

# Keeping Accurate Rolls



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The Centre members need to make sure that the child is enrolled via the website for all sessions they are attending and that the paperwork the RFA emails them has been printed, completed as necessary and signed/dated by the parent/caregiver and filed at centre in an orderly manner so it can be reviewed at any stage to confirm funding.

Each parent/caregiver must sign themselves in (if they are staying on session) and the child/ren via the tablet each time they attend a session using their own numbered PIN provided. It is also very important that they sign out also using their numbered PIN as this is what confirms the complete attendance and ensures funding is claimed correctly.

Each month a record of the sessions that children have attended will be emailed to the centre via the RFA and this must be signed by each parent for their individual children and filed at centre in an orderly manner so it can be reviewed at any stage to confirm funding.

If for any reason a child does not appear to be enrolled, or parents are unable to sign them in via the tablet, please ensure they contact the RFA so advice can be given to rectify this.

(For more advice on the tablet use please refer to Tablet Instruction information which should be held at centre)

## Absence rules

Your CA or RFA can help you with absence rules. Below are links to the Govt site.

<https://www.education.govt.nz/early-childhood/funding-and-data/funding-handbooks/ece-funding-handbook/recording-enrolment-attendance-and-absence/6-4-absence-rules/>

<https://www.education.govt.nz/early-childhood/funding-and-data/funding-handbooks/ece-funding-handbook/recording-enrolment-attendance-and-absence/6-7-the-frequent-absence-rule/>

## Excursions or emergency closure of sessions

If all the requirements of the Playcentre Aotearoa excursions policy are met, 1 to 3 ratio (1 to 2 ratio if near water), and qualifications level minimums are maintained, and the 'person responsible' (i.e., the qualified duty team) have approved a risk assessment for the excursion, then bulk funding for the session may be claimed as usual for numbers up to the maximum on the licence. Please note, if some children remain at the Centre while others go on an excursion, then a qualified first aid person must always be with both groups.

An emergency closure occurs when circumstances beyond the control of a Centre cause temporary closures. The Regional Funding Administrator must be notified of an emergency closure as soon as possible so that an application can be made for funding to continue.

## Holiday sessions

Sessions may be held in the school holidays provided that a Centre is licensed to operate on that day and all normal requirements are fulfilled. In this case it is important to let the Regional Office know. Funding Administrator know prior to the school holiday period so that session/s can remain open and enable sign in and out via the tablet, and therefore funding be claimed.