

October  
2011

## Kit for Support Staff



Wellington Region Free  
Kindergarten Association

[www.wn-kindergarten.org.nz](http://www.wn-kindergarten.org.nz)

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## ASSOCIATION VISION

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**To provide a diverse range of options, to continuously improve access for children, their parents and whānau, and to build communities of mutual respect.**

## ASSOCIATION MISSION

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**We provide quality, inclusive and accessible early childhood education delivered in environments that are warm and welcoming and where learning is fun.**

## INTRODUCTION

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Welcome to the Wellington Region Free Kindergarten Association Team.

This kit is designed to provide you with information to help you settle in to your position.

You will work in a Kindergarten that is managed by the Wellington Association, therefore the Association is your employer. The Head Teacher will be responsible for overseeing the day-to-day functioning of your position, but the Association will manage all aspects of your employment.

If you require further information about your placement in a Wellington Region Free Kindergarten Association kindergarten, please contact the Office Manager, Lindy McKeown on ph (04) 232 3069.

## DOCUMENTATION

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We've sent you a bit of paperwork and because kindergartens have to adhere to lots of regulations and legislation there's quite a bit you need to fill in,

**You need to complete the following:**

- A Letter of Appointment – fill in the days and hours of work, after discussion with your Head Teacher, then sign and date and return one copy to the Association.
- A Consent to Disclosure of Information form for police check (for those new to the Association only. This is to be renewed every three years and we will contact you when it's due.)
- IR330 (for those new to the Association only).
- Kiwisaver information (for those new to the Association only).
- Staff Update Form – This is essential in order to pay you and keep our records up to date.
- A Support Staff Agreement With The Head Teacher - You will discuss and complete this with your Head Teacher but you don't need to send it to the Association.

**For Your Information and Decision:**

We have included two different employment agreements: *Kindergarten Associations Support Staff Collective Agreement* and *Wellington Region Free Kindergarten Association Individual Terms and Conditions of Employment*. Please refer to page 7 – Employment Terms and Conditions – for more details on this.

# Background

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The Association manages 63 kindergartens from Levin to Wellington. This includes two kindergartens in Petone and one in Eastbourne. The Association is an Incorporated Society with an office at 211 Main Road, Tawa and is governed by an elected board of parents, including two staff representatives. Local kindergartens are supported by committees of elected parents.

The staff of the Association presently comprises:

- 1 General Manager
- 1 Facilities Manager
- 1 Operations Manager
- 1 Chief Financial Officer
- 1 Administration Manager
- 1 Team Leader, Senior Teachers
- 7 Senior Teachers
- 7 Administration Staff
- 1 Marketing & Communications Officer (part time)
- 63 Head Teachers
- 450 Teachers
- 70 Support Staff
- 1 Relievers Coordinator (part time)
- 150 Relieving Teaching Staff

New Zealand is divided up into 33 kindergarten associations. Wellington is part of New Zealand Kindergartens Inc. together with 29 other Associations throughout the country.

Funding of Kindergarten Associations comes from the Ministry of Education in the form of a grant-in-aid that is bulk funded and which is based on children's attendance at kindergarten.

Approximately 92% of the total is spent on teachers' salaries. Salary costs reflect the fact that the Association is committed to employing trained teachers. The balance of the bulk funding pays for some maintenance of the 63 kindergartens, professional development for teachers and administration of the Association.

Wellington Kindergartens has opted into the Government policy on free entitlement to early childhood education for three and four year olds.

Following funding cuts in 2011, whānau contributions were introduced in August 2011. Each family is asked to contribute 50 cents per hour for the first 20 hours of a child's attendance.

All of this income goes into the Association's central bank account and each kindergarten receives an equitably calculated grant (Operating Allocation) from the Association.

The following people work within our kindergartens:

## Senior Teachers

Although the Senior Teachers operate from the Association office, they are assigned clusters of kindergartens to which they provide professional and pastoral support. They are experienced early childhood teachers who you can talk to should you have any queries or concerns.

**Head Teachers**

Each kindergarten has one Head Teacher who is responsible for professional leadership of the kindergarten team and for ensuring that the kindergarten is meeting the legislative and regulatory requirements of running a licensed and chartered kindergarten. According to Wellington Association policy, the Head Teacher must be a fully registered early childhood teacher.

**Teachers**

Each kindergarten has at least three teachers in addition to the Head Teacher, with the majority of Wellington Kindergartens having at least four teachers. They are responsible for working with the Head Teacher to provide a high quality educational programme for children. It is Wellington Association policy that all teachers employed in regulated positions in kindergartens must be qualified and registered early childhood teachers.

**Relievers**

We employ qualified and registered relieving teacher staff who may work on a short term or long term basis. We also employ permanent Itinerant Teachers. Whenever we are needing a reliever in one of our kindergartens we make every attempt to employ a qualified registered reliever as this affects our teacher:child ratios and the funding we receive.

**Support Staff**

Each kindergarten has a support staff employed for at least 8 hours per week and these hours are covered by the Association. Some kindergartens choose to employ their support staff for longer than 8 hours per week and these extra hours are paid out of the kindergarten funds.

**Relievers Coordinator**

We have a part time Reliever Coordinator who manages the relievers' pool. Teachers ring or text the Reliever Coordinator when they need a reliever.

# The Role of Support Staff

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As stated in the introduction, your role is to complete tasks that may assist the teaching team in providing high quality early childhood education experiences. The nature of the tasks carried out by support staff is negotiated between the Support Staff member, the Head Teacher, and the Association.

Generally, support staff roles can be divided into two categories:

1. Teacher Assistance, and
2. Administration.

Most of our Support Staff are employed in the second category.

## 1. Teacher Assistance

Teacher assistance primarily involves working either directly or indirectly with teachers to support the learning programme in a kindergarten. On some occasions, they will work with children, but only under the supervision of a teacher.

The position is closely supervised. It involves duties and tasks which are specified and clear and are carried out in accordance with well defined procedures.

Some examples of the duties required are:

- prepare and/or maintain resources;
- prepare children's food
- tidy and maintain the environment
- prepare displays

## 2. Administration

An administration position primarily involves duties in Infocare (the Kindergarten online child management system) preparing schedules of invoices for payment to Association, secretarial work, office and/or financial and/or property management.

The position is closely supervised. It involves duties and tasks which are specified and clear and are carried out in accordance with well defined procedures.

Some examples of duties required within this grade are:

- Infocare data entry
- clerical duties e.g. filing/photocopying/opening and processing mail;
- cash handling, i.e. receipting/banking/writing schedules of invoices for payment
- word processing

# Employment Terms and Conditions

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## **Collective or Individual Employment Agreement**

The Association is party to a collective employment agreement for support staff in kindergartens. This is negotiated between NZEI Te Riu Roa (the union for teachers and education workers) and Kindergarten Associations who are 'joined up' to it (which Wellington Association is).

This collective agreement – called *Kindergarten Associations Support Staff Collective Agreement* – applies to:

- all support staff for the first 30 days of their employment; and then
- any support staff who are, or become members of NZEI (the union)

If you are a member of the union, or join when you are appointed, nothing will change for you – you will just continue to be covered by the agreement and keep the same rate of pay etc.

If you don't join the union within 30 days, you will then not be covered by the collective agreement. You will be employed under an individual employment agreement and be covered by the *Wellington Region Free Kindergarten Association Terms and Conditions*.

It is important to note that there are differences in the provisions of the two agreements, including pay rates and sick leave. Therefore, if you choose to be on the individual agreement, these things will change for you after 30 days.

## **Fixed Term or Permanently Appointed**

All Support Staff positions are permanent positions. So, unless you are appointed to cover a permanent employee's leave, you are appointed as a permanent member of staff. If you are appointed to a fixed term position (to cover someone's leave) this will be made clear to you on your appointment, including the end date of the fixed term.

The Association pays for all kindergartens to have an Administrative Support Staff member for eight hours per week. Should the kindergarten committee wish to employ you for additional hours, or employ an additional Support Staff member, this will come out of their kindergarten funds.

## **Grading**

Every support staff position shall be graded by the Association according to the level of skill, qualifications, relevant experience and responsibility which are required. Should you disagree with the grade and step at which you are placed, you need to submit your arguments to the Association for their consideration. ***This should be done BEFORE you sign your acceptance for the job.***

If you perform a mix of similar duties across two or more grades, you will be placed in the grade which reflects the substantive part of the job.

Any employee employed for two or more distinct positions will be placed in the appropriate grade for each position.

## **Progression within Grades**

Progression through steps within grades is on an annual basis provided that you have met or exceeded standards of performance as assessed by the Association against written requirements of the position (your job description).

Once you have reached the top step of your grade, you will remain on that step unless your position is re-designated into another grade.

***See Explanatory Notes for grades and rates of pay which are attached to Kindergarten Associations Support Staff Collective Agreement 2008-2010 and attached to Wellington Region Free Kindergarten Assn Terms and Conditions.***

### **Annual Holidays**

You are entitled to four weeks annual holidays per year, pro rata (this means it is proportional to your hours of work). So, you work 41 weeks per year; that means you are entitled to 8% of that time as annual holiday. This leave is taken at times when the kindergarten is closed, i.e. term breaks or closedowns.

Payment for annual leave is incorporated into your annualised salary payment – ***see following page***. This means that if you need to take leave during the term for anything that is not related to sick leave or bereavement leave, it would generally be leave without pay.

## *Annualised Salaries*

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### **Annualised Salaries**

Support Staff are employed and paid for 41 weeks of work per year. However, so that you don't have to go without any pay for the weeks the kindergarten is closed (approximately 11 weeks per year) your salary is what is called 'annualised'.

What this means is that we take your 41 weeks' worth of salary, plus your pay for annual holidays, and spread it out over 52 weeks. This means that you will get a little less per fortnight but you do get paid every fortnight. So you will continue be paid during the term breaks and Christmas holidays, even though you are not required to work during those times.

## KINDERGARTEN SUPPORT STAFF ADMINISTRATOR JOB DESCRIPTION

<b>POSITION:</b>	<b>Kindergarten Support Staff Administrator</b>
<b>KINDERGARTEN:</b>	
<b>RESPONSIBLE TO:</b>	<ul style="list-style-type: none"> <li>• Head Teacher</li> <li>• Senior Teacher</li> <li>• General Manager</li> </ul>
<b>FUNCTIONAL RELATIONSHIPS:</b>	<ul style="list-style-type: none"> <li>• Teaching Staff</li> <li>• Kindergarten Committee</li> <li>• Children attending the Kindergarten</li> <li>• Parents/whānau and Caregivers</li> <li>• Senior Teachers</li> <li>• WRFKA Office Staff</li> </ul>
<b>PRIMARY OBJECTIVE:</b>	To provide administration tasks in the kindergarten to assist the teaching team to provide high quality early childhood education experiences.
<b>CURRENT TEACHING STAFF:</b>	
<b>DESCRIPTION OF COMMUNITY:</b>	<i>Take from current Teacher Job Description</i>
<b>INFORMATION RELEVANT TO THIS POSITION:</b>	<i>Take from current Teacher Job Description</i>
<b>SKILLS REQUIRED:</b>	<ul style="list-style-type: none"> <li>• Efficient computer skills.</li> <li>• Experience in Word, Excel and database skills is preferable.</li> <li>• Willingness to give support to the teaching team and committee.</li> <li>• Ability to communicate effectively.</li> </ul>
<b>PERSON SPECIFICATION:</b>	<p>The core functions of a support person are to:</p> <ul style="list-style-type: none"> <li>• Effectively carry out the tasks involved in updating and maintaining records held in Infocare - the kindergarten online child management system.</li> <li>• Prepare banking and receipting</li> <li>• Contribute to the day-to-day operation of the kindergarten.</li> </ul>
<b>ATTRIBUTES:</b>	<p>Generally we expect all support staff to display the following attributes:</p> <ul style="list-style-type: none"> <li>• friendliness</li> <li>• enthusiasm</li> <li>• tact</li> <li>• discretion</li> <li>• integrity</li> <li>• ethics</li> <li>• loyalty</li> <li>• respect for others</li> </ul>

## KEY TASKS FOR KINDERGARTEN SUPPORT STAFF ADMINISTRATOR

Key Tasks	What	Comment
<b>Daily/Weekly</b>	<p><b>On Infocare:</b></p> <ul style="list-style-type: none"> <li>• Mark the Kindergarten Rolls (Sign-in sheets)</li> <li>• Complete staff in sign in sheets for all day kindergartens</li> <li>• Adjust staff roster as required by Head Teacher</li> <li>• Process new children into Infocare</li> <li>• Print Sign in Sheets for week in advance</li> <li>• Process enrolment changes</li> <li>• Process leavers</li> <li>• Create sign in sheets</li> <li>• Enter new children on to waiting list</li> <li>• Update any personal details for enrolled or waiting list children</li> <li>• Enter email addresses for all families</li> <li>• Print updated lists</li> <li>• Enter all fees, whānau contributions and donations money received at kindergarten</li> <li>• Prepare money for banking either by staff or treasurer</li> <li>• Create banking reports for sending to Association</li> </ul>	
<b>Weekly</b>	<ul style="list-style-type: none"> <li>• Create, review and commit invoices</li> <li>• Give invoice to new child in first week of starting</li> <li>• Create attendance report for absences that may break the three week rule or pattern absence rules (in conjunction with Head Teacher)</li> <li>• Prepare payment schedules approved by Head Teacher for sending to Association</li> <li>• Save copies of invoices and statements into folder on computer</li> </ul>	
<b>Monthly</b>	<ul style="list-style-type: none"> <li>• Create discretionary hours report</li> <li>• Check Roll Return with Head Teacher</li> <li>• Check Frequent Absence Report with Head Teacher</li> <li>• Check Attendance Report with Head Teacher</li> <li>• Perform Funding Checks with Head Teacher</li> <li>• Create and print off Statements for HT to review and confirm and then and place confirmed statements in children's notice pockets</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Set up Notes/Reminders</li> <li>• Print out other reports as required by Head Teacher</li> <li>• Help with parent newsletters</li> <li>• Monitor supply of Whānau folders/enrolment forms</li> <li>• Other tasks as required by Head Teacher</li> </ul>	

# Association Structure

## Who we are - Overview of Association Association Structure September 2011

### WRFKA Board

**General Manager**  
Amanda Coulston

**Facilities Manager**  
Rob Dunn

**Team Leader, Sen' Teacher**  
Jenny Varney

**Chief Financial Officer**  
Brendon Fyfe-Gits

**Administration Manager**  
Lindy McKeown

**Operations Manager**  
Karen Skett

**P.A**  
Lorraine Coulston

**Sen' Teacher**  
Lynette Wray

**Sen' Teacher**  
Claire Jongepier

**Management Accountant**  
Sandra Beddow

**Payroll Officer**  
Ellen Talbot

**Pacific Coordinator**  
Caroline Mareko

**Sen' Teacher**  
Paula Hunt

**Sen' Teacher**  
Andy Cairns

**Accounts/Admin Officer**  
Christine Scott

**HR Officer**  
Andrea Godfree

**Sen' Teacher**  
Helen Smithies

**Sen' Teacher**

**Admin Officer**  
Hannah To'omaga

**Office Assistant**  
Alysha Nichol

**Marketing**  
Kim Meo

### Kindergartens

## Contacts in the Association Office

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You should contact the following for enquiries regarding:

Pay and leave:	Ellen
Infocare and Fee Queries:	Hannah
Chief Financial Officer:	Brendon Fyfe-Gits
Fees/Whānau Contributions	Sandra Beddow
Accounts Payable:	Christine
HR:	Andrea
Office Manager:	Lindy

DDI	NAME	POSITION	MOBILE	EMAIL
232 1653	Amanda Coulston	General Manager	029 amandac 029 262 6322	<a href="mailto:amandac@wn-kindergarten.org.nz">amandac@wn-kindergarten.org.nz</a>
232 1749	Brendon Fyfe-Gits	Chief Financial Officer	021 273 2742	<a href="mailto:brendonf@wn-kindergarten.org.nz">brendonf@wn-kindergarten.org.nz</a>
232 1654	Rob Dunn	Facilities Manager	029 robdunn 029 762 3866	<a href="mailto:robertd@wn-kindergarten.org.nz">robertd@wn-kindergarten.org.nz</a>
232 1655	Claire Jongepier	Senior Teacher	029 547 7897	<a href="mailto:clairej@wn-kindergarten.org.nz">clairej@wn-kindergarten.org.nz</a>
232 1656	Paula Hunt	Senior Teacher	029 527 0020	<a href="mailto:paulah@wn-kindergarten.org.nz">paulah@wn-kindergarten.org.nz</a>
232 1657	Lynette Wray	Senior Teacher	029 lynette 029 596 3883	<a href="mailto:lynettew@wn-kindergarten.org.nz">lynettew@wn-kindergarten.org.nz</a>
232 1746	Andy Cairns	Senior Teacher	021 446 8335	<a href="mailto:andyc@wn-kindergarten.org.nz">andyc@wn-kindergarten.org.nz</a>
232 1659	Jenny Varney	Senior Teacher	029 445 5426	<a href="mailto:jennyv@wn-kindergarten.org.nz">jennyv@wn-kindergarten.org.nz</a>
232 1747	Helen Smithies	Senior Teacher	021 711 709	<a href="mailto:helens@wn-kindergarten.org.nz">helens@wn-kindergarten.org.nz</a>
232 1741	Karen Skett	Operations Manager	021 857 826	<a href="mailto:karens@wn-kindergarten.org.nz">karens@wn-kindergarten.org.nz</a>
232 1652	Andrea Godfree	HR Officer		<a href="mailto:andreag@wn-kindergarten.org.nz">andreag@wn-kindergarten.org.nz</a> <a href="mailto:vacancies@wn-kindergarten.org.nz">vacancies@wn-kindergarten.org.nz</a>
232 1650	Lindy McKeown	Admin Manager		<a href="mailto:lindym@wn-kindergarten.org.nz">lindym@wn-kindergarten.org.nz</a>
232 1651	Ellen Talbot	Payroll Officer		<a href="mailto:ellent@wn-kindergarten.org.nz">ellent@wn-kindergarten.org.nz</a> <a href="mailto:payroll@wn-kindergarten.org.nz">payroll@wn-kindergarten.org.nz</a>
232 1745	Sandra Beddow	Finance Officer		<a href="mailto:sandrab@wn-kindergarten.org.nz">sandrab@wn-kindergarten.org.nz</a>
232 3069	Hannah To'omaga	Admin Officer		<a href="mailto:hannaht@wn-kindergarten.org.nz">hannaht@wn-kindergarten.org.nz</a> <a href="mailto:fees@wn-kindergarten.org.nz">fees@wn-kindergarten.org.nz</a>
232 1742	Christine Scott	Accounts officer		<a href="mailto:christines@wn-kindergarten.org.nz">christines@wn-kindergarten.org.nz</a> <a href="mailto:accounts@wn-kindergarten.org.nz">accounts@wn-kindergarten.org.nz</a>
232 1744	Alysha Nichol	Office Assistant		<a href="mailto:alyshan@wn-kindergarten.org.nz">alyshan@wn-kindergarten.org.nz</a>
	Nicki Cook	Relievers' Coordinator	027 4469625	<a href="mailto:nickic@wn-kindergarten.org.nz">nickic@wn-kindergarten.org.nz</a> <a href="mailto:relievers@wn-kindergarten.org.nz">relievers@wn-kindergarten.org.nz</a>
	Marieke Broekman	Infocare Support	021 1104799	<a href="mailto:marieke.mb@paradise.net.nz">marieke.mb@paradise.net.nz</a>

## Other Information

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The following pages of this manual will help you in your role to become an essential member of the kindergarten team, creating kindergartens that are communities of mutual respect and helping provide a high quality programme for our children.

### **Support Staff Agreement with Head Teachers**

When you take up your support staff position you will be given a support staff 'agreement' to work through with your Head Teacher. This is different to your employment agreement; rather it is an agreement between your Head Teacher and you about issues such as confidentiality, communications, job requirements etc .

Please ask your Head Teacher about this if you have not had this discussion. A copy of the "Support Staff Agreement with Head Teachers" is included at the back of this kit.

Your Head Teacher will talk with you about how your time is to be utilized. The following pages in this manual may help you with some of the expected tasks you may be asked to fulfil.

### **Manuals**

Manuals are kept at the kindergarten which cover:

- **Infocare** (the Kindergarten Online Management System)
- **Financial Management Manual**
- **Te Pukupuka Ako** – a guide to administration requirements
- **Policies and Procedures Booklet**

Copies are also available on our website [www.wn-kindergarten.org.nz](http://www.wn-kindergarten.org.nz)

### **Infocare**

Infocare is our Online Management System which is used to manage information about children, their attendance and kindergarten income. For support with Infocare you can contact the following:

- Marieke Broekman (for Kindergartens Porirua to Levin) 021 1104 799 or [marieke.mb@paradise.net.nz](mailto:marieke.mb@paradise.net.nz); or
- Hannah To'omaga at the Association Office 04 232 3069 or [hannaht@wn-kindergarten.org.nz](mailto:hannaht@wn-kindergarten.org.nz)

**Please feel free to ring us at the Association if you are unclear about anything or would like assistance on any computer tasks.**

### **Passwords**

All teachers and support staff have their own password for working on Infocare.

Once you start working with Infocare you will be allocated your own password.

Each kindergarten has their own email address and there is also an email set up for Support Staff at each kindergarten, e.g. [support.otaki@wn-kindergarten.org.nz](mailto:support.otaki@wn-kindergarten.org.nz); [support.newlands@wn-kindergarten.org.nz](mailto:support.newlands@wn-kindergarten.org.nz)

Our website address is: [www.wn-kindergarten.org.nz](http://www.wn-kindergarten.org.nz)

## **Whakaaro**

We have a newsletter (*Friday Whakaaro*) that is emailed to every kindergarten each Friday. Please email [lindym@wn-kindergarten.org.nz](mailto:lindym@wn-kindergarten.org.nz) if you would like a copy to be emailed to your personal address.

The Whakaaro contains information that maybe important to you in your role as support staff especially relating to Infocare tasks. You should ensure you read the Whakaaro each week.

If you would like information included in the Whakaaro about any special event, project, fundraiser that your kindergarten has been involved in or is doing, this information can be emailed through to the office ([info@wn-kindergarten.org.nz](mailto:info@wn-kindergarten.org.nz)). Kindergarten staff are interested in finding out what other kindergartens are up to.

## **20 Hours Free**

Wellington Kindergartens are part of the Government's initiative on free entitlement to early childhood education for three and four year olds which was introduced in July 2007.

We also have a policy that all children should have access to up to 20 hours free per week (even if they are under 3 years old).

When a child starts kindergarten the family will be asked to sign the enrolment agreement confirming that they will use all or part of their free hours with our kindergarten. This should be completed and signed as soon as the child starts at kindergarten. If a family cannot bring their free hours to kindergarten they are still very welcome to attend.

## **Fees**

Families with three and four year old children, who choose to use their 20 hours ECE at other early childhood services will be charged a fee of \$4.00 per hour for the hours their child/children attend kindergarten.

Children under three years old or over five years old will receive up to 20 hours free and will then be charged a fee if they are attending for more than 20 hours a week.

## **Whānau Contributions**

Because of significant funding cuts, from 1 August 2011 Whānau Contributions were introduced to all Wellington Kindergartens. This means that all families are asked to contribute 50 cents per hour for their child's attendance at kindergarten up to a maximum of 20 hours per week. This can be paid either weekly or termly. No family will be excluded if they are unable to pay.

A Whānau Contribution request is emailed or posted by the Association to every family at the beginning of each term. If a child starts mid way through a term a request letter should be given to the family. A template of this letter is kept at every kindergarten.

# Support Staff Tasks

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Your main tasks as the Administrator for the kindergarten are as follows:

- Data entry of child enrolments into Infocare
- Entering child timetables and free hours information
- Entering fee structure
- Printing off daily sign in sheets
- Entering roll information
- Creating invoicing for families
- Entering all fees/donations/fundraising received at kindergarten
- Printing off staff sign in sheets
- Adjusting staff rosters as requested by Head Teacher whenever a reliever is used
- Create attendance reports for absences that may break funding rules - for review by HT
- Prepare bank lodgement reports for banking
- Enter invoices approved for payment on Payment Schedules and send to Association
- Create weekly invoice and give invoice to each new fee paying family during their first week.

Instructions for the above are covered in the Infocare manual, Financial Management Manual or in the Online Help on Infocare.

Other suggested tasks may include the following:

- Preparing Whānau Registration and Enrolment Packs (see flowchart at end of this booklet)
- Child Induction Administration
- Head Teacher Weekly Returns
- Banking
- Formatting newsletters, letters to families
- Miscellaneous Administration work

## **Whānau Registration and Enrolment Packs**

Whānau Packs are given to all new families and a supply of the booklets, registration and enrolment forms are kept at the kindergarten. When the supply of printed registration forms is getting low, you can ring or email Alysha ([alyshan@wn-kindergarten.org.nz](mailto:alyshan@wn-kindergarten.org.nz)) at the Association office and these will be posted out to the kindergarten.

## **Registration on the Waiting List**

- When a child registers at kindergarten the family is given:
  - “Creating Lifelong Learners” booklet with registration form, whānau contribution information, Kindergarten options flyer (information about session times of other kindergartens in the area) (see flowchart at end of this booklet)
  - 20 hours free information;
  - WINZ information – If the family wants it, if they are going to be paying a fee;
- Enrolment details are entered onto Infocare – the child at this stage is on a waiting list;
- The Head Teacher will notify the family of the date the child can start kindergarten.
- Online registrations - Families can register online through our website. Kindergartens are emailed online registrations and these should be followed up by either phoning or emailing the families to talk about the registration and waiting list times at your kindergarten.

## **Enrolment into Kindergarten Sessions and Creating Timetables**

When a child has a date to start kindergarten a timetable for the child is created in Infocare.

You should follow up as soon as possible on any missing information needed on the enrolment form e.g.

- attested hours
- email details
- immunization form – has this been sighted?
- ethnicity or iwi information
- emergency contacts – all sections signed.

There is no free entitlement from the government for children under 3 but it is the Association's policy that we do not charge fees for our under 3 year olds. If a child is enrolled for more than 20 hours at kindergarten they are charged a \$4.00 an hour fee for the hours they attend over 20.

You must ensure that families are aware of the "20 hours free policy" and that the enrolment form is completed and signed by the parent with the days and date that they wish their free hours to take effect from. If the enrolment form has not been signed by the parent, to say they are bringing their free hours to kindergarten, free hours for that child should not be entered into Infocare. In these instances families should be made aware that they will be charged a \$4.00 an hour fee.

For under-3 year olds, it is important to enter the Fee Structure of "Under 3 Fees". When the child turns 3 you will get a reminder in Infocare that the child is turning 3 and a new timetable should be created with the correct fee structure entered, e.g. "Over 3 Fees".

## **Printing and Marking Rolls**

An attendance roll for each session is printed off from Infocare either at the end or beginning of each week. You may be asked to print this off for the teachers who will mark absences on the paper roll each week. Once a week the attendance should be taken from the hard copy roll and entered into Infocare.

Full instructions are in the Infocare manual.

## **Infocare Instructions/Reminders/Tips**

Instructions are often sent out with the weekly Friday Whakaaro on a Friday about updated Infocare instructions. These should be saved in a folder as they are useful references.

## **Staff Timetables and Staff Hour Counts**

Kindergartens are required to complete weekly staff hour counts. Staff timetables are set up on Infocare. Changes have to be made to the timetables/rosters where a reliever is used. Qualified and registered relievers should be used wherever possible. All our relievers' details are already entered into Infocare. Instructions are contained in the Infocare Manual.

## **Monthly Rolls**

It is the Head Teachers' responsibility each month to confirm children's attendance at kindergarten, using Infocare.

Before the rolls are confirmed for the month it should be ensured that attendance has been entered and attested information is correct.

If children have funding rule infringements this will be highlighted in Infocare and families will have to reconfirm their enrolment agreements by signing their enrolment form.

You may be asked to check the roll reports each month. Instructions on confirming monthly rolls are also covered in the Infocare manual.

### **Creating Invoices and Statements**

Invoices and statements are created from the children's timetables so it is important that the children's timetables are correct and with their right fee structure and hours entered. Invoices must be created and committed each week. Each fortnight statements are emailed by the Association (or posted to those families where we don't have email addresses) direct to fee-paying families.

If a family hasn't signed the attested part of their enrolment form, saying the hours they are going to attest to kindergarten, an invoice will be generated for them and the family will be charged a \$4.00 an hour fee.

If you discover an invoice has been generated for a child who should not be invoiced, you should notify Hannah at the Association by email ([hannaht@wn-kindergarten.org.nz](mailto:hannaht@wn-kindergarten.org.nz)).

### **Monthly Cut-Offs**

At the beginning of each year a timetable of deadlines for completion of Infocare tasks will be emailed to all kindergartens.

Deadlines are particularly tight every four months when our RS7 returns are due (Ministry of Education forms showing attendance, from which we get our funding) - the beginning of February, June and October. Tasks to be completed by end of each month cut-off are:

- Sign-in sheets marked in Infocare (actual attendance)
- Invoices created and committed
- Staff timetables ("staff hour counts") completed
- Online sign-off monthly roll return
- Any ratio, attendance or roll issues communicated with the Association (Hannah).

### **Head Teacher Weekly Returns**

Head Teachers must complete a return at the end of each week showing staff absences over the week, for sick leave, professional development leave etc. There are hard copies of this form in every kindergarten or kindergartens may request from Payroll an Excel spreadsheet. The form should be either emailed or faxed to the Association each Friday. You may be asked to fill this out on the Excel spreadsheet and email it back to the Payroll Officer.

### **Banking**

Any money received at the kindergarten, either for fees, whānau contributions, donations, fundraising, must be entered onto Infocare. Full instructions on receipting money into Infocare are in the Infocare manual. Please also see Financial Management Manual for detailed requirements.

The banking reports must be prepared for the money to be banked weekly, either by staff or the treasurer.

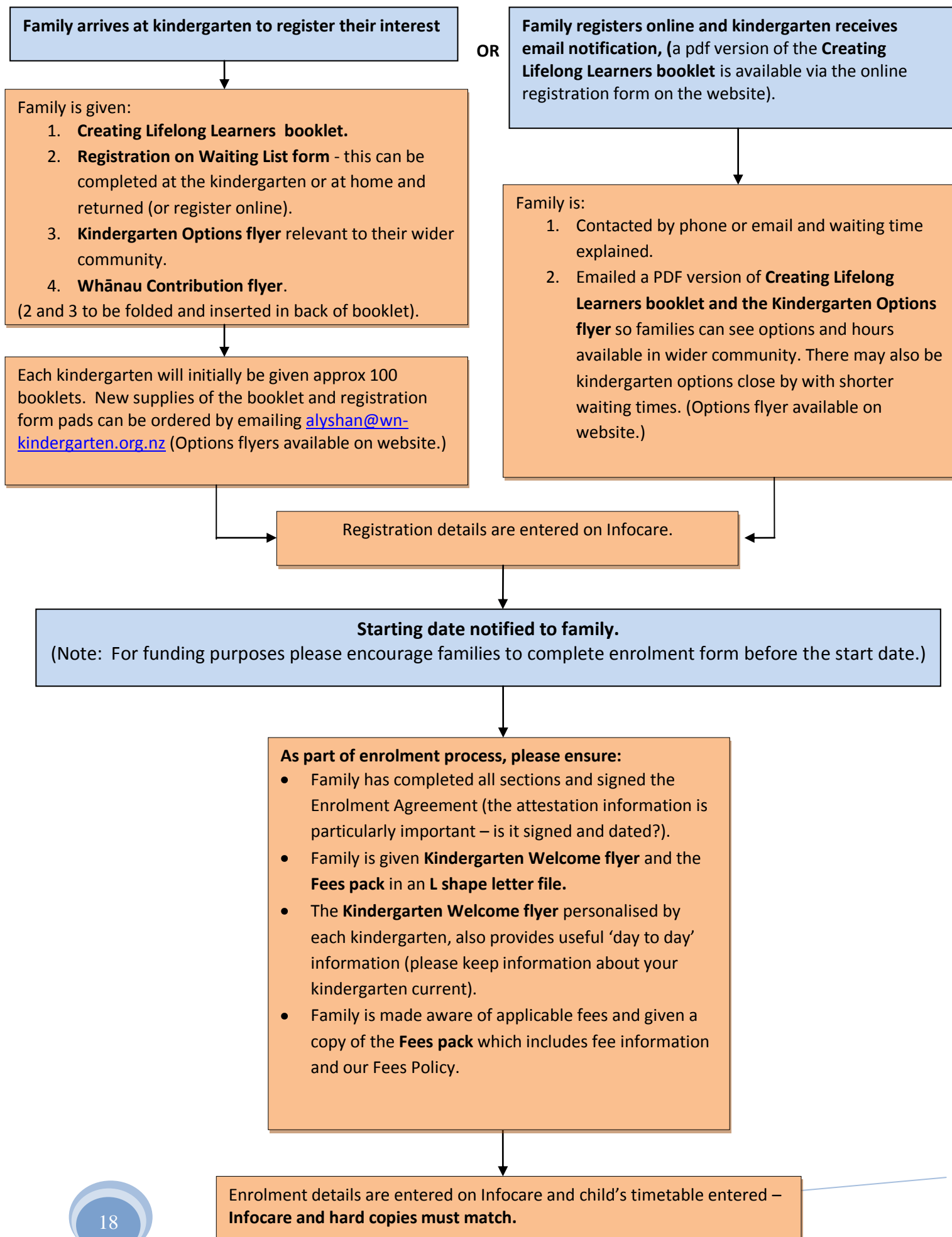
### **Kindergarten Invoices for Payment**

All kindergarten invoices are paid centrally through the Association. Invoices should be sent to the Association each week for payment. A "Schedule of Goods and Services Certified for Payment" form is to be completed and coded for all invoices for payment.

### **Miscellaneous**

There are so many other ways on how your time might be utilized at kindergarten and these are particular to each kindergarten, but may include: newsletters, photocopying, answering email/telephone enquiries, correspondence, checking civil defence kit is up to date etc. etc. You will get instructions from your Head Teacher on these.

## REGISTRATION/ENROLMENT PROCESS (replacing Whānau Folders)



## Miscellaneous

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### **Training**

Computer courses and Infocare training are usually held in term breaks. You are welcome to attend any of these courses.

Kindergartens are usually advised of the course details and dates in the Whakaaro.

When you start in your new role you will be given training in the Infocare system.

### **Website**

Most of our forms are contained on the Association website:

[www.wn-kindergarten.org.nz](http://www.wn-kindergarten.org.nz)

## SUPPORT STAFF AGREEMENTS WITH HEAD TEACHER

### SAMPLE

All these points need to be clarified in discussion between the support staff member and the Head Teacher. To be truly effective the agreements should be recorded in detail and reviewed regularly.

#### 1. Professional Behaviours

- Confidentiality: when and where necessary; what is meant by confidentiality
- Phoning in to kindergarten if absent (*leave a message on the voicemail?*)
- Punctuality *Factors which may affect this*
- Refreshments and use of amenities
- Lunchtime
- Leave
- Smoking
- Use of phone
- Recording messages

#### 2. Care of Children

- Any specific details support staff member needs to know to meet children's needs
- Kindergarten policies regarding changing of children and administering first aid
- Updates on individual children
- Other roles (Reliever, ESW)

- Lines of responsibility

- Preparation and clearing away time; maintaining the environment
- Staff interactions towards each other and the children

**3. Evaluation**

- Feedback:
  - Verbal

**4. Other Matters**

- Opportunity to renegotiate / review agreement
- Where to go for support if necessary
- Role of the Association.

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Support Staff Member

Signed: \_\_\_\_\_ Date \_\_\_\_\_  
Head Teacher

## Checklist

Could be laminated and left by your computer as a reminder of tasks to be done.

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- Registration and Enrolment Packs updated ✓
- New/Updated Free ECE Attestation Information completed on Enrolment Form and signed by family ✓
- Attested hours entered on Infocare
- Child registered on waiting list on Infocare. ✓
- Family contacts, emails, medical and immunization info, demographics, ethnicity, iwi, language etc entered on Infocare ✓
- Timetable created for child ✓
- Any special attendance rules applied ✓
- Enter attested hours information ✓
- If Under 3 years old put in "Under 3" Fee Structure and remember to create new timetable and alter fee structure when child turns 3. ✓
- Create a new timetable if a child changes session times/days. ✓
- Weekly – print attendance (rolls) for the week ✓
- Weekly/daily – mark attendances for the week, check for continuous absences ✓
- Weekly – create and commit invoices ✓
- Weekly – if anything needs to be amended please notify the Association by email using the Credit Request Form ✓
- Monthly – Check funding rules and prepare Monthly Roll for confirmation by Head Teacher ✓
- Monthly – Ask parents to sign enrolment agreement if funding rules have been broken ✓
- Income – if any money has been received at the kindergarten (fees, whānau contributions, donations, fundraising, other) this must be entered onto Infocare, reports prepared ready for banking by either the staff or treasurer. ✓
- Weekly – prepare schedules of invoices for payment by the Association.
- Receipt families for donations – donations must be entered under Projects on Infocare and a manual receipt given. •
- Tax receipts for fees are sent out annually by the Association.
- Finishing a child – when a child finishes at kindergarten, end the child's timetable. ✓

# Notes

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## **Remember**

If you have any questions do not hesitate to contact the office – we are very happy to help.

We hope you enjoy your time with us.

We look forward to working with you to ensure kindergarten is a warm and welcoming place where learning is fun.