

Henderson Valley Playcentre Management Policies

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Henderson Valley Playcentre Management Policies

POLICY - Communication with Parents

Rationale: to ensure that there is effective and open communication and consultation with centre parents and whanau.

Purpose: All centre parents are expected to participate fully in the decision making process at the centre by regularly attending centre meetings.

Procedures:

1. All centre meetings will be advertised in the notices and on the white board above the wash up sink and information/minutes from these available on the Association and Centre notice board.
2. Parents will be[informed by or/ other information will be]shared [how? telephone tree, noticeboard, newsletters?]
3. Parents are welcome to discuss their child's progress with any other member, or at session evaluations.
4. Parents are welcome to stay with their child on session at any time they choose.
5. ERO reports, policies, operation plans are available to parents in the kitchen at all times.

Date Adopted: _____

Review Date: _____

Relevant DOPs

Learning and Development (4c, 5a, c)
Communications and Consultation (6, 7, 8)
Operation & Administration (10b)

Related policies

Child Health
Child protection
Complaints procedure
Enrolment
Excursions
Learning and Development
Policy writing and review
Positive behaviour guidelines
Planning, assessment and evaluation
Transition to School

Henderson Valley Playcentre Management Policies

POLICY - Complaints Procedures

Rationale: To ensure that any complaints are dealt with effectively and promptly.

Purpose: Any complaint relating to centre practice will be resolved at centre level with a final decision being made at a Playcentre business meeting.

Any complaint relating to association policy will be resolved at Association level with a final decision being made at an appropriate [Association Council meeting?]

Principles:

- Where possible the issue should at first be taken up with the person concerned.
- In cases where further support is needed each complainant may nominate a support person
- At all times the focus should remain on the issue not the person.

Procedures:

1. The complaints procedures for centre and association members are outlined over the page.
2. Anyone concerned about non-compliance with license conditions should take it up with the licensee. If non-compliance remains a concern they should contact the Ministry of Education as a last resort.
3. Any complaints relating to the Parent Education Programme are covered by the procedure outlined in the Playcentre Education Quality Management System.

Date Adopted: _____

Review Date: _____

Relevant DOPs

Communications and Consultation (6)

Operation & Administration (11)

Relevant regulations

Education (ECC) Regulations 1998 R9(c)(i)

Related policies

Communication with parents

Equity

Performance appraisal

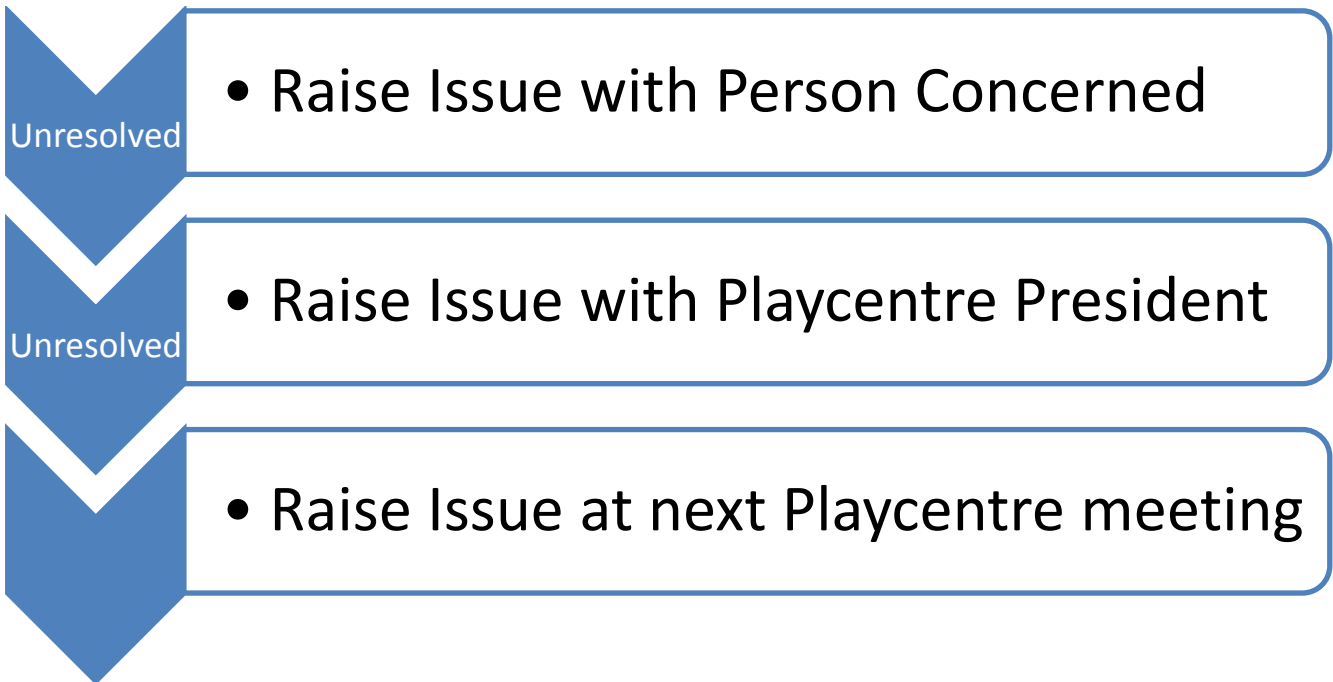
Policy writing and review procedures

Positive behaviour guidelines

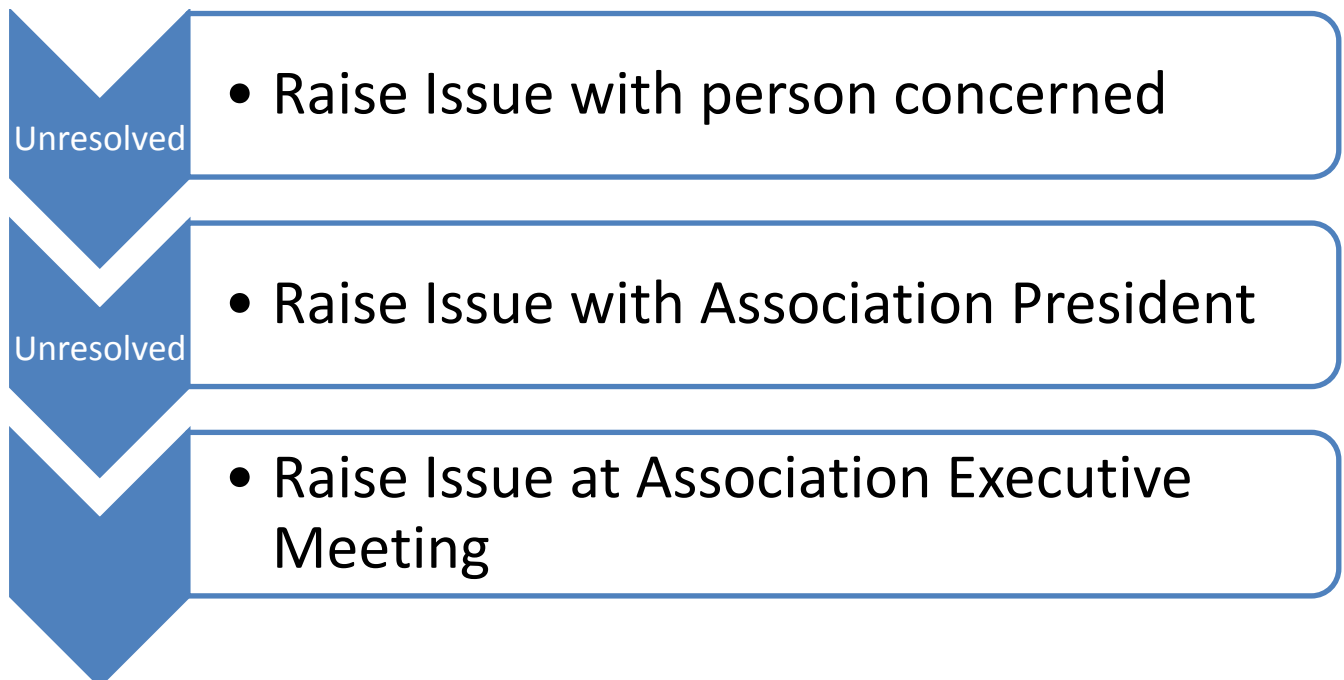
Henderson Valley Playcentre Management Policies

Complaints procedure

Issues of Playcentre policy



Issues of Association Policy



Henderson Valley Playcentre Management Policies

POLICY - Custodial Arrangements

Rationale: To ensure children are kept safe from harm.

Purpose: Playcentres will restrict entry to any parent/ caregiver not having right of access to a child / or Playcentre will ensure that custody arrangements are upheld.

Procedures:

1. Custodial arrangements will be recorded at enrolment.
2. Parents should inform session teams of any restrictions upon access.
3. If a non-custodial parent arrives, the custodial parent will be contacted to establish if access should still be denied.
4. The non-custodial parent will be asked to leave the premises.
5. If a child is removed by an non-custodial parent the police and custodial parent will be notified as soon as possible.
6. Records collected under this policy will be kept for seven years.

Date Adopted: _____

Review Date: _____

Relevant DOPs

Learning and Development (4c, 5a, c)
Communications and Consultation (6, 7, 8)
Operation & Administration (10b)

Related policies

Child protection
Communication with parents
Emergencies
Enrolment

Henderson Valley Playcentre Management Policies

POLICY- Enrolment

Rationale: To ensure sufficient information is collected at enrolment so that a child's / family's needs are met.

Purpose: Any family with a child aged 0-6 years is entitled to apply for enrolment at Playcentre.

Procedures:

1. 3 introductory visits are available to families prior to formal enrolment.
2. Once a family decides to enrol the enrolment form will be filled out in consultation with the Rolls & Bulk Funding Officer.
3. At this time they will also be given information about,
 - availability of telephone list/ membership list
 - that routine observations of children will be made
 - excursions policy
 - expectations of the centre regarding membership [training, non attendance at other services, attendance at centre meetings, working bees, session duties, taking office.]
 - policy on sleeping children
 - child protection policy
 - requirements for fees
 - attendance at sessions, preparation of child for sessions
 - Ministry requirements for signing attendance register]
4. Details of the child's immunisation status, if available, will be recorded.
5. The child's details will be recorded on the attendance register by the Rolls & Bulk Funding Officer.
6. Records collected under this policy will be kept for seven years.

Date Adopted: _____

Review Date: _____

Relevant DOPs

Learning & Development (1f; 4c; 5a,b,c)
Communication & consultation (6; 7; 8a,b,c)
Operation & administration (9; 10b, d)

Related policies

Adult responsibilities to children
Child protection
Communication with parents
Complaints procedure
Equity
Excursion
Illness & infectious diseases
Immunisation
Parent education
Settling in
Sleeping children
Enrolment Forms:

Henderson Valley Playcentre

Management Policies

Does your enrolment form include the following information which must be collected under the Early Childhood Regulations.

- * child's name, date of birth, home address (or home addresses)
- * the name and, if it differs from the child's address, the home address of at least one person who has custody of the child
- * emergency contact name and contact number
- * name and contact phone for child's usual doctor
- * an indication of the session day/s the child will attend and spaces for any future changes to this
- * details of any chronic illness or allergies from which the child suffers, and of any medication the child has to take
- * custody arrangements (the names of the people who are authorised to collect the child, and where appropriate those who are forbidden by law from having access to the child.)
- * any court orders in place regarding custody of the child must be sighted by enrolling officer and date of sighting recorded

Written assurance being sought about the following

- * the child is not enrolled at another early childhood centre/service during the sessions it is enrolled at Playcentre[- this is illegal under the regulations. It includes Barnado's funding if it is being claimed by them for these hours, however, a child may be dual enrolled at the correspondence pre-school]

Written permission being given for the following

- * agreement with /acceptance of/ centre policy on agreed adult/ child ratios for excursions
- * impromptu excursions

Acknowledging agreement with / [receipt of information about?] the following

- * observations of the child [as long as this is a legitimate activity of the service parents do not have to be asked for permission to have this happen]
- * inclusion of name/address/phone number in Playcentre-related information such as phone lists and that it will not be released to other organisations without their permission
- * centre specific expectations of the parent/caregiver/whanau [session duties, parent education, family attendance at one service only, taking office, working bees etc.]
- * agreement to pay centre fees
- * centre policy on sleeping arrangements
- * centre policy on child protection

Henderson Valley Playcentre Management Policies

POLICY - Equity

Rationale: to ensure all children and families are welcomed to Playcentre regardless of religion, ethnic, cultural or family status.

Purpose: All families wishing to enrol at Playcentre will be welcomed.

Procedures:

1. At enrolment all families will receive sufficient information to be able to make an informed choice about Playcentre.
2. Families will receive support from all centre members in order to become comfortable at Playcentre.
3. Regular evaluations of the programme will look at access to resources for all children to ensure that they can get opportunities to enhance their learning.
4. A system will be in place to ensure that any barriers to participation of children during sessions are identified, acted upon and removed.
5. The Parent Education Programme includes information on implementing the Treaty of Waitangi, provision for children of all ages at the centre and use of observations.

Date Adopted: _____

Review Date: _____

Relevant DOPs

Learning & Development (1a,c,e,f;2;34a,5a)
Communication & consultation (6)
Operation & administration (11 a, b)

Related policies

Adult responsibilities to children
Child protection
Communication with parents
Custodial arrangements
Employment requirements
Enrolment
Excursions
Health and safety
Illness & infectious diseases
Positive behaviour guidelines
Professional development
Settling in
Treaty of Waitangi

Henderson Valley Playcentre Management Policies

POLICY - Financial Management

Rationale: To ensure that all parents will be kept fully informed about the financial management of the centre.

Purpose: Parents will be included in the budget and objective setting processes of the Playcentre.

Procedures:

1. An annual budget, including objectives and priorities for spending, will be prepared by the Treasurer for presentation at the Centre AGM.
2. It will be presented and approved at the Annual General Meeting of the centre.
3. Regular reviews/ updates of spending against the budget will be presented to centre meetings monthly.
4. Regular monthly records of income and accounts for payment will be presented to each centre meeting for authorising.
5. An annual financial audit of income and expenditure will be presented to the annual general meeting of the centre.
6. Monitoring and authorising of all expenditure will be in accordance with Association /constitutional guidelines or good accounting practice. see guidelines

Date Adopted: _____ Review Date: _____

(Note: The list of policies that follows includes those that are likely to require finances and therefore to require inclusion in the budget of a Playcentre. This list is included primarily as an indicator that a budget should reflect the resourcing necessary to ensure best practice and the goals set by the centre for itself).

Relevant DOPs

Relevant regulations

Education Act 1989 s311(1)(c)

Operation and administration (11c; 12)

Related policies

Animal care

Communication with parents

Equity

Excursion

Food and drink

Hazards

Health and Hygiene

Learning and Development

Parent education

Positive behaviour guidelines

Sun

Toileting and Nappy Changing

Treaty of Waitangi

Henderson Valley Playcentre Management Policies

Guidelines for Financial Management

Financial procedures:

In general good accounting practice suggests that the following practices should be followed.

1. Two of the designated signatures are required on each cheque.
2. Invoices authorised by the appropriate purchasing officer before payment.
3. No pre signing of cheques - signatures will view invoices before signing cheques.
4. All money will be banked and a record kept.
5. All cash will be kept secure.
6. All new equipment and fixed asset purchases will be authorised by members before purchase.
7. All transactions will be entered into the accounting system, monthly reporting and reconciliation performed and a report presented to Centre for approval/disapproval. [many Associations use the in triplicate forms designed for this and require centres to send one copy to the association each month.]
8. Invoices will be available at centre meetings for members to view.
9. Accounts payable are paid promptly to ensure no penalties are incurred.[not obligatory but a good idea]

Many Associations have these recommendations in place already. These are some pointers.

Henderson Valley Playcentre Management Policies

Policy writing and review

Rationale: To ensure centre policies provide workable guidelines which are regularly reviewed by centre.

Policy: Policies and procedures will;

- be developed in consultation with all centre members
- be consistent with Playcentre philosophy
- reflect the unique place of Maori as tangata whenua and the principle of partnership inherent in Te Tiriti O Waitangi
- be inclusive, equitable and culturally appropriate
- be reviewed regularly according to- association guidelines/ centre timeline?
- meet the mandatory requirements of relevant legislation.

[Some Associations may have developed guidelines about how to develop policies to meet the above, eg. consulting a group within the association to clarify aspects relating to partnership under Te Tiriti, inclusiveness and cultural appropriateness of practices, guidelines about how to develop and implement a policy review cycle]

If so the policy could be a statement like, development of policies will be consistent with the Association Guidelines.

Procedures:

1. Policies will;

- be circulated for discussion prior to adoption. [Centres can decide if they wish to specify how/ where and if any groups need to be consulted separately]
- be approved at a centre meeting
- have the date of approval and a proposed / planned review date on each policy
- be kept / available for members in the Policy Manual or displayed in the Kitchen.

2. Notice of any policies up for review will be circulated/ made available prior to each centre meeting.

3. Copies will be sent to the Association for information [if required by Association.]

Date Adopted: _____

Review Date: _____

Relevant DOPs

Communication and consultation (6, 7, 8c)

Operations and administration (9)

Related policies

Communication with parents

Complaints

Treaty of Waitangi

Financial management

Centre Personnel Policies

Henderson Valley Playcentre Management Policies

Policy - Employment

Rationale: To ensure that Playcentre is a good employer.

Policy:

Appointments:

1. Positions will be advertised widely in the Playcentre community. EEO principles will apply in all situations.
2. The appointments procedures will be made available to all applicants upon request
3. Employment contracts shall be negotiated on behalf of the centre by the President.
4. All new employees will receive orientation training upon taking up their appointment.
5. Reimbursement of out of pocket expenses must be authorised by at least 5 members before incurring them.
6. Applicants for positions as supervisor will be screened by 2 character references. {Federation is investigating the possibility of adding a system for a check of police records in the future}

Professional Development:

1. Playcentre will set aside an amount in its annual budget to support the training/ professional development of its members.
2. Professional development will be offered equitably.

Privacy:

1. Confidential personnel files will be kept securely by the Rolls & Bulk Funding Officer and returned to the employees or destroyed when the information is no longer needed.
2. Employees may view and update their personal information whenever they wish
3. This information will be used only for the purpose for which it was collected

Employment Contracts:

1. All employees will sign an individual employment contract which will be re-negotiated with them annually from their starting date
2. Each employee may choose who is to represent them in negotiating their employment contract
3. Each employee will be given a detailed job description which is reviewed annually or whenever there are significant changes

Employee Appraisal:

1. Each employee will be appraised annually by the person to whom they are responsible as specified in their employment contract
2. The job description will form the basis for the annual formal appraisal process carried out by the President.
3. Support will be provided by Centre members and Association.

Henderson Valley Playcentre Management Policies

Employment cont.

Relevant DOPs

Learning and development (1-5)
Communication and consultation (6-8)
Operation and administration (11)

Relevant regulations

Education (ECC) Regulations 1998 R17(c)
Human Rights Act 1993 s22
Employment Contracts Act 1991 s5-8, s10; s27(1), s32
Privacy Act 1993 s2, s23
Health and Safety in Employment Act 1992 s2, s6-16(1), s18, s19, s25
Minimum Wage Act 1983

Useful resource

“Personnel practices in voluntary agencies: for paid workers”
by the New Zealand Federation of Voluntary Welfare
Organisations, Wellington 1994 (address: PO Box 9517,
Wellington)

Related policies

Adult conduct
Child protection
Communication with parents
Complaints
Evaluation, planning and assessment
Equity
Hazards
Smoke-free, Drug-free

Note these policies are based on the assumption that the centre is appointing the employee. In situations where the Association appoints a supervisor there would need to be some alterations to this. Note also the child health, hazards, smoke-free-drug free provisions are assumed to apply to all centre members in policies given. If your policies are worded to exclude employed personnel, you will need to include provision under these policies.

Henderson Valley Playcentre Management Policies

Appointments Procedure

Procedures:

1. Define the job, nature of employment, qualifications required, hours and term of employment for applicants to see if they wish.
2. Advertise the job within the Playcentre community or more widely if needed. Equal Employment Opportunity principles should apply in all situations.
3. Plan the interview, draw up criteria for appointment and plan format of questions.[person specification, 'must haves' and 'nice to haves', select pertinent questions relevant to the job only]
4. Consider applications, checking out on references, police checks if required?, and arrange interview times. [one panel member may be delegated to do this]
5. Conduct interviews [panel may include centre members or Association personnel]
6. Make recommendation to centre for appointment of preferred candidate. [consider issues of equity again]
7. Notify applicants of decision. [letters to unsuccessful candidates; letter of appointment, contract, job description, information about accident insurance coverage, and copy of personnel policies to appointee. The others policies with the asterisks also have information that might impact on their employment conditions and expectations of their behaviour.]
 - * personnel policies
 - * hazards
 - * adult conduct
 - * child health
 - * behaviour management
 - * complaints procedure
 - * smoke-free/ drug free
8. Arrange for starting date and orientation procedures once applicants have agreed to take up the position. [Consider carefully what they will need for this. All policies, maybe someone working alongside etc.]

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Henderson Valley Playcentre Employment Contract

Employment Contract for

1. Contract Parties

Employment Contract made between HVPC (herein after referred to as 'the Employer') and (herein after referred to as 'the Employee').

2. Nature of Employment

- a) The employee shall be employed as
- b) You are directly responsible to
- c) Your place of work will be

3. Term of Employment

Employment will be from to

4. Hours of Employment

.....

5. Goals and responsibilities

As per the job description attached.

6. Wages

- a) Payment is set at \$...... per hour. Hourly rates were set at when, by who? At the centre AGM?
- b) Henderson Valley Playcentre is responsible for accounting all income tax, holiday pay, ACC levies and any other levies and fees payable in respect of your employment.
- c) You will be paid when/ how often?

7. Special Leave

After being continuous service for more than six months you are eligible for 5 days leave during each 12 months of continuous employment, as provided for in the Holidays Act 1981. Payment will be at the ordinary rate of pay for the number of hours you would normally work in the day. Special leave that is unused in any one year cannot be carried over or sick leave not used in the year may be accumulated up to a maximum of how many? days for use in subsequent years. [choose one]

Special leave can be taken if:

- you or your spouse are sick;
- a dependent of yours or your spouse is sick;
- on the death of your spouse, parent, child, brother, sister, grandparent, father-in-law or mother-in-law or on any other occasion on which your employer accepts that the death of a person has caused you to suffer a bereavement.

8. Holiday pay

Holiday pay is at the rate of six per cent (6%) of gross earnings if an employee has been employed for more than three weeks (but less than a year), or six per cent (6%) of ordinary earning if the employee has been employed for less than three weeks. It is payable annually or upon termination of employment, as per the Holidays Act 1981.

9. Parental Leave

In accordance with the Employment Protection Act 1987. To qualify for parental leave an employee must have been with the employer for one year working at least 10 hours per week.

10. Leave without pay

An employee is entitled to request leave without pay. The approval of any such request will be at the discretion of centre committee?.

Henderson Valley Playcentre Management Policies

11. Travel Allowance

Any travel expenses incurred during the course of your work will be reimbursed at the rate set at the when? Centre Annual Meeting? [If the place of work is defined in the job description as the centre, you should not have to pay mileage to and from the centre.]

12. Resources and Expenses

Playcentre will provide resources to enable the requirements of the position to be carried out as effectively as possible within the financial constraints of the centre. Playcentre will reimburse any reasonable expenses incurred in the line of your duties, but these must be approved by who? in advance.

13. Substitution

If the employee is unable to fulfil duties a temporary substitute, acceptable to the centre committee, may fulfil the role.

14. Termination

1. If Henderson Valley Playcentre wishes to terminate the appointment you will be given at least four (4) weeks' notice, or payment in lieu of four (4) weeks.
2. Should you wish to resign, you should notify the centre president in writing of your intention not less than four (4) weeks before the date on which you wish to finish.
3. No payment shall be due on the basis of redundancy.
4. Notwithstanding clause 14.1 the Employer shall be entitled to terminate this Contract at any time and without notice in the event of serious misconduct by the employee.
5. Where the Employee is absent from work for more than 5 how many? working days without notification to the Employer the Employee shall be deemed to have terminated employment under this contract without notice.

15. Appraisal

The employee's performance in this position will be assessed by annually.

16. Disputes and Grievances

Disputes will be handled in accordance with schedule one of the Employments Contracts Act 1991. Any grievances should be taken to (in this order): [see your complaints procedure]

- a) Centre president or other relevant centre office holders.
- c) The Centre business meeting. The decision of this meeting is final.

17. Acceptance of Policies

Employees will undertake to work within all the centre policies as set out in the policy documents. Copies of these are included with this contract.

Signed

.....

President
Henderson Valley Playcentre

Date/....../....

Date/....../....

Henderson Valley Playcentre Management Policies

Employment Contracts Act

The Employment Contracts Act [1991] is the law that covers the negotiation of employment contracts in New Zealand. The most significant features of the Act are:

- every employee's pay and conditions are to be contained in an employment contract with their employer.
- contracts of employment may be negotiated by the employee or an authorised representative;
- anything may be included in an employment contract so long as it is within the law.
- personal grievance and disputes procedures are available to all employees
- provisions detailing these must be included in every employment contract;
- an Employment Tribunal and Employment Court mediate and rule over employment matters and employment contracts;
- belonging to a union or other employee organisation is voluntary.

An employment contract usually includes the following

- wages [note there are minimums for employees over 20]
- paid statutory holidays [if they ever have to work these]
- paid annual holidays or holiday pay provisions
- paid special leave for sickness, domestic or bereavement reasons
- parental leave
- allowances
- hours of work
- type of work
- holidays and other leave

An employment contract must include

- an effective personal grievance and disputes procedures. [clause given in sample is sufficient]
- If there is none given in the contract the provisions of the act [given below] apply.

Personal Grievances and Disputes Requirements under the Act:

The disputes and grievances provisions have three stages as follows:

- the employer and employee should discuss the grievance or dispute
- if the problem is not resolved, the employee should give the employer a written statement of the grievance or dispute. The employer should give the employee a written statement of his or her view of the case
- if the problem is still not resolved, the employer or employee can apply to the Employment Tribunal for help.
- any employee who has been dismissed can ask their employer to give the reasons for the dismissal in writing within 60 days, and the employer must reply within 14 days of this request
- an employee must raise a personal grievance with the employer within 90 days. After that time, the employer does not have to consider the grievance. If there is good reason why the employee did not apply in time, he or she can ask the Employment Tribunal to order the employer to consider the grievance.

WINZ will have booklets available which explain the employment contracts act simply and carefully or otherwise associations should buy a copy of the act which is available through government bookshops. [Bennetts]

Another option is to look in the Ministry of Education website for examples of contracts for support staff in schools. It gives you some ideas of possible clauses you may wish to use.

Henderson Valley Playcentre Management Policies

POLICY – Private functions

Rationale: To ensure members gave clear guidelines regarding use of Playcentre equipment and facilities for private functions.

Purpose: To ensure Playcentre is compensated for the use of facilities and/or equipment at private functions held either onsite or offsite.

Procedures:

1. Enrolled members to request permission to use Playcentre facilities or equipment outside of session hours to be sought at a monthly Playcentre meeting before event.
2. Equipment and facilities to be left/returned in same condition before commencement of next scheduled session.
3. Absolutely no use of consumables, including tea, coffee, paint, collage materials, etc.
4. An elected officer of Playcentre to be present for removal and return of equipment.
5. Suggested \$20 for offsite use of tables / chairs ONLY.
 \$30 for use of Playcentre facilities.

Date Adopted: _____

Review Date: _____

Relevant DOPs
Communications and Consultation (6)
Operation & Administration (11)

Related policies
Communication with parents
Financial management

Henderson Valley Playcentre Management Policies

Henderson Valley Playcentre Management Policies

POLICY – Out of session access

Rationale: To ensure members gave clear guidelines regarding access to and use of Playcentre equipment and facilities outside of normal session times.

Purpose: To give clear guidance on who has access to Playcentre outside of normal session times and to ensure Playcentre is compensated for the use of facilities and/or equipment used or damaged outside of session times.

Procedures:

1. Only an Elected officer of the Playcentre may hold a set of keys for afterhours access to Playcentre.
2. A record of key holders is maintained by the Property officer, keys must be signed for by the member and a bond paid, currently \$10. Property officer must sign for returned keys and inform Treasurer before bond is refunded.
3. Keys are NOT to be lent to other members or non-members.
4. All persons entering Playcentre outside of session times must enter details in the sign book. An elected officer must be present at all times.
5. Use of consumables; tea, coffee, face paint, collage etc; is permitted but a compensation payment is expected.
6. Damage to equipment or property is to be notified to President, Property or Equipment officer as soon as practicable.

Date Adopted: _____

Review Date: _____

Relevant DOPs
Communications and Consultation (6)
Operation & Administration (11)

Related policies
Communication with parents
Financial management