



He Whānau Manaaki o Tararua
Free Kindergarten Association Incorporated

Date Effective: Jun 2020

Review Date: Jun 2022

Public Display of Documents for Licensing Requirements.

Responsible to:	Chief Executive Officer
Applies to:	All Teaching and Kindergarten Support Staff
Purpose:	To ensure that all Whānau Manaaki Kindergartens (WMK) comply with the public display requirements of the Early Childhood Licensing Requirements.
References:	<ul style="list-style-type: none">• Early Childhood Licensing Requirements 2008• Education (Early Childhood Centres) Regulations 2008

Policy

To meet Ministry of Education licensing requirements, and WMK requirements, each kindergarten, at all times, will ensure that the following are prominently displayed in the kindergarten for parents and visitors:

- Education (Early Childhood Services) Regulations 2008, and the Licensing Criteria for Early Childhood Education and Care Centres 2008
- The most recent ERO report
- Kindergarten's licence
- Procedure to follow if someone wishes to complain about non-compliance with regulations or criteria
- Full names and qualifications of each person counting towards regulated qualification requirements
- Teachers names and qualification
- Complaints policy and procedure
- Teachers' First Aid Certificates
- Child Protection Policy
- Positive Guidance Policy and Procedure
- Policy file (Do you still have a paper based file for policies or do you direct parents to the website? This is acceptable by the Ministry.
- Kindergarten Procedures for Sleep, Changing Children and Laundry
- Kindergarten Emergency Procedures
- Current Fire Evacuation Scheme
- Building Warrant of Fitness (if applicable)

Procedure

1. A laminated copy of the kindergarten's license and the attached notice shall be provided by WMK to each kindergarten for display.
2. WMK will ensure all kindergartens have copies of the policies and procedures and that they are available for download from the WMK website. Who checks that this has actually being done?