



# Use of Kindergarten Outside of Kindergarten Hours Policy

Version 1 | Mahi Tuatahi

Effective Date | Whakamana tahito: April 2024 | Āpereira 2024

Next Review | ā houanga arotake: October 2026 | Oketopa 2026

Policy Owner | Rangatira Kaupapa Māhere: Chief Operating Officer

Key Accountabilities | Ngā Takonga Tuatahi: (Senior) Head Teachers

## Introduction | Tīmatanga Kōrero

The purpose of this policy is to:

To ensure, where kindergarten premises are used outside of normal hours of operation that these activities are approved and managed in such a way that the safety of all participants, buildings and equipment is assured.

### Background

Outside of operating hours kindergartens present a safe and inviting venue for community events, particularly children's birthdays or other whānau events. The facilities are also suitable, in many instances, for the temporary relocation of other early childhood education services.

This policy, and the associated *Information and Contract*, provide the general principles and guidance to support kindergarten-based staff to ensure the safe use of the kindergarten by others.

Additional conditions may be included in cases where there are further needs or uses that fall outside of the existing guidance.

## Applies To | Ko Wai Whakahāngaitia

Teachers, support staff, committees and any other potential users

## General Principles | Mātāpono Whānui

1. The kindergarten shall be available for use by children and teachers during all scheduled operating hours.
2. The kindergarten shall be available for use by teachers during all non-contact times, unless otherwise agreed by the teachers.
3. Where teachers committees/parent groups agree to use the kindergarten for kindergarten-related activities outside of kindergarten operating hours, the kindergarten will be cleaned and appropriately set up for the next scheduled group of children.
4. All applications for use of the kindergarten outside operating hours, for activities not related to kindergarten operation, shall have a copy of the attached form 'Hire of Kindergarten Outside Kindergarten Hours' completed and submitted to Whānau Manaaki Kindergartens (WMK).



5. The Head Teacher is responsible for ensuring that people who have approval to use the kindergarten for private functions or activities have been informed:
  - Of any requirements while using the premises
  - Of the kindergarten's fire action plan
  - Any hazards; and
  - That they are responsible for any damage to the building or equipment that occurs whilst they are at kindergarten.
6. Kindergartens may develop specific procedures to accompany this policy that reflect their specific community and operations of the kindergarten. Senior Teachers will provide guidance in the development of these procedures.
7. Where WMK provides the use of the building or grounds for activities not related to the usual operations of the kindergarten, WMK shall arrange for the kindergarten to be appropriately set up for the next scheduled group of children.
8. Smoking or Vaping is not permitted anywhere in the kindergarten buildings or grounds.
9. Any event held on Kindergarten premises must comply with Public Health issued directives for COVID-19 Alert Level or Protection Framework restrictions, if in place at the time the event will be held.
10. Anyone using the kindergarten outside of operating hours shall be offered the opportunity to provide a koha or donation.

### Relevant Legislation and Regulations | [Whaitake Ture me Waeture](#)

- Education (Early Childhood Services) Regulations 2012
- Licensing Criteria for Early Childhood Education and Care Centers 2008
- Public Health issued directives for COVID-19 Alert Level or Protection Framework restrictions.

### Related Procedures or Processes and Documents | [Pākanga Tukanga me Pukapuka](#)

Hire of Kindergarten Outside Kindergarten Hours Information and Contract

### Policy Review Cycle | [Kaupapa Arotake Hurihanga](#)

This policy is to be reviewed every three years. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The policy will continue on the same review cycle.





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## Hire of Kindergarten Outside of Open Hours:

### *Contract Terms and Conditions*

1. This kindergarten is a smoke and vape free area.
2. Users/hirers are required to give notification of numbers in the group at the time of booking.
3. Users/hirers are responsible for their own setting up.
4. Users/hirers are welcome to use the kindergarten and kitchen equipment. Arrangements for tea/coffee can be made with the kindergarten staff.
5. The kindergarten is to be left in a clean and tidy condition. All furniture and equipment is to be returned to its original position.
6. The hirer will be responsible for and will make good any loss of or damage to kindergarten property, furniture or fittings caused while the hirer has use of the facilities.
7. Preparation of food and drink should take place only in the kitchen. Dishes are to be washed.
8. If no kindergarten staff are present, hirers are asked upon leaving the building to check the following:
  - securing all parts of the building (windows, heaters, lights etc.)
  - setting the alarm
  - return of keys.
9. It is the user/hirer's responsibility to set the alarm and secure all parts of the building. Failure to set alarms correctly could result in a callout. This will be charged to the user/hirer.
10. Users/hirers must confirm they understand and will comply with Public Health issued directives for COVID-19 Alert Level or Protection Framework restrictions, if in place at the time the event will be held.





I have read and understood the above terms and conditions.

**Date Kindergarten Required**

**Hirer's Name**

**Address**

**Phone/Mobile Number**

**Agreed Koha, Donation or Fee**

*Donations for the use of the kindergarten can be made direct to the kindergarten.*

**Date**

**NB: Person signing this contract is responsible for seeing that all of the above conditions are met.**

**Signed..... Name..... Date.....**

Thank you for your care and consideration.

Please keep a copy of this contract as your reference and return the original to the kindergarten as soon as possible.

Notification of a cancellation should be made at the earliest possible opportunity.

**Emergency Contact**

**To be completed by kindergarten staff or committee**

In cases of emergency, the following kindergarten/committee persons can be contacted:

Name of Contact	Phone