



OVERSITE

Feature Rundown

A complete overview of everything currently built into Oversight.

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01 Enrolments & Waitlist

Digital Enrolment Records

Full enquiry-to-placement tracking in one place.

Waitlist Management

Track prospective families and convert them when a spot opens.

Guardian Linking

Connect children to their guardians, with children who share a guardian grouped together automatically.

Authorized Guardian Visibility

Guardians can see who else is authorized for pickup or listed as an emergency contact for their child.

Enrolment Splitting

Close and reopen an enrolment around a chosen date for mid-year fee or session changes, individually or in bulk.

Absence Exemption Management

Grant or revoke exemptions from frequent-absence and three-week funding rules, per enrolment.

Per-Enrolment Discounts

Apply a percentage or flat-amount discount to any enrolment, with a note explaining why.

Holiday Entitlement Scheme

An opt-in annual allowance of non-charged days, with an approval workflow for each day used.

02 Enquiries & Website Widget

Embeddable Enquiry Widget

A public JS widget for your own website that captures enquiries straight into Oversight, with CAPTCHA/anti-spam and per-tenant tokens built in.

Enquiry Pipeline Tracking

Manage enquiries from first contact through to enrolment or decline, with reasons captured.

Enquiry-to-Enrolment Conversion

Convert an enquiry straight into an enrolment, with duplicate guardian/child detection built in.

Follow-Up Tasks

Assign an enquiry to a staff member as a task, so nothing falls through the cracks.

03 Attendance & Check-In

PIN Kiosk Check-In/Out

Fast, secure sign-in with signature capture.

Real-Time Attendance View

See who's on-site right now, per room and per site.

Absence Tracking

Full history of child absences, with frequent-absence flags.

Daily Roll Call

Staff attendance oversight alongside child attendance.

Staff Self-Service Clock-In

Staff can clock themselves in and out of their own shift.

Muster List

A printable, site-wide roll call for evacuations, distinguishing checked-out children from those still on site.

Walk-In Check-In

Add or check in children who didn't come through the kiosk, one at a time, with a real arrival time for each child.

End-of-Day Auto-Close

Forgotten attendance and visitor records are automatically closed out at day's end, with a summary sent to the site.

Guardian Absence Notices

Guardians can notify the centre in advance when their child will be away, and see whether the centre has acknowledged it.

Guardian Attendance Disputes

Guardians can flag a day's attendance record that looks wrong, notifying site staff directly.

Guardian Attendance Confirmation

Guardians actively confirm their child's attendance record is correct for a period, rather than only flagging what's wrong.

Attendance Confirmation Periods

Automatic weekly or monthly periods per site that chase families to confirm attendance, giving you the evidence trail MoE funding rules require.

Records-Changed Detection

A confirmed period automatically re-flags itself if the underlying attendance is edited afterward.

Flagged Attendance Queue

A dedicated staff work queue for every guardian-raised dispute, with the family thread and the record one click away.

Configurable Dispute Outcomes

Tenant-defined outcomes, with "Accepted" and "Withdrawn" reserved exclusively for the family, so staff can never misrepresent who backed down.

Roll Call Anomaly Detection

Automatic flags for incomplete sign-outs, unexpected presence against a notified absence, early/late arrivals, and check-ins outside licensed hours.

Paper Attendance Fallback

A pre-generated, print-ready attendance form for system outages, built to MoE's own continuity requirements.

04 Ratio & Capacity Compliance

Regulation-Accurate Ratios

Verified directly against Schedule 2 of the Education (Early Childhood Services) Regulations 2008: 1:5 under-2s, 1:10 over-2s.

Home-Based Ratios

Separate Schedule 1A ratios (1:2 under-2, 1:4 over-2) for home-based services.

Live Ratio Compliance Review

A combined "are we compliant right now" view per site, with live and planned modes and a room-by-room breakdown of ratio, qualified-staff, and person-responsible status.

Capacity Breach Indicator

A colour-coded warning when a room or site reaches licensed capacity.

Qualified-Staff Percentage Check

Enforces the regulation's qualified-staff ratio, correctly excluding anyone stretched across more than two sites.

Person Responsible Check

Confirms a Person Responsible is on-site whenever required.

Home-Based Coordinator Duties

Tracks fortnightly educator contact and monthly visit requirements, with overdue detection.

05 Staff & Rostering

Drag-and-Drop Roster Builder

Visual scheduling across shifts and sites.

Ratio-Aware Scheduling

Rosters that flag ratio risk as you build them.

My Roster

Staff can view their own upcoming shifts and confirm them.

Staff Records & Qualifications

Certifications, induction status, and history in one file.

MoE Qualification Codes

Structured qualification tracking that automatically determines each educator's highest qualification for the ECE Return.

Pay Parity Reporting

Dedicated reporting against pay parity funding thresholds.

Leave Management

Mark staff leave directly on the roster, with conflict warnings if a shift is scheduled over it.

Draft & Publish Rosters

Build shifts privately, then publish a period when it's ready for staff to see.

Copy Period

Duplicate a prior week's roster as a starting draft for the next.

Lock Past Periods

Lock finalised roster periods to protect funding-period data from being edited after the fact.

Printable Roster

Download the roster as a PDF, in grid, list, or sheet format.

06 Recruitment & Talent Pool

Public Careers Page

A hosted, mobile-friendly careers page listing every open vacancy, with a built-in application form.

Embeddable Vacancy Widget

Publish live vacancies straight onto your own website, no developer required.

Compliance-Linked Vacancies

Every vacancy records whether it counts toward the qualified-staff ratio and whether it can be Person Responsible, so hiring maps straight back to the roster problem it's solving.

Multi-Site Vacancies

Advertise one relieving role across every site it applies to, without duplicating the listing.

Talent Pool

Keep a running list of interested candidates not tied to any one role, ready to match against the next vacancy that opens.

One-Click Hire

Turn a successful applicant straight into a staff member, with login, staff record, pay parity, and site attachments created together.

Safety Check Continuity

The same police-vet evidence gathered during the application carries straight through to employment.

Configurable Statuses, Sources & Decline Reasons

Track applications and talent pool candidates through your own pipeline stages.

Multi-Round Panel Interviews

Schedule interviews with a full panel, tenant-configurable formats, and automatic invite/reschedule/cancellation emails to everyone on the panel.

Blind Structured Scoring

Each panellist scores candidates against a configurable rubric and gives a Strong Yes/Yes/No/Strong No recommendation, invisible to each other until submitted.

Split-Panel Flagging

Automatically flags a split panel when scores swing from strongly against to in favour, so it gets a conversation instead of an average.

Referee Checks

Track referees separately from contacting them, with a configurable outcome list and a protected "concern" flag.

Applicant Roster

See every applicant for a role in one place, with interview and referee progress at a glance.

Applicant Data Anonymisation

Privacy Act-aligned scrubbing of rejected applicants' personal details, while keeping the anonymous scoring data that proves your process works.

Recruitment Activity Report

A full hiring funnel by role and by source, with median days-to-hire.

07 Professional Growth

Professional Growth Cycles

An annual Professional Growth Cycle for each teacher, tracked against the real Teaching Council requirements.

Goals Against the Standards

Set goals against the Standards for the Teaching Profession, with target and achieved dates.

Observations & Feedback

Record classroom observations, focus areas, and feedback discussions.

Professional Learning Log

Log professional learning hours against each cycle.

Two-Signature Annual Summary

An annual summary statement signed first by the teacher, then endorsed by their leader, giving the evidence a 3-yearly practising certificate renewal rests on.

Endorsement Reminders

Automatic reminders when a summary is waiting on sign-off.

Configurable Standards

Tenant-managed list of standards to set goals against.

08 Billing & Invoicing

Automated Invoice Generation

Invoices built straight from attendance and fee data.

Configurable Fee Structures

Two rate engines, age/hours lookup tables and hourly-threshold formulas with daily caps, each with ECE-funded and standard variants.

Discounts & Credit Notes

Apply discounts and issue credits without manual adjustment.

Configurable Fee & Discount Types

Define your own fee, discount, and subsidy types, each with its own calculation method.

Configurable Invoice Statuses

Define your own invoice statuses and defaults, not a fixed list.

Payment Recording

Log actual payments and refunds received against an invoice, with a refund-cannot-exceed-available check.

GST, Late Fees & Reminders

Overdue reminder and late fee rules built in.

Late Fee Charge Log

See every late-pickup/early-dropoff fee charged, linked back to its invoice.

Bond Register

Held / Returned / Partially Returned / Forfeited status per child.

Educator Payments

Payment records for home-based educators with a mark-paid workflow.

Guardian Invoice Access

Parents can view and download a PDF of any invoice they're billed on or listed as payer for.

09 Child Health & Daily Care

Healthcare Plans

Standalone care plans per child for ongoing health needs.

Allergy & Illness Tracking

A per-child log of allergies and illnesses, with severity and date identified.

Disease & Condition History

Track contracted/recovered dates for conditions like chickenpox, with notes.

Medical Contacts Directory

Per-child GP and specialist contacts, drawn from a shared provider directory.

Dietary Requirements & Medical Notes

Structured notes held directly on the child's own health record.

Medication Administration

Per-dose records logged against each child.

Medication-to-Incident Linking

Report an adverse reaction straight from a medication record, pre-filling a linked incident.

Guardian Care Journal

Parents see a feed of their child's nappy changes and sleep sessions, straight from staff logs.

Nappy Changes & Sleep Monitoring

Dedicated per-child logs, usable from the Site Portal kiosk.

Immunisation Tracking

Child immunisation status kept on file.

Healthcare Plan Review & Sign-Off

Emergency action plans with a review-due cadence and guardian signature capture.

10 Health & Safety

Full MoE Licensing Coverage

All 28 HS-numbered licensing criteria are met or not applicable.

Full Hazard Management System

A 9-part system: hazard library, types, locations, impacts, severities, likelihoods, controls, risks, and staff-submitted hazard/near-miss reports.

Hazardous Substances Register

Chemicals tracked per site against official HSNO classification codes.

Governance Review

Quarterly compliance sign-off page with a permanent sign-off history.

Contractor Induction Portal

A site-scoped portal listing active jobs, where a contractor self-serves their own hazard induction with no login required.

Contractor & Staff Induction

Digital hazard sign-off via PIN and signature, built from configurable, tenant-defined induction templates, with a manual site-approval override for edge cases.

Incident Reporting

Structured logging across an 11-part classification system (cause, injury type, body part, severity, and more), with corrective actions tracked through to completion.

Long-Term Record Retention

Soft-delete architecture with CSV export ensures records are never lost.

WorkSafe/MoE Notification Flags

Timestamped notifiable-event flags.

Guardian Incident Sign-Off

Parents can view, digitally sign, and download a PDF of an incident report involving their child, with serious incidents asking them to contact the centre directly instead.

Guardian Incident Copies

Staff can generate a guardian-safe PDF copy of any incident for a specific recipient, fully activity-logged.

Worker Consultation Log

A per-site record of worker engagement and consultation, meeting HSWA 2015's worker participation duty.

Evacuation Drills

Full drill logging per site, covering type, outcome, participants and duration, with its own compliance report.

11 Excursions & Vehicles

Excursion Records

Per-outing risk assessment, destination, travel method, and adult-to-child ratio, with sign-off approval.

Per-Child Consent Tracking

Individual guardian consent recorded per child, per excursion.

Guardian Excursion Consent

Parents review and digitally sign consent for an approved excursion, right from their own portal.

Vehicle Register

WOF and registration tracking, shareable across sites, overdue dates flagged red.

Vehicle Travel Compliance

Per-trip restraint/ratio confirmation, linked driver, expiry reminders built in.

Vehicle Service History

A dedicated service log per vehicle (provider, odometer reading, next service due), separate from WOF/registration compliance.

Vehicle Off-Road Tracking

Mark a vehicle unavailable for a date range during servicing or repair, so it can't be booked while out of action.

12 Trades & Project Management

Job / Work Order Tracking

Log, assign, and cost maintenance and repair jobs per site, with contractor and risk-rating fields.

Itemized Job Costing

Break down a job's cost by category, such as labour and materials, instead of one total figure.

Site Job Requests

Site staff raise a job request via the portal, tracked through to completion by the office.

Project Budgeting

Group jobs into a project with a budget, timeline, and live rolled-up actual-cost total.

MoE Building Consent Tracking

Flag a project as MoE-approved with a building consent reference.

Recurring Job Scheduling

Auto-generates a real job per site on schedule.

Job Comment Thread

A shared discussion on every job, open to in-house tradespeople directly, with staff able to log comments on behalf of external contractors.

Completion & Sign-Off

A tradesperson can mark their own job complete, or staff can record it for a contractor, with an authoriser recorded before it's closed out.

Asset Register

Standalone asset management, linkable directly to jobs.

Asset Service History

A dedicated service log per asset (provider, description, next service due), independent of any job that triggered it.

Task Tracking

To-do tracker with custom statuses, public/private visibility, due dates and reminders, linkable to jobs/assets/incidents/enquiries.

Contractor Vetting Gate

Individual contractor staff must be vetted, or manually approved for a site, before passing induction and starting work.

Contractor Staff Member Register

Individual contractor employees tracked separately from the company, each with their own vetting status.

13 Policies & Procedures

Rich-Text or File Procedures

Write a procedure directly, upload a document, or both.

Full Version History

Every edit is preserved as a numbered revision with the frozen text, attachments, and change notes, so nothing is silently overwritten.

Configurable Review Cadence

Set a review frequency from 3 months to 3 years per procedure, with automatic Overdue/Due Soon/Current status and a simple way to mark it reviewed.

Org-Wide or Site-Specific

Publish a procedure across the whole organisation, or scope it to a single site.

Configurable Categories

Organise procedures into your own categories.

Retire Without Deleting

Take a procedure out of the active register while keeping its full history readable.

Staff Acknowledgement

Staff confirm they've read a procedure, tied to the exact version they read, so a reword puts everyone back to unread.

My Procedures

Every staff member gets their own view of what they've been asked to read.

14 Site Portals

On-Site Tablet Dashboard

A configurable dashboard for site staff to raise jobs, checklists, and hazard reports, and view roll call and attendance.

In-House Tradesperson Portal

A separate self-service portal for your own staff doing trades work, scoped to only their own assigned jobs, via a secure signed link.

15 Checklists

Configurable Checklist Templates

Build recurring site-check templates (open/close routines, and more).

Submission Log

A full history of completed checklists per site, feeding the live Dashboard.

Signature Capture

Every checklist submission is signed off digitally.

Fail Justification

A failed check blocks completion until a note explains why.

CSV Export

Export checklist submission history.

16 Visitor Management

Visitor Sign-In Kiosk

Site-based sign-in/out with name autocomplete and host selection.

Instant Host Notification

The chosen host is notified by email and/or in-app the moment a visitor signs in.

Digital Visitor Terms

Site- or tenant-level visitor terms accepted at check-in.

Visitor Log

Office-side searchable register of every visitor sign-in across all sites.

Automatic End-of-Day Sign-Out

Forgotten visitor sign-outs are closed automatically and flagged.

Visitor Overview Stats

On-site now, today's total, monthly trend, and auto-sign-out counts, at a glance.

17 Media Library

Central Media Library

Browse, upload, rename, move, and delete files uploaded anywhere in the system, in one place.

Shareable Folders

Public or private, optionally password-protected, for sharing with the right people.

Nested Folders

Organise files up to three folder levels deep.

Deep-Linked Uploads

Every file uploaded through the app links straight back to its source record, whether that's an invoice, job, or asset.

18 Email Templates

Customisable Email Templates

Edit reply-to name/email, subject, and rich-text body of every system email, with attachments.

Template Preview

Preview any template against a real record or realistic sample data before it goes out.

Placeholder Reference

A built-in reference of exactly which merge fields are available per template.

19 Users, Roles & Permissions

Custom Roles

Create named roles and assign users to them.

Granular Permission Control

Toggle permissions by module or by type (Access, Action, Export, Notifications), with over 950 permissions across 40 modules.

Permission Lookup

See exactly which roles and users hold any given permission.

Site-Scoped Access

Restrict a user's access to specific sites.

Bulk User Import/Export

Import users from a CSV with a dry-run preview, or export your full user list.

Custom User Statuses

Define your own colour-coded user statuses, which control login access directly.

20 Communication

Guardian↔Staff Messaging

Real-time, two-way messaging between guardians and site staff, with per-family conversation threads, read receipts, and unread badges.

Message Editing

Staff can edit or delete their own reply within a short window after sending.

In-App Notification Centre

Bell-icon notifications for staff.

Guardian Portal

Dedicated family login with its own notification centre.

Centre Info & Closures

Guardians see site contact details and upcoming closure dates for every centre their children attend.

Granular Notification Preferences

Guardians choose exactly which email notifications they want, independently, across messages, excursion consent, incidents, and Learning Journal activity.

21 Learning Journal

Learning Story Entries

Staff record photos, notes, and structured learning observations per child, including Te Whāriki curriculum strand tagging.

Draft & Publish Workflow

Entries stay internal until published, so guardians only ever see finished, reviewed content.

Guardian Reactions & Comments

Guardians can like and comment on entries, with staff notified of every reply.

Family-Shared Moments

Guardians can share their own photos and notes from home, which notify staff directly.

Photo Gallery

Every photo shared across a child's Learning Journal, browsable in one place.

Family Share Links

Generate named, revocable, no-login links so relatives like grandparents can view a child's published journal.

Learning Plans

Set a persistent goal per child, with parent aspiration and educator support notes that guardians can contribute to, and link Learning Journal entries as evidence of progress.

Portfolio PDF Export

Generate a printable, downloadable portfolio of a child's full Learning Journal as a keepsake.

22 Help Centre

Centrally Maintained Content

Around 250 reference articles, how-to guides, and FAQs, authored centrally and available instantly to every site, with no per-tenant setup required.

Step-by-Step How-To Guides

Ordered, numbered steps for walking staff through a specific task.

Site-Wide Search

Search across every article, guide, and FAQ from one box.

Popular Articles

See your own team's most-viewed articles, ranked automatically.

Article Feedback

Staff can rate an article helpful or not, so content quality is tracked over time.

Downloadable PDFs

Export any article as a standalone PDF to print or share.

Request an Article

Ask for a new Help Centre article to be written, with live suggestions of existing articles that might already answer it.

Suggest an Improvement

Flag a specific article as needing an update, right from the article page.

Contact Support

A real support form with screenshot/file attachments, not a mailto link.

Personal Support Thread

Every support conversation lives under the user's own Profile, with unread badges, reply history, and the ability to mark it resolved.

Favourites

Bookmark articles for quick personal access, separate from tenant-wide popular articles.

Related Articles & Navigation

Related-article suggestions plus previous/next browsing within a topic.

23 Wishlist

Customer Idea Board

Post a feature idea and see it immediately alongside every other organisation using Oversight, voted on and discussed in the open rather than sitting in a private suggestion box.

Vote & Follow

One-click voting drives what rises to the top; follow any idea to get notified when it moves.

Transparent Status Pipeline

Every idea is tracked from "on the pile" through "being built" to "shipped," with an honest explanation given for anything declined or merged.

Duplicate-Aware Submission

Live suggestions of similar ideas as you type, so votes consolidate instead of splitting.

Attribution Control

Choose how your name is shown to other organisations when you post. The Oversight team always knows who it's from either way.

Idea Discussion

Comment on any idea, and flag anything inappropriate for review.

24 Reports

72 Built-In Reports

Exportable reports spanning nearly every part of the system, from compliance to billing to daily care.

Search-First Reports Index

Find the right report by describing what you want to know, not by hunting for its name.

Billing & Funding Reports

RS7 Funded Hours, Census Readiness, Pay Parity Compliance, FamilyBoost Statements, Bond Register, Late Fees, Payer Statements, Aged Debtors, Centre Balance, Revenue, Discounts, and Invoice Preview.

Attendance Reports

Attendance History, Frequent Absences, Absence Exemption Audit, Absence Notices, Site Closures, and Educator Closure Approval.

Children Reports

Child Details, Demographics, Age Transitions, Health, Immunisation, Nappy Change, Sleep, Medication Log, Family Engagement, Communication, and Learning Journal Coverage.

Health & Safety Reports

Hazard Register, Evacuation Drill Compliance, H&S Compliance Logs, Induction Completion, Incident, Checklist Compliance, Excursion, Visitor Log, and ERO Readiness.

Trades & Contractor Reports

Job Summary, Job Governance, Project Summary, Maintenance Spend, Maintenance Compliance, Works Assurance, Contractor Scorecard, Contractor Staff Vetting, and Contractor Expiry.

Facilities Reports

Asset Register, Asset Expiry, Vehicle Expiry, Vehicle Running Cost, and Vehicle Utilisation.

Staff Reports

Staff Details, Payroll Export, Staff Forecast, Hours by Activity, Rostered vs Actual, Safety Check Compliance, Staff Compliance Expiry, and Staff Turnover.

Enrolment Reports

Occupancy, Waitlist, and Starters & Leavers.

Enquiry Performance Reports

Pipeline, Decline Reasons, and Source Performance.

Recruitment Reports

A full hiring funnel report by role and by source.

System, Compliance & Usage Reports

Audit Log, User Access, Task Completion, a catch-all Expiry report for anything coming due, and Help Centre usage reporting.

25 Live Dashboard

One Home, 11 Views

Sites, Attendance, Checklists, Contractors, Incidents, Health & Safety, Inductions, Jobs, Projects, Staff, Visitors.

Real-Time Stats & Charts

Every tab polls live stats and charts.

26 MoE Ministry Returns & Compliance

20 Hours ECE Eligibility

Automated age-3-to-5 entitlement window checks, not a manual toggle.

Full Funded-Hours Engine

Automates the Three Week Rule, Frequent Absence Rule, daily 6-hour cap, and discretionary reliever hours behind the real MoE RS7 return.

First Aid Compliance Tracking

Structured, queryable expiry field per HS119, reminders built in.

Ministry Returns Hub

One place tracking every return type, including ELI monthly confirmation, RS7, ECE Census, and Waha Rumaki/PITA for eligible services, with a per-site, per-period readiness checklist.

Inline Data Fixes

Fix what's blocking a return, such as missing NSNs, sign-out times, or dates of birth, directly from the checklist.

Record What Was Filed

Oversite doesn't submit to MoE itself. It records that a filing was made in ELI Web, with corrections filed as a brand-new revision rather than an edit, matching MoE's own rules.

Bulk Filing Record

Record a filing across every site at once, built for providers filing dozens of services in one sitting.

ELI Monthly Confirmation Readiness

Automatic checks across enrolment, attendance, and staffing data before a month is confirmed, distinguishing a genuine nil return from a "nothing recorded" red flag.

Smart Return Reminders

A dashboard prompt that only appears when a return is due or overdue, and stays silent otherwise.

Waha Rumaki & PITA Support

Dedicated readiness checks for the Teacher Data Collection return, for the specific immersion service types it applies to.

Live NSI Integration

Search and allocate National Student Numbers directly from the Ministry's National Student Index, built to its own access rules.

Automated ELI Event Tracking

Enrolment, attendance, and closure changes are tracked as ELI-ready events in the background, built

to the Ministry's own data specification.

27 Multi-Site & Administration

Multi-Site Management

Run every centre from one system.

Guided Onboarding

A focused, step-by-step wizard for setting up a new site and licence when getting started.

Site Operating Hours

Per-site, per-weekday opening and closing times, feeding funding calculations automatically.

MoE Service Type Classification

Sites are classified against MoE's own licensed-service types, including Māori- and Pacific-medium immersion services.

Census Wait Time Tracking

Record each site's typical wait-for-a-place, with a data-driven suggestion pulled straight from your own waitlist.

Full Activity Audit Trail

Every key record change is logged.

Bulk Actions

Closures, exemptions, attendance, and invoice actions applied in bulk.