



Public Display of Documents for Licencing Requirements Policy

Version 1 | Mahi Tuatahi
Effective Date | Whakamana tahito: December 2023 | Tihema 2023
Next Review | ā houanga arotake: December 2026 | Tihema 2026
Policy Owner | Rangatira Kaupapa Māhere: Chief Operating Officer
Key Accountabilities | Ngā Takonga Tuatahi: Chief Executive Officer

Introduction | Tīmatanga Kōrero

The purpose of this policy is:

To ensure that all Whānau Manaaki Kindergartens (Whānau Manaaki) comply with the public display requirements of the Early Childhood Licensing Requirements.

Applies To | Ko Wai Whakahāngaitia

All Kindergarten-based and Home-based Staff

General Principles | Mātāpono Whānui

It is necessary to ensure that parents are aware of key regulatory information relating to a Whānau Manaaki run service and are given the information they need if they wish to raise concerns and be involved in the service. Specifically, the display of this information means:

- a) parents know how to access information about the service's operation and their child's education and care
- b) well informed about the service's operation and their child's education, and are made aware of the input they are able to have
- c) that parent and whānau involvement can positively contribute to the service's operation and quality of education and care provided to their children

Whānau Manaaki will provide guidance to the kindergartens and homebased educators that details all regulatory requirements for public display.

Relevant Legislation and Regulations | Whaitake Ture me Waeture

- Early Childhood Licensing Requirements 2008
- Education (Early Childhood Services) Regulations 2008

Related Procedures or Processes and Documents | Pākanga Tukanga me Pukapuka

- Public Display of Documents – Kindergarten Checklist
- Public Display of Documents – Etu Ao Checklist

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.