

## Financial Policy

### Rationale

The Management of YMCA Community Early Years Learning Centre will ensure efficient administration of the Centre and accurate financial accountability, so relevant fees are charged and paid accordingly. Management will ensure that the funding received is used towards achieving the goals of the Centre.

### Objectives

- To ensure all Government funding received from the Ministry of Education and Work & Income is audited yearly and is available upon request.
- To produce a budget prior to the end of the financial year, ensuring objectives in the Centre can be carried out.
- To have in place systems which clearly show where the government funding has been spent.
- To ensure that all fees are paid and up to date, thus enabling the YMCA Community Early Years Learning Centre to provide an ongoing effective early childhood service.
- To keep accurate up-to-date records of all financial transactions.

### Areas covered in the policy include:

- Annual Plan
- Budget
- Financial Records
- Fee Procedures
- Fees Charged
- 20 Hours ECE
- Optional charges for 20 Hours ECE
- Payments of Fees
- Absences and Statutory Holidays
- Late pick up procedures
- Waitlist procedures
- Enrolment procedures

# YMCA Community Early Years Learning Centre

## Annual Plan 2015 - 2016

### Our Vision:

We build Strong kids, Strong Families and Strong Communities.

### Our Mission:

The YMCA Central believes that by treating people with caring, honesty and respect, we can help all individuals and families grow to their full potential and nurture their physical, social, moral and cultural well-being, based on Christian values and principles.

### Our strategic goals:

1. Centre Philosophy
2. Biculturalism and success for learners
3. Curriculum practices/standards/principles
4. Financial stability

#### 1. Centre Philosophy

To establish and promote a Centre which treats people with caring, honesty and respect, where we can help all individuals and families grow to their full potential

Tasks	How are we going to complete this task?	Who?	Date completed
To incorporate the values and mission into our practices with children, families and the community.	Through good relationships, parental conversation, information for parents and interwoven through practices, planning and Learning Stories	All staff	
To provide information for outside services and agencies that may be of assistance to families.	Have a list of organisations and information to be able to give out to families	All staff	

#### 2. Biculturalism and success for learners

Tasks	How are we going to complete this task?	Who?	Date completed
Being familiar with He Pou Tātaki	Regular review of the document in regards to our practices and overt/hidden curriculum	Teaching staff	
Understanding and recognising the diverse community we cater for	Noticing the unique ethnicities we have in the Centre and dialogue with parents in regards to cultural perspectives	All staff	
Individual planning	Using Educa and Learning Stories to plan for each individual child and asking for parental hopes/wishes/goals	All staff	

### 3. Curriculum practices/standards/principles

Tasks	How are we going to complete this task?	Who?	Date completed
Use the planning cycle of notice, recognise and respond	Dialogue with colleagues, planning meetings and individual planning in consultation with parents	Teaching staff	
Regular review of the current practices used alongside the policy review cycle	Monthly staff meetings will reflect and document in contrast to policy and determine practices that are being used and implemented as well as practices that need refining.	Teaching staff	
Parent teacher interviews	Informal and formal occasions for conversations with parents in regards to their child development and growth	All staff	

### 4. Outcome – Financial stability

To develop and maintain a financial budget that supports the programme and daily operations of the Centre.

Tasks	How are we going to complete this task?	Who?	Date completed
Upkeep of specific spending	To generate a budget that is updated on a weekly basis with all purchases	Manager	
Family accounts are kept up to date	To reconcile all parental accounts on a fortnightly basis	Admin/Manager	
Upkeep of total budget including funding and expenditure	To generate a budget that is updated on a weekly basis with all funding and parent accounts included	Admin, Manager, financial dept.	

### Budget Procedures

- Budgets will be set in November for the following financial year (February to January) Staff will be consulted about the annual budget, expressing their requirements to ensure the Centre charter objectives can be carried out.
- Monthly reports and an audited annual financial report will be available on request.

### Financial Records

- Parents will sign and record the time on the attendance sheet each day on arrival and at their departure. This will confirm the child's attendance and parents will be invoiced on their child's booked hours.
- Accurate day-to-day records of financial matters will be kept and stored in management offices.

### Fee Procedures

The YMCA Community Early Years Learning Centre charges are per child, as follows

<b>Hourly</b>	<b>\$6.50</b>
<b>Weekly*</b>	<b>\$130.00</b>

\*based on 20 hours week

### 20 Hours ECE

- Children are eligible to receive 20 Hours ECE when a child turns 3 years old, and is valid until their 6<sup>th</sup> birthday.
- A child can receive up to 20 hours subsidised ECE hours per week, with a daily maximum of 6 hours.
- Prior to the start date of the subsidised hours parents must complete the attestation form, supplied by the YMCA, confirming:
  - How many hours of ECE you receive on each day of the week at each service they attend.
  - The amount of hours the YMCA can claim from the Ministry of Education.
  - That the child does not receive any more than the allocated 20 hours per week, and 6 hours per day across all of the ECE services they attend.
  - That the parent understands that you must change the child's attestation form if they wish to change the child's ECE hours.
- The number of ECE hours that parents can attest to will depend on the spaces available in the Centre.
- ECE hours cannot be transferred to another week.
- Any additional hours over the attested hours will be charged at \$6.50 per hour.

### **Optional Charges with 20 Hours ECE**

- There are no optional fees with 20 ECE hours.

### **Payments of Fees**

- Childcare fees are to be paid at least one week in advance.
- The Centre accepts payments through Cash, Internet Banking and Automatic Payments.
- If fees become 14 days overdue parents/guardians will be advised in writing that their child's placement may be cancelled if the account is not settled within 7 days.
- When the equivalent of three weeks fees are outstanding then the child's space will be cancelled and passed on to the next person on the waiting list, unless prior arrangement is made with management.
- The unpaid fees are then passed on to a debt collection agency.
- Work and Income New Zealand offer a childcare subsidy to qualifying families. It is the parents' responsibility to ensure that all relevant documentation is completed with Work and Income in order to receive this. Until confirmation of the subsidy is received, parents and caregivers are required to pay full fees.

### **Absences and Statutory holidays**

- Fees are to be paid for the weeks that we are open each year regardless of illness or family holiday times. We do not charge fees for statutory holidays or the closure over the Christmas holiday period.
- Any uninformed absences over 3 consecutive weeks will result in loss of booking.

### **Late Pick up Procedures**

- Late pickups exceeding booked hours can be discussed by prior arrangement with management. It is preferred at least a day in advance.
- If for some reason this is not achievable, then a phone call to the Centre is appreciated, a late fee of \$20 for every 15 minutes or part thereof will be charged with the fees.
- If the late pick up continues to occur then booked hours may need to be adjusted.

### **Waitlist Procedures**

- Children currently attending the YMCA Community Early Years Learning Centre will be given preference when changing permanently booked hours (over new enrolments).
- Under 2 children turning two and transitioning through to the over 2 will automatically be entitled to their current booked hours.
- New children enrolling and wanting to go on the waitlist (waitlist times depend on sessions wanted) can do so. As spaces become available management will contact them to begin the enrolment process.

### **Enrolment Procedures – GMA10**

- One week's worth of enrolment (fee) is required to secure your child's space at the Centre. Fees are payable a week in advance.
- A permanent space will be held for a maximum of two weeks before the child's start date.
- Once enrolled the child will need complete transitions visits with and without the parent until both the parent/s and teachers are satisfied that the child is ready to start their full booked sessions.
- All enrolment information will be kept by the Centre for 7 years

### **Casual Bookings**

- Casual spaces, for currently enrolled children, may be booked up to two weeks in advance.
- Casual bookings will be taken on a first in first served basis.
- Casual bookings may be booked more than two weeks in advance but availability may change as new enrolments take on permanent spaces.

### **Attendance Records – GMA11**

- All attendances are recorded on Day Sheets. Separate Day Sheets are printed from APT SMS for the 'Under 2s' and 'Over 2s'.
- Parents/adults delivering children to the Centre, and collecting them, must sign the Day Sheets and enter the arrival and departure times.
- Notes about child absences will be noted in the comments column on the Day Sheets.

## Privacy Procedures – GMA12

- Management will ensure that the principles of the Privacy Act 1993 and this policy are adhered to.
- Management will maintain personal staff files which will collate job application forms, referee disclosure, position letter of offer, appraisal documentation and any other relevant information.
- All information must be used for a lawful purpose and collected for the relevance of their position.
- Management shall be the only person who has access to employee files.
- Management and staff will also maintain files and information regarding each family/whānau including personal contact details, enrolment details, and fee payments. All information will be held in the services offices and computerised and held on the files for 7 years.
- Only staff and management of the service will have access to any information relating to families/whānau and will be used for the services purposes at all times.
- Government officials who have the right of entry to the service under section 319b of the Education Act 1989 shall have access to any required documentation.
- Staff will maintain educational profiles and information regarding each child in the service including observations, photos, video footage, learning stories, whānau voices, and art work. These will be held at the Centre and are property of the child. Children and their families/whānau will have access to share and celebrate these profiles at all times.
- The service must at all times seek permission from the family/whānau to disclose information relating to an individual child, their family/whānau or staff to another person/s, group or specialist.
- Families/whānau will consent upon enrolment for any of their child's artwork, child voices, teacher voices, whānau voices, photographs, video footage to be used or displayed, in other children's portfolios or media/advertising relating to the service.

## Teacher Registration and Practicing Teacher Criteria

**Rationale:** Teacher Registration is governed by the Teachers Council. By providing a registration system the Teachers Council is able to maintain the status of the profession and set entry standards that promote quality teaching and learning.

### Procedures:

- At the commencement of an Advice and Guidance programme, the Centre Manager and the provisionally registered teacher will discuss and agree on the appropriate mode of delivery of supervision (e.g. internal or external).
- The minutes of this meeting will be taken and may form the basis of a contract which outlines the expectations of both sides regarding roles and responsibilities, frequency of review, release time and format and agenda for discussions at meetings.
- Any Advice and Guidance programme will be integrated with the Centre's staff appraisal and professional development plans as per the annual management plans.
- The Centre Manager will discuss the type of support with the individual teacher and the Registration Supervisor, with the aim of reaching agreement.

### Funding for the support of registration is to support:

- Release time for the provisionally registered teacher to undertake professional development, for example to attend professional development opportunities and meet with the supervising/tutor teacher
- Payment of the costs associated with the services of a registered supervisor, attending professional development seminars, conferences and workshops as part of a registration advice and guidance programme
- Resources or technology, for example, subscriptions to academic journals, the purchase of relevant research reports and conference papers
- Release time to allow the supervising teacher to observe and meet with the provisionally registered teacher and to plan for the advice and guidance programme
- Professional development to assist the supervising teacher in their role, for example, in developing mentoring skills.

As the funding is from the Centre budget, any resources purchased will remain the property of YMCA Community Early Years Learning Centre.

Centralised use of funding should only take place with the full agreement of the service to which the Support Grant is due.

The funding cannot be used to upgrade qualifications of a teacher who has adequate qualifications to be granted full registration.

YMCA Community Early Years Learning Centre is required to keep a record of how all funding is spent.