



FINANCIAL AND ADMINISTRATION POLICY

Last Reviewed: Aug 2020 Last Updated: May 2019z
References: GMA2, GMA9, GMA10, GMA11

Rationale

To ensure good operational and administration management practices, that demonstrate accountability and transparency regarding financial procedures.

Procedure

For the purpose of the following information a Nanny, family member as an Educator, Granny Nanny, Au Pair or home based Educator are referred to as a kaiako, and is considered to be an "employee".

For the purpose of the following information any parent, guardian or family that engages the services of a kaiako to provide childcare is considered to be the "parent" and considered to be the "employer".

Playschool is subject to regular financial audits by Government appointed Auditors and these results along with our audited financial statements are available on request by contacting your local Playschool office. All Government funding received is managed through a purpose built online financial management system, APT.

Childcare Fees

All kaiako charge fees for care as determined by themselves or their Au Pair Placement Agreement and all kaiako must work for financial gain or reward. Fees are clearly explained before any care is engaged and fees vary depending on experience, special relationships, ages and number of tamariki in care and childcare duties undertaken. Fees are charged directly to the parent and may be charged either hourly or weekly.

As part of the enrolment process Playschool will issue a personalised Payment Contract between parent, kaiako and Playschool. This will outline important information such as kaiako fees, child subsidies and 20 ECE hour subsidies.

Kaiako are self-employed contractors and therefore responsible for paying their own tax, GST and ACC relating to any fees paid by the parent. Kaiako are advised to contact IRD to register as a self-employed contractor, or to seek information to assist with the administration of being a self-employed contractor. The exception to this rule is when the parent engages an Au Pair for their childcare, in which case the parent is responsible for paying tax and ACC as detailed in their Au Pair Placement Agreement.

Playschool recommends kaiako and parents take advantage of our OPTIONAL Payroll Service to ensure all employer/employee obligations are met. There is a weekly charge of \$10.00 for those taking advantage of this service. For more information on our payroll service please request a Payroll Information Pack.

If Playschool does not administer payroll on behalf of the kaiako and parent then Playschool cannot be held liable for any wage-related disputes.

Child subsidies

Each child under the age of 3 on the Playschool programme qualifies for a child subsidy. Child subsidies are paid per hour for all hours of enrolment up to a maximum of 6 hours per day/30 hours per week).

CHILD SUBSIDY RATES

2 Year olds \$1.20 per hour

Under 2 years old \$1.20 per hour

Child subsidies can be used towards educational materials and resources of your choice or make up a portion of the fees charged by your kaiako.

Details of each child's individual subsidy is outlined in the Payment Contract between the parent, kaiako and Playschool and child subsidies are paid directly to either the Parent or the kaiako depending on what is indicated on your Payment Contract. Playschool does not handle any applicable taxes on child subsidies, and by receiving the subsidies the parent accepts the payment as a gross amount payment.

Child subsidies are paid fortnightly and the 'payment date' is the day subsidies are processed by Playschool - some banks can take up to 2 working days to process it to your bank account.

Non-receipt of timesheets may result in no payment of child subsidy. Any withheld child subsidy payment will be paid once timesheets are received on the next fortnightly child subsidy payment run.

Child subsidies cannot be paid for the following circumstances;

- Public holidays
- If your kaiako takes an absence, sick leave or holiday for any duration if no other Playschool kaiako is engaged to replace them for that leave
- If your child takes an absence, sick leave or holiday for any duration of longer than 3 weeks in duration
- If any kaiako First Aid qualification, 7 Step Safety Check or Police Vet is not completed or current

20 ECE hours

All 3, 4 and 5 year olds (not at school) enrolled with Playschool are entitled to access 20 ECE hours for up to 6 hours a day/20 hours a week.

20 ECE hours starts the day a child turns 3 (or the first Monday after) and finishes on their last day before they start school. If your child does not start school immediately when they turn 5, they can continue to receive 20 ECE Hours until the day prior to their 6th birthday if not enrolled at school.

20 ECE HOURS RATES

3, 4 and 5 year olds \$4.20 per hour

The parent must decide which of the enrolled days and hours the 20 ECE hours will be applied to, up to 6 per day/20 hours per week and can allocate all of the 20 ECE hours that their child receives for being in care to one care service or split it across multiple

care services if they are enrolled in more than one service i.e. 12 hours to Playschool and 8 hours to kindy if both care types are attended.

The parent must complete the 20 ECE HOURS portion of the Child Enrolment Form (for new enrolments) or the Child Turning 3 Form (for currently enrolled Children) and a Payment Contract between parent, kaiako, and Playschool must be completed. Both of these forms are a legal document and by signing the forms you are confirming to the Ministry of Education:

- How many hours of 20 ECE hours your child receives on each day of the week at each ECE service they attend (including Playschool)
- The actual allocation of hours of 20 ECE Hours Playschool can claim on which days from the Ministry of Education
- That your child does not get more than the maximum hours allowed across all of the ECE services your child attends
- That you understand you must change your child's 20 ECE Hours details by completing a Change of Hours Form if you make any changes to your child's 20 ECE Hours
- All hours allocated as 20 ECE Hours are solely dedicated to education and care activities only and not for cleaning or similar duties

If you have shared custody of your child and you each have separate ECE arrangements, you must ensure the forms you complete (with Playschool and any other ECE service) confirm that your child is not enrolled for more than 6 hours per day/20 hours per week of 20 ECE hours.

It is a Ministry of Education ruling that Playschool or your kaiako cannot charge fees for the 20 ECE hours your child receives, and can only provide care in exchange for the 20 ECE hour rate paid for by Playschool unless there they are for justifiable optional charges. To date Playschool has not identified any additional services or facilities that provide provisions over and above the regulated standards and therefore we do not allow kaiako to charge additional optional charges for 20 ECE hours of care. This ruling is reviewed on a regular basis and subject to change.

While no additional fees may be charged for 20 ECE hours, kaiako may charge you fees for your child's additional care hours for care undertaken outside of the 20 ECE hours at a rate specified and agreed to by you.

20 ECE hours are paid directly to the kaiako or parent as outlined in the Payment Contract. Playschool does not handle any applicable taxes on the 20 ECE hour payments, and by receiving these payments the kaiako or parent accepts the payment as a gross amount.

Non-receipt of timesheets may result in no payment of child subsidy. Any withheld child subsidy payments will be paid once overdue timesheets are received on the next fortnightly child subsidy payment run.

Child subsidies CANNOT be paid for the following circumstances;

- Public Holidays
- If your kaiako takes an absence, sick leave or holiday for any duration if no other Playschool kaiako is engaged to replace them for that leave
- If your child takes an absence, sick leave or holiday for any duration of longer than 3 weeks in duration
- If any kaiako First Aid qualification or 7 Step Safety Check has expired

Payment Contract

The Payment Contract is a personalised record of all financial payments between the parent, kaiako and Playschool based on information provided to Playschool at the time of enrolment and/or ongoing amendments provided to us by the parent or a change to funding circumstances.

The contract acts as a legal payment contract between all parties and remains in place until superseded by an updated Payment Contract and must be adhered to for all payments between the parent and kaiako.

Kaiako are responsible for their own tax/GST/ACC relating to any fees paid by the parent and any child subsidies or 20 ECE hours where applicable paid by Playschool. Kaiako are self employed contractors and are advised to seek guidance surrounding self employment.

Timesheets

Timesheets are a record of your child's attendance at our service and the days and times they were in care with your kaiako. They serve a number of purposes for funding including supporting claims for funded child hours, keeping track of absences so that the absence rules can be applied and keeping track of hours of attendance that can be claimed for tamariki attending casually, and/or in addition to enrolled hours.

Our records must include:

- Separate timesheets for each child
- The first and last name, DOB and of each child, clearly identified
- Details of the kaiako providing care
- Days and times of **actual** attendance for each child
- A record of any absence with the type of absence clearly identified

Timesheets must also show evidence that a parent/guardian of each child has regularly examined and confirmed the attendance record by:

- The parent and kaiako initialling the timesheet on a weekly basis
- The parent and kaiako signing for all attendance in any given period (either 4 or 5 weekly)

Playschool may claim funding for all sessions/days a child was enrolled to attend, but was absent from, within a three week period. The three week period begins on the first day of absence. Playschool **cannot** claim funding for absences that continue into the fourth week and beyond. In this case a hold will be put on funding that resumes when the child returns to care.

There are clear instructions on how to fill out timesheets and declarations in the Child Portfolio as well as a subsidy schedule outlining when timesheets are due. Playschool requires timesheets to be received at the end of each indicated timesheet period to ensure the correct conditions of funding are being applied.

Changes to attendance records **must not** be 'whited out'. Changes should be made by crossing out the incorrect entry and rewriting. This will ensure that funding claims are accepted by the Ministry of Education in the event of a funding claim audit.

Late timesheets will result in delays in your subsidy payments and Management will enforce subsidy stops for timesheets that remain outstanding.

Frequent Absence Rule

The Frequent Absence Rule ensures that enrolment agreements match attendance patterns as closely as possible, so that funding can be delivered fairly and accurately. Childs attendance **must** match their enrolment agreement for at least half (i.e. 50 per cent or more) of each calendar month. The Frequent Absence Rule helps Playschool identify absence patterns that suggest a change in enrolment may be needed. By keeping enrolment information up-to-date, Playschool can ensure that funding is claimed and calculated accurately.

The Frequent Absence Rule **must** be applied in these three situations:

1. When a child is absent **on the same enrolled day or days of the week** for more than half of these days in a calendar month **or**
2. When a child **attends for fewer days per week** than they are enrolled to attend, in more than half of the weeks in a calendar month **or**
3. When a child attends **fewer hours** than they are enrolled to attend, on a daily basis, on more than half of their enrolled days in a calendar month.

To reconfirm an enrolment agreement Playschool **must either** have the enrolment agreement **signed and dated** by the child's parent, confirming that the enrolment agreement remains valid **or** update the child's enrolment agreement to include new days and times that the child is expected to attend **and** have the changes **signed and dated** by the child's parent.

Changes to hours and finishing on our programme

We understand that your childcare situation can change at any time. Although Programme Co ordinators (PC's) will endeavor to ask on a regular basis if your circumstances change such as a change to enrolled hours or your child starting at another service, it is your responsibility to inform Playschool of any upcoming changes affecting your child. You must inform Playschool TWO weeks in advance of any impending changes. When Playschool has not been given notice of the change or the correct notice period (2 weeks) it is possible that an overpayment of child subsidies and/or 20 ECE hours may occur and re payment will be sought.

At all times Playschool reserves the right to recover any over payments of child subsidies and/or 20 ECE hours through a number of avenues including deductions from payments and/or issuing an invoice.

If any kaiako completes our First Aid course and finishes on our programme within the first 8 weeks of enrolment, Playschool reserves the right to recover the cost of the First Aid course – currently \$69.00 (subject to change without notice).

Activity pass

To encourage social interaction with other tamariki and assist with gross motor development, Playschool offers all families using our service an activity pass. There are two activity passes to choose from and each family is able to select one activity pass that suits their family best;

Kaiako activity pass: this pass allows the kaiako to take all enrolled tamariki in their care to one of the venues offered below for the duration of 12 months
OR

Child activity pass: this allows each enrolled child to attend term-based lessons to one of the venues offered below

Kaiako activity pass options;

This pass allows the kaiako to take the child/ren in their care to the venue selected. The Kaiako Pass includes an adult annual pass to a venue as well as any child/ren old enough to be charged an entry fee for that venue, i.e. 4-year olds at the Zoo. Venues include Zoo, Motat, Kelly Tarltons or Aquarium. Other locations may be considered on a case by case basis, please ask us first to see if your venue will be considered.

To qualify for this the pass needs to be in the kaiako name. However, if you upgrade to a flexible pass that any adult can use, Playschool will only reimbursement the amount of the actual adult pass cost.

Reimbursement entitlement amount is based on the number of funded hours the child is enrolled;

25 - 30 claimable hours is 100% of kaiako activity pass paid to a maximum of \$95

12 - 24 claimable hours is 50% of kaiako activity pass paid to a maximum of \$45

Less than 12 claimable hours is 30% of kaiako activity pass paid to a maximum of \$35

Child activity pass options;

This pass entitles you to choose one of the options below for each child enrolled with Playschool. The child activity pass allows you to enrol tamariki into a term-based activity that suits their interests and ability level. You may choose a different child pass for each child, i.e. swimming lessons for one child and gym lessons for another. Options include swimming lessons, Mainly Music, Jumping Beans, or other gym lessons. Other locations may be considered on a case-by-case basis, please ask us first to see if your venue will be considered.

Reimbursement entitlement amount is based on the number of funded hours the child is enrolled;

25 - 30 claimable hours is up to \$60 per term, up to 2 (two) terms per year

12 - 24 claimable hours is \$60 per term, for 1 (one) term per year

Less than 12 claimable hours is \$30 per term, for 1 (one) term per year

Conditions;

You cannot access both the child pass and the kaiako pass in the same year. Even if you have 2 or 3 tamariki you cannot have a Zoo pass for one child and swimming lessons for another.

You can apply for your pass 1 month after enrolment on the Playschool Programme.

The year is per year of enrolment, not per calendar year, i.e. if you enrol in October, then this renews in October the following year. Passes will not be approved for purchases prior to the date that you enrolled with Playschool. Playschool will only pay for the time whilst enrolled with Playschool. Passes will not be processed after you have notified Playschool of your intention to finish.

To receive payment for an activity pass you must complete this Pass Application form and attach the GST receipt. Proof that the activity pass costs are incurred by your child such as a named invoice or photo evidence of any kaiako pass must be supplied prior to payment. No pass will be reimbursed without the above submitted.

Claimable hours are hours allocated to Playschool as outlined in the Child Enrolment form and applies to hours that Playschool is able to receive Ministry of Education funding for which is to a maximum of 6 hours per day/30 hours per week.

Out of school care

Kaiako are able to provide care and education to school-aged tamariki at the same time that care and education takes place for preschool children only once they have completed an Out of School Care Register and assuming they meet the following criteria;

- A maximum of 6 tamariki (aged 13 or younger) can be present at any time and of these 6 tamariki only 4 can be present to receive licensed home-based ECE care
- Any tamariki of the kaiako aged under 6 will be counted as part of the maximum number of tamariki allowed. Any tamariki of the kaiako who are enrolled in school will not be counted as part of the maximum aged under 13 years
- Care cannot be provided to out of school tamariki who are absent from school due to illness and any child who becomes ill while attending care will need to be returned to their parent.

Privacy

Playschool recognises the privacy of the tamariki, families, whanau and kaiako involved in our service is paramount. All of our staff have a clear understanding of and meet the obligations of the Privacy Act.

Any data collected by Playschool concerning the child, parent or kaiako can be accessed at anytime by request by any individual that the information concerns and a copy of all documentation will be supplied.

All information collected will be stored with proper safeguards against loss or willful disclosure. Hard copies of private information will be kept secure in a Playschool office and only those people whose job role directly relates to the information will have access to it. Electronic copies will be stored on secure computers protected by a password with back-up copies stored on a hard drive/USB stored in a digital safe, and only those people whose job role directly relates to the information will have access to it.

Information stored by Playschool will only be shared with staff that requires it to effectively carry out their duties relating to the child, and, any private information will not be given out to third parties without the concerned persons written consent. Attendance and enrolment records such as but not limited to time sheets will be stored for the duration of enrolment or for a period of 7 years – whichever is longer and stored secured under the Privacy Act.

Permission is sought at the time of enrolment via a signed Child Enrolment Form for the use of any child's digital images for the purposes of programme planning and include;

- Programme Planning
- Child Portfolio
- Observational Story Portal

Further permission is sought for the use of digital images for the purposes of other media use and include;

- Restricted social media such as Playschool Instagram page (no identifying details will be given out)
- Our publications (resources, newsletters)
- Our events (workshops, conferences)

Permission for the use of digital images for programme planning purposes is an essential part of our programme and while permission is not compulsory it may affect enrollment eligibility. Permission for the use of digital images for other media purposes is completely optional.

Kaiako will be made aware of and are expected to comply with any restrictions imposed by parents or staff surrounding the use of digital images of any child in their care. We ask that parents and kaiako do not place images on social media of any Playschool event attended if tamariki other than their own are visible in the images.

At times Playschool may receive a request for personal information relating to a child or kaiako from the Ministry of Education as part of our licensing requirements, or for funding purposes. All such information is treated as private and confidential at all times by any receiving party.

While most visits are planned and booked in advance, Playschool will from time to time undertake un-announced visits conducted by your Programme Co Ordinator and/or Management. Kaiako and parents agree to allow Playschool and Government officials access and right of entry to all premises where care take place for the duration of hours that care takes place under Section 319B under the Education Act.

For the safety and wellbeing of our staff and for licensing purposes all Playschool issued vehicles are equipped with GPS tracking devices. If care takes place in a child's home and recording or monitoring devices are likely to affect a person's privacy, these must be disclosed to both the kaiako and Playschool staff at the time of enrolment, or at the time recording device is installed.

If you think your own or someone else's privacy has been breached please refer to our Complaints Procedure Policy for advice on laying a complaint.