

2018 End of Year (Term 4) 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 debt with the family to be followed up – 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 - 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 and including Thursday 20th December. 	
<ul style="list-style-type: none"> All December invoices Payment Batches/Personal Reimbursements/Miscellaneous Payment Requests are complete and sent to the Association - to be at the Association by Friday 14th December. There will be no guarantee that invoices will be paid prior to Christmas if they are received after the 14th December. (Do not rely on the post - please scan through to Wendy) For invoices received by email at the Kindergartens eg: Alsco/NZTS, can you please email the Supplier and get them to send December invoices to Wendy - wendy@huttkindergartens.org.nz - as Term 1, doesn't start till 23rd January and all December dated invoices need to be paid on 20th January. 	
<ul style="list-style-type: none"> Travel claims have been forwarded to the Association 	
<ul style="list-style-type: none"> Complete the December Monthly Summary, (Form 9), making sure that you include your next Committee date for 2019. 	
<ul style="list-style-type: none"> Please drop off all required paperwork to the Association office by 5pm on Thursday 20th December. 	

Funding Tasks	Check <input checked="" type="checkbox"/> <input type="checkbox"/>
Head Teacher must check and sign off the December Monthly Roll Return in InfoCare	
Frequent Absence Report has been run for December and any days of funding have been removed if required.	

Administration/Management Tasks	Check <input checked="" type="checkbox"/> <input type="checkbox"/>
Arrangements have been made for ALL mail during the break to be redirected to the Association - no mail "On Hold" please This is to enable 20th payments to be processed, as the Term doesn't start until 23rd January and all December dated invoices need to be paid on 20th January.	
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 ' <u>out of office</u> ' 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 checked="" type="checkbox"/> <input type="checkbox"/>
An analysis of ALL accidents (serious and minor) to be completed and forwarded to the Association	
Copy of reviewed Hazards Register has been sent to Kristine	
Annual Hazards Review and Drills Declaration has been forwarded to Kristine - form is at end of these instructions.	
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.	
Electrical Safety Check has been completed for the term and forwarded to Association – form is at end of these instructions.	

Professional Tasks	Check <input type="checkbox"/> <input type="checkbox"/>
Completed sections of Annual Review has been forwarded to the Senior Teacher Team.	
Complete all Term 4 Annual Curriculum Cycle requirements	
Education Council Teacher Certification and First Aid Certificates are up to date	

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

Annual Hazard Review and Fire/Earthquake Drills Declaration	Name of Kindergarten:
This is to confirm that:	
We are completing daily hazard checks and taking appropriate actions when hazards are found.	YES/NO
We are taking action when Playground Inspectors make recommendations for changes or improvements to our equipment and/or environment.	YES/NO
We have completed a full review of our Hazard Register, including the methods being used to manage the hazards.	YES/NO
We have conducted a trial fire evacuation each term. We have evaluated each trial and made improvements where needed. We have completed the required form and sent this to Fire & Emergency NZ.	YES/NO
We have conducted an earthquake drill each term. We have evaluated each drill and made improvements where needed. We have completed the required form and put this in our Safety Management File.	YES/NO
Hazards that are of significant concern are:	
We require the following assistance in managing hazards:	
Signed by Head Teacher, on behalf of the kindergarten team:	
Date:	

Please send this completed form, plus a copy of your reviewed Hazard Register, to the H&S Coordinator (Kristine.allen@huttkindergartens.org.nz)