul style="list-style-type: none"> - Attestation - Goals - Backward mapping with artifacts - Evaluative feedback 	

The teaching team has co-ordinated plans for use of professional time during the break – including arrangements for “set up” of the learning environment for the following term, planning, team meetings etc	
Registration Certificates and First Aid Certificates are up to date	

Property/Facility Tasks	Check <input checked="" 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) – form is at end of these instructions.	
Items from Playground Safety Checks requiring action have been completed or are underway.	
Mobile equipment has been put away or immobilized (as far as practical)	
All appliances have been unplugged	
Laptops have either been taken home or are out of sight in the office	
Perishable food has been cleared from fridge and cupboards	
All door locks and bolts are in good working order	
All window catches are secure and windows fastened	
Arrangements are in place for the upkeep of grounds during the break	
Security lighting, if installed, is fully operational	
Kindergarten neighbours have a contact phone number in case of any problem occurring on our premises	
Our Contractors Log Book has been kept up to date during this term.	

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		
Check completed by Head Teacher and any required action initiated	Date	Signature

To be returned to the Association