

2019 End of Term 1 Checklist

Please scan this completed checklist 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 - <u>and remembering to tick the children who've left box</u> 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 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. Save the file – and email to charmaine@huttkindergartens.org.nz . 	
<ul style="list-style-type: none"> All cash has been banked by Friday 12th April. 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 EFTPOS reconciliation up to Friday 12th April 	
<ul style="list-style-type: none"> Complete the March Monthly Summary - noting the next Committee meeting date. FYI - The April Monthly Summary will be completed when you return in Term 2 	
<ul style="list-style-type: none"> All March/April invoices Payment Batches/Personal Reimbursements/Miscellaneous Payment Requests are complete and sent to the Association by Friday 12th April. 	
Funding Tasks	Check <input type="checkbox"/> <input type="checkbox"/>
Head Teacher must check and sign off the March Monthly Roll Return in InfoCare	
Frequent Absence Report has been run for March and any days of funding have been removed if required.	
ELI data submitted – in Infocare please submit the March data	
FYI - April data will be submitted after your return in Term 2	

Administration/Management Tasks	Check <input type="checkbox"/> <input type="checkbox"/>
Arrangements have been made for mail during the break - letterbox to be cleared OR redirected to the Association.	
Key holder details have been checked and any changes scanned 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)	
Kindergarten neighbours have a contact phone number in case of any problem occurring on our premises	
Supplies of marketing materials, enrolment forms etc are current	
Advise relevant suppliers of the kindergarten closure dates Eg. ALSCO, watercooler, milkman, newspapers, Library	

Health and Safety Tasks	Check <input type="checkbox"/> <input type="checkbox"/>
Accident analysis has been completed and forwarded to Kristine.	
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.	

Professional Tasks	Check <input type="checkbox"/> <input type="checkbox"/>
Education Council Teacher Certification and First Aid Certificates are up to date	
Complete all Term 1 Annual Curriculum Cycle requirements	
Teaching & Learning Plan sent to Senior Teachers	