

2018 - 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 - <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 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 charmaine@huttkindergartens.org.nz . 	
<ul style="list-style-type: none"> All cash has been banked by Friday 28th 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 28th 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 28th 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	

<p>If the end of a funding period falls in the Term Break (31 January, 31 May, 30 September) – the Head Teacher must check the RS7 report. Things to check:</p> <ul style="list-style-type: none"> • No sessions unmarked (pattern of FCH will indicate this) • FCH in the “Over 2” funding column matches to your number of children not using ANY 20 free ECE at your kindergarten • no days missing from the staff hour count column • there should be NO HOURS in the unregistered teacher column. <p>You don’t need to print this out – we will do that at the Association.</p>	
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Administration/Management Tasks	Check <input checked="" type="checkbox"/> <input type="checkbox"/>
<p>Arrangements have been made for mail during the break - letterbox to be cleared OR redirected to the Association. If clearing the letterbox, then all September invoices received that need payment on the 20th October, need to be authorized by the Head Teacher and sent to the Association for processing, by Tuesday 16th October.</p>	
<p>Key holder details have been checked and any changes scanned to RECON and the Association</p>	
<p>Voicemail message has been changed for the holiday period and an ‘out of office’ email message has been setup advising term break dates.</p>	
<p>Families are aware of the start date of the next term</p>	
<p>The cleaners have been advised of any special requirements or conditions for the term break. (eg carpet cleaning, building work, painting etc)</p>	
<p>An analysis of ALL accidents (serious and minor) to be completed and forwarded to the Association</p>	
<p>Advise of any new hazards noted on the Hazards Register</p>	
<p>Travel claims have been forwarded to the Association</p>	
<p>Civil Defence and First Aid supplies have been checked and replenished as required this term.</p>	
<p>Head Teacher Kindergarten "Highlight" paragraph and photos, that will be included in the Association Annual Report, are due to Charmaine by MONDAY 24th September</p>	
<p>Paperwork from AGM's - Authorised Signatories/Annual Meeting Attendance Record 2018/Schedule of Committee Member 2018/19 /Budget Cover Sheet/Equity Plans/ Presidents or Community Report</p>	
<p>Families have been reminded to update their emergency contact and “authority to collect” details in our records.</p>	
<p>Our supplies of marketing materials, enrolment forms etc are current</p>	
<p>Advise relevant suppliers of the kindergarten closure dates Eg. ALSCO, watercooler, milkman, newspapers, Library</p>	

Professional Tasks	Check <input type="checkbox"/> <input type="checkbox"/>
Education Council Teacher Certification and First Aid Certificates are up to date	
Complete all Term 3 Annual Curriculum Cycle requirements	

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) – form is at end of these instructions.	
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		
Check completed by Head Teacher and any required action initiated	Date	Signature

To be returned to the Association