



PELORUS COMMUNITY PRESCHOOL

Position of Responsibility Procedures

**Education [Early Childhood Services] Regulations 2008 (and its Amendments):
Regulation 47**

Licensing Criteria for Early Childhood Education and Care Centres 2008: Criterion GMA1

Rationale:

PCP aims to clearly define the role of the Person Responsible.

Purpose:

To make staff aware of the duties if in the position of being Responsible.

The Senior Teacher is the Person Responsible at the Pelorus Community Preschool. The duties include but are not limited to:

- Professional Leadership
- The Quality of teaching practices and the learning environment
- To ensure compliance with all policy and legislative requirements
- To report monthly to the PCP committee and community.

It is also the Senior Teachers responsibility to oversee curriculum planning and programming, rosters and staffing levels, induction to new parents, staff appraisals and daily running of the preschool.

Procedure

In the event of the Senior Teacher's absence from the preschool, the daily running of the Preschool will be fulfilled by one of our Registered Teachers in order to comply with the Ministry of Education Regulations. A list of the duties for the PERSON RESPONSIBLE will be included with the 'Staff Induction Folder' to familiarise Registered Teachers with the role and procedures in the event of the Senior Teacher's absence

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Person Responsible

Duties include but are not limited to:

- On arrival check messages on the phone (083210 pin# 5742). Record these in message book.
- Check that the sign in sheet for the current day is in the foyer and that the children booked in for the day never exceeds 30 (Over and Under 2 combined). We must never have more than 30 children during a session.
- Although we are licensed for 20 Over 2 and 10 Under 2, we can backfill Over 2 with the difference.
- Ratios..... 1:5 maximum in Under 2. Over 2..... 1:10
- Relieving Teachers list on staff phone list on hook on office shelf.
- Ensure each staff member is clear about their duties.
- Enrolment forms and attendance information for each child is in a personalized file in the top drawer of the filing cabinet. APT system also has the enrolment information
- If any parents wish to pay their account by cash or cheque (Not the normal practice where they direct credit), there is an attendance receipt book (green) in the second drawer down to the right of the computer.
- Make sure that we are complying with safety standards and that equipment is safe to use.
- If there are children at Preschool, a Registered Teacher must at all times be at Preschool
- At the end of the session, all inside and outside equipment must be tidied away and the outside shed door and emergency gate locked and key left in appropriate place.
- At the end of the day, teachers to make sure that the computers, stereos and electric jugs are turned off at the wall and the office door locked. All other doors and windows are to be checked to make sure that they are closed/locked.
- Office door to be locked as well as outside doors.

Licensing Criteria

The following are prominently displayed at the service for parents and visitors:

- the Education (Early Childhood Services) Regulations 2008, and the Licensing Criteria for Early Childhood Education and Care Centres 2008;
- the full names and qualifications of each person counting towards regulated qualification requirements;
- the service's current licence certificate;
- and a procedure people should follow if they wish to complain about non-compliance with the Regulations or criteria. (GMA1).