

## Financial & Admin Policy and Procedures

**Rationale:** Good financial management practices that will ensure the long-term viability and accountability of all financial procedures.

**Purpose:** To ensure the financial operation systems within the service are maintained in a manner that accurately monitors the day-to-day finances and shows accountability to management, whanau, and the Ministry of Education. KiwiEd. is subject to financial audits by auditors which are made available to whanau and Kaiako on request.

### **Child and resource payment (CARP)**

KiwiEd. is a licensed Early Childhood Home Base Service, which receives funding from the Ministry of Education. Through our commitment to providing the most valuable education service to each child enrolled, KiwiEd. uses part of that funding received to help subsidise the costs of care and education.

**Each child under the age of 3** and enrolled on the KiwiEd. programme qualifies for a CARP payment of up to 30 hours per week (based upon enrolled claimable hours – **which is up to 6 hours per day, maximum of 30 hours per week**). Subsidy rates are based upon MOE funding rates and are subject to change. Your Visiting Teacher (VT) will discuss your CARP payments at the time of enrolment, based upon the claimable hours that you are enrolled for.

### **20 ECE hours**

KiwiEd. accesses funding from the MOE for the 20 hours ECE scheme. **This is for 3,4 and 5 yr old's (not yet attending school)**. 20ECE is for up to 20 hours of care and education per week and is based on claimable hours enrolled on KiwiEd. (**which is up to 6 hours per day, maximum of 20 hours per week**). Your VT will discuss 20ECE payments at the time of enrolment.

Please note: if you have allocated your 20ECE to another service, such as a Kindergarten, you are unable to claim this as well through KiwiEd. However, if you only claim part hours through another service you can choose to allocate the remainder to KiwiEd. (e.g., Kindergarten use's 8 of the 20ECE hours therefore you can allocate the remainder 12 of the 20ECE hours to KiwiEd.)

Your monthly timesheet is required to be received by the 5<sup>th</sup> of the following month (e.g., June timesheet to be submitted either by email, post or handed directly to your VT by the 5<sup>th</sup> of July). If timesheets are late this will affect your future CARP or 20ECE payments.

CARP and 20ECE payments are paid on a fortnightly basis to the nominated bank account.

### **Fees**

KiwiEd. does not charge whanau or Kaiako any programme or administration fees to be involved in the KiwiEd. educational programme (unless using the KiwiEd. payroll service or claiming WINZ or OSCAR subsidies and this amount will be discussed during the enrolment process).

As KiwiEd. is an educational and support programme and not a recruitment agency, Kaiako will set their own fees and hourly rate and discuss these with whanau and be responsible for the management of this. These fees are negotiated and generally paid direct by the whanau to the Kaiako at a frequency that suits both parties (unless using KiwiEd.'s payroll service which is therefore paid weekly).

Every Kaiako must work for reward or gain and cannot offer their services for free. Please note the CARP and 20ECE payments can contribute towards any fees charged by the Kaiako. KiwiEd. doesn't have set fees that the Kaiako charge (but can provide guidance if needed), but fees charged may be based on factors such as experience and or qualifications of the Kaiako, relationship of Kaiako to the whanau (i.e whanau member) etc.

A KiwiEd. **Childcare and Education contract between Parent, Educator and KiwiEd.** will be completed on enrolment which outlines Kaiako wages if applicable, KiwiEd. CARP/20ECE payments and whanau contribution.

### **Payments**

CARP and 20ECE payments are paid to the nominated bank account on a Friday of each fortnight and are 2 weeks in arrears. Your VT will discuss your first payment date with you after you are successfully enrolled on the KiwiEd. programme.

Payments are not made for the following circumstances:

- The Kaiako is unavailable to work for any reason or sick
- If your child is absent from KiwiEd. for more than 3 weeks consecutively
- A first aid/police vet and/or 7 step safety check lapses

CARP and 20ECE reviews will take place whenever one of the following occurs;

- a change of hours
- a new sibling is enrolled
- a child turns 2
- a child turns 3
- a child starts another service (such as Kindy)
- a child starts school.

Kaiako in general are responsible for their own taxes/acc (unless using the KiwiEd. payroll service). However, KiwiEd. does offer a payroll service to manage all matters relating to taxes and income, and your VT can assist you with enrolling in this service.

Kaiako are not allowed to charge the whanau any fees for any hours that are accessed on the 20ECE scheme but will charge for any hours enrolled outside of the scheme hours. In some cases, the Kaiako may require the whanau to make additional payments for optional charges – such as petrol for outings and regular activities for tamariki. These charges are if the Kaiako provides provisions over and above the regulated standards. Your VT can discuss these at the time of sign up if required.

A KiwiEd. **Childcare and Education contract between Parent, Educator and KiwiEd.** will be completed outlining all fees, CARP/20ECE payments and whanau contribution. This will be updated with any changes that occur.

### **Monthly timesheet and absences**

The funding KiwiEd. receives from the MOE is subject to enrolment claimable hours, attendance as well as frequent absence rules.

KiwiEd. is required by the MOE to record tamariki attendance. These monthly timesheets will be pre-printed with your enrolled hours and the requirement is as follows for completing them;

- Actual attendance hours must be completed.
- If any absence has occurred, the type of absence needs to be identified (i.e. child sick).
- The timesheet must be signed by the whanau and Kaiako on a monthly basis.

The monthly timesheet is required to be received by the 5<sup>th</sup> of the following month for payment of CARP/20ECE to continue.

Frequent absence rules must be adhered to at all times, this meaning if your child is enrolled to attend and does not attend for more than 50% of the month of their enrolled hours (for example; if the child is enrolled on Mondays but does not attend 3 out of 4 Mondays for that month, and it is likely that the child will no longer attend on Mondays) then KiwiEd. will require you to do a change of hours to align with your intended enrolment with the Kaiako.

**General**

Management and VT will have knowledge and understanding of the resources required to provide a quality early childhood education programme and the budget required to achieve this.

The Owner/Manager of the service will provide guidance and support to staff to achieve budget requirements.

Professional accountancy services shall be contracted to support the financial management of the Service. Whanau of tamariki attending the service will be informed of the amount of Ministry of Education Funding received and expenditure yearly, located in the April newsletter, which is emailed to whanau and Kaiako.

The annual review of fees/payments shall reflect the current rate of inflation as well as current funding rates. The fees parents pay their Kaiako are negotiated and should be set to cover the operating costs and to support the ongoing quality of care and education provided.

KiwiEd. are required to maintain all records of enrolment and attendance for 7 years.

Kaiako are also able to provide out of school care to other tamariki during the enrolled hours of any tamariki on the KiwiEd. programme. A maximum of 6 tamariki can be in care at any one time, with a maximum of 4 of whom are receiving MOE funding for early childhood education.

KiwiEd. has planned reviews for CARP/20ECE payments.

GMA2  
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