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ADMINISTRATIVE RESPONSIBILITIES CHECKLIST

Introduction

The purpose of this print resource is to provide a checklist for administrative responsibilities in child care programs.

Administration refers to the tasks and activities necessary to do the work of delivering the services. For the most part, this is the daily, weekly, monthly and annual paperwork that is related to the delivery of child care programs. This checklist separates administration from management. We assume that staff with administrative responsibilities contribute to, but are not solely responsible for, policy-setting decision making for the organization. The administration role generally supports the organization by providing input into the decision-making process, then implementing the results. In order for child care administration to be effective, ongoing communication between staff and board/management must be in place, and significant issues must be brought to the management's attention.

When working with this checklist, it is important to note that administrative responsibilities may vary from organization to organization. For example, staff working in large organizations that have management/administrative structures may have fewer or different administrative responsibilities than those staff who report directly to the board in small organizations. While some job positions may contain both management and administrative elements, this checklist concentrates only on the administrative component.

Please revise this checklist as necessary to reflect:

- your organization's approach to administration
- the job descriptions of staff with administrative responsibilities.

In this checklist we have categorized child care administration into four areas – organizational, child care program, human resource and financial. We have provided two columns to record "frequency" and "comments". The frequency column can be used to note how often the task is to be reviewed or completed such as daily, weekly, monthly, quarterly or annually. The comments section may be used to record who is responsible for the task; when the task was last completed; or a future date when this task will be reviewed. We hope that this resource provides some "food for thought" as organizations work to clarify and document the many aspects of child care administration.

I. Organizational Administration

Task	Frequency	Comments
<p><i>Staff responsible for child care program administration:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Understand</i> the constitution and bylaws and the mission statement of the organization <input type="checkbox"/> <i>Participate</i> in strategic planning and goal setting <input type="checkbox"/> <i>Contribute</i> to the development and <i>review</i> of the philosophy, objectives and goals for the child care program <input type="checkbox"/> <i>Understand and participate</i> in the development of child care and relevant organizational policies and procedures <input type="checkbox"/> <i>Implement</i> relevant organizational policies and procedures in the child care program <input type="checkbox"/> <i>Participate</i> in committee work of the organization <input type="checkbox"/> <i>Participate</i> in child care advocacy/public education <input type="checkbox"/> <i>Prepare and submit</i> status reports on all aspects of the child care program to the board of directors 		

II. Child Care Program Administration

Task	Frequency	Comments
<p><i>Staff responsible for child care program administration:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Post</i> facility license and certificates (ECE, first aid) or letters of permission for all early childhood educators: <ul style="list-style-type: none"> ▪ track certificates/letters of permission, expiry dates and provide advance notice to employees regarding expiry <input type="checkbox"/> <i>Post</i> business license and <i>report</i> details re: expiry to management <input type="checkbox"/> <i>Assist</i> in maintaining a safe environment that meets licensing and other legal requirements: <ul style="list-style-type: none"> ▪ implement and document routine check of indoor and outdoor environment and toy and equipment inspection procedures ▪ implement opening and closing procedures ▪ establish and coordinate fire and emergency plans, including evacuation drills ▪ ensure vehicle insurance and maintenance records are current and filed appropriately ▪ comply with child protection responsibilities as outlined in legislation, regulations and court orders ▪ ensure first aid kit is appropriately maintained ▪ ensure adequate program supplies/equipment <input type="checkbox"/> <i>Meet</i> with prospective families: <ul style="list-style-type: none"> ▪ coordinate visits/tours and special events within the program facility 		

II. Child Care Program Administration (Cont'd)

Task	Frequency	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> <i>Coordinate and participate</i> in orientation and enrolment of new families: <ul style="list-style-type: none"> ▪ develop gradual entry plans <input type="checkbox"/> <i>Initiate, maintain, monitor and update</i> children's files/records: <ul style="list-style-type: none"> ▪ registration forms ▪ attendance records ▪ emergency records ▪ consent to access emergency medical assistance ▪ medication and diet instructions and consents ▪ general consents ▪ list of people authorized to remove the child from the facility ▪ other documentation as required <input type="checkbox"/> <i>Track</i> attendance, enrolment and wait list: <ul style="list-style-type: none"> ▪ utilize tracking forms and submit reports to management ▪ complete monthly attendance reports ▪ contact families and fill spaces from the wait list ▪ identify emerging enrolment issues <input type="checkbox"/> <i>Assist</i> with the preparation and <i>review</i> of family handbooks, agreements and brochures/fliers for the programs <input type="checkbox"/> <i>Communicate and liaise</i> with families and the community: <ul style="list-style-type: none"> ▪ prepare and distribute newsletters, calendars and notices ▪ participate/organize meetings and conferences as appropriate 		

II. Child Care Program Administration (Cont'd)

Task	Frequency	Comments
<ul style="list-style-type: none"> <li data-bbox="191 365 1136 544"> <input type="checkbox"/> <i>Provide</i> referrals to, and <i>access</i> the resources of: Ministry of Children and Family Development, Ministry of Health Services, Licensing Offices, Infant Development Programs, Supported Child Development Programs, schools, etc. <ul style="list-style-type: none"> <li data-bbox="243 511 779 544">▪ check websites for updated information <li data-bbox="191 597 1136 1203"> <input type="checkbox"/> <i>Coordinate, review</i> and <i>ensure</i> program plans and routines are implemented: <ul style="list-style-type: none"> <li data-bbox="243 670 1073 743">▪ ensure philosophy, goals and objectives are incorporated into program plan <li data-bbox="243 743 1136 816">▪ perform program evaluation with input from stakeholders through informal and formal evaluations <li data-bbox="243 816 1073 889">▪ summarize and/or provide overview of collected feedback and participate in development of an action plan <li data-bbox="243 889 1136 995">▪ identify resources that may help in the process of adapting services, systems, programming and procedures to make informed changes <li data-bbox="243 995 1031 1036">▪ work with management and staff to implement action plan <li data-bbox="243 1036 779 1076">▪ participate in curriculum development <li data-bbox="243 1076 1094 1117">▪ develop program plans with stakeholders for individual children <li data-bbox="243 1117 884 1157">▪ develop guidance strategies with program staff <li data-bbox="243 1157 590 1198">▪ role model best practice 		

III. Human Resources Administration

Task	Frequency	Comments
<p><i>Staff responsible for child care program administration:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Participate</i> in the development and <i>review</i> of job descriptions for direct service staff <input type="checkbox"/> <i>Participate</i> in the recruitment of staff, substitutes, students and volunteers: <ul style="list-style-type: none"> ▪ assist with job posting process ▪ participate on selection committee ▪ prepare letters of employment <input type="checkbox"/> <i>Orient, encourage, and support</i> direct service staff, including substitutes, volunteers and students: <ul style="list-style-type: none"> ▪ plan and facilitate staff meetings and communicate with staff on a regular basis ▪ assist in the development of manuals/guidelines for staff, substitutes and volunteers ▪ ensure procedures are implemented to respond to occupational health and safety issues for staff, and other legislated requirements 		

III. Human Resources Administration *(Cont'd)*

Task	Frequency	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> <i>Ensure</i> all employee records are filed appropriately: <ul style="list-style-type: none"> ▪ TB test if required ▪ criminal record check clearance letter ▪ physician's note ▪ immunization records ▪ reference checks ▪ contact information ▪ resume <input type="checkbox"/> <i>Ensure</i> first aid training of employees is current and copies of certificates are on file: <ul style="list-style-type: none"> ▪ record employee's first aid expiry dates ▪ provide notice regarding expiry of certificate in advance of expiry date ▪ organize and inform staff of up-coming training ▪ file valid first aid certificates <input type="checkbox"/> <i>Monitor and report</i> on changing staffing needs of the child care program (consider enrolment, attendance levels and times, etc.) <input type="checkbox"/> <i>Assist</i> with documentation related to disciplinary action, termination, and layoff when requested by management 		

IV. Financial Administration

Task	Frequency	Comments
<p><i>Staff responsible for child care program administration:</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Assist in preparing, monitoring and reviewing budgets:</i> <ul style="list-style-type: none"> ▪ review financial statements ▪ work with management to develop the budget <input type="checkbox"/> <i>Collect and track fees and subsidies:</i> <ul style="list-style-type: none"> ▪ ensure information in family handbook, board and staff manuals regarding fee tracking and collections is consistent with policies and procedures ▪ collect, process and record fee payment based on policies and procedures ▪ issue fee receipts ▪ report and make recommendations to management re: late payment of fees, or other significant fee payment issues ▪ issue letters re: late payment to families ▪ follow up on NSF cheques ▪ refer payment exceptions to management ▪ collect society membership fees 		

IV. Financial Administration (Cont'd)

Task	Frequency	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> <i>Monitor and process</i> subsidy: <ul style="list-style-type: none"> ▪ provide information about subsidy process to enrolling parent/guardian ▪ complete subsidy claim form, send to CC Subsidy Service Centre ▪ match subsidy billing to actual payment received ▪ identify and follow up on payment issues ▪ provide enrolling parent/guardian with reminder letter re: expiring authorization <input type="checkbox"/> <i>Prepare</i> bank deposits <ul style="list-style-type: none"> ▪ itemize all cheques in bank deposit book promptly on receipt ▪ prepare cheques for deposit ▪ arrange for bank deposit <input type="checkbox"/> <i>Participate</i> in payroll and benefit functions: <ul style="list-style-type: none"> ▪ ensure required documentation is completed and submitted appropriately for all employees ▪ ensure changes in employee information is forwarded to payroll ▪ collect, review time sheets for accuracy, sign off and submit to payroll ▪ prepare background information and report for benefits, as required <input type="checkbox"/> <i>Prepare and submit</i> invoices and cheque requisitions for payments to suppliers, petty cash reimbursements, etc. with the appropriate documentation 		

IV. Financial Administration (Cont'd)

Task	Frequency	Comments
<ul style="list-style-type: none"> <input type="checkbox"/> <i>Monitor, dispense and reconcile</i> petty cash: <ul style="list-style-type: none"> ▪ receive monthly petty cash and store in a locked secure area ▪ distribute petty cash to employees who have completed petty cash vouchers ▪ record vouchers on petty cash approval form and submit to management for reimbursement as required <input type="checkbox"/> <i>Review</i> monthly financial statement for child care program: <ul style="list-style-type: none"> ▪ understand revenue and expenses for program area responsibility <input type="checkbox"/> <i>Prepare</i> background information for grant applications and reports, and <i>submit</i> to management <input type="checkbox"/> Provide information as required by Child Care Operating Funding Program (CCOF) <ul style="list-style-type: none"> ▪ maintain CCOF information file <input type="checkbox"/> <i>Support</i> fundraising efforts of the organization <input type="checkbox"/> <i>Participate</i> in monitoring of facility and liability insurance: <ul style="list-style-type: none"> ▪ maintain inventory of equipment and supplies for insurance purposes <input type="checkbox"/> <i>Administer</i> facility contracts/rental agreements <input type="checkbox"/> <i>Develop and maintain</i> list of capital requirements (facility improvements/renovations as well as equipment) for the program 		

For more information, please refer to the Westcoast Inform Guide: an administrative manual for non-profit child care in BC.

This information is presented as a resource for licensed non-profit child care facilities. Westcoast Child Care Resource Centre does not assume responsibility for actions taken based on information provided.

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