



He Whānau Manaaki o Tararua  
Free Kindergarten Association Incorporated

Date Effective: May 2020  
Review Date: May 2022

## Use of Kindergarten outside Open Hours

---

Responsible to:	Chief Executive Officer
Applies to:	Teachers, support staff, committees and any other potential users
Purpose:	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.
References:	<ul style="list-style-type: none"><li>• Education (Early Childhood Services) Regulations 2012</li><li>• Licensing Criteria for Early Childhood Education and Care Centres 2008</li><li>• Ministry of Education Funding Handbook?? Why the funding handbook when this is not related to funding?</li></ul>

## Policy

---

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 the 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 is not permitted anywhere in the kindergarten buildings or grounds.
9. Anyone using the kindergarten outside of operating hours shall be offered the opportunity to provide a koha or donation.

## Hire of Kindergarten Outside Kindergarten Hours:

---

### *Contract Terms and Conditions*

1. This kindergarten is a smoke-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 part of the building. Failure to set alarms correctly could result in a callout. This will be charged to the user/hirer.
10. Notification of a cancellation should be made at the earliest possible opportunity.

# Emergency Details:

---

To be completed by kindergarten staff or committee

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

---

Name of Contact	Phone

---

## Charge

Donations for the use of the kindergarten can be made direct to the kindergarten. Tea/coffee available by arrangement.

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.

I have read and understood the above terms and conditions.

---

## Date Kindergarten Required

Hirer's Name

Address

Phone/Mobile Number

Signed

Date

---

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

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