



He Whānau Manaaki o Tararua  
Free Kindergarten Association Incorporated

Date Effective: August 2020

Review Date: August 2022

## Policy Formulation

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Responsible to:	Chief Executive Officer
Applies to:	All staff involved in writing He Whānau Manaaki o Tararua Free Kindergarten Association (“Whānau Manaaki or WMK”) policies.
Purpose:	-To ensure effective implementation of WMK strategic direction and overall operations of the kindergarten, policies need to be identified, formulated, consulted on and adopted. -To ensure a regular and consistent approach to setting and reviewing policy.
References:	Education (Early Childhood) Regulations 2008 Education Act

## Policy

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1. Policy statements do not override regulatory responsibilities but serve to assist in meeting such responsibilities and to provide operational enhancement.
2. Policy statements shall be relevant, clear and simple.
3. Policy statements shall be consistent with WMK’s vision, mission and Strategic Plan.
4. Policy formulation shall involve input from a variety of groups with WMK community, including kindergarten committees/parent groups, as representatives of parents and whānau, teachers and support staff, with final approval either noted by the Board or Senior Management Team.
5. All policies will be available on WMK’s website, including any policies reviewed during the year.
6. All policies shall be reviewed within a regular cycle with new policies formulated as required. From time-to-time policies will be outside of their nominated review cycle and in these the policy shall remain as the current policy. Each kindergarten teaching team and community shall be advised of policies that have been developed or modified.
7. Policies will be reviewed by a process involving appropriate personnel.
8. Nothing prevents WMK reviewing policies at any time should it be deemed necessary.

# Procedure

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1. The following format used for policy writing in WMK is established under nine headings:
  - 1) Subject
  - 2) Responsible to
  - 3) Applies to
  - 4) Purpose
  - 5) Definitions
  - 6) References
  - 7) Policy
  - 8) Procedures
  - 9) Date Effective/Review Date
2. The **subject** is the name given to the policy and should be chosen to clearly and simply identify the subject.
3. **Responsible to** describes who generally oversees the application of this policy.
4. The **applies to** section describes to whom the reader of the policy should direct questions and comments regarding the content and application of the policy.
5. The **purpose** sets out the reasons for having the policy. Reference is often made to organisation goals, or agreed philosophy, and sometimes government legislation.
6. The **definitions** section is optional and should be used to avoid confusion as to the interpretation of any words of statements from within the policy.
7. The **references** may include references to other WMK policies, or to established legislative requirements (e.g. ECE regulations, legislation).
8. The **policy** section deals with how the objectives are to be achieved and gives an indication of general directions to follow. Detailed procedures are not usually specified in the policy but may require a separate statement.
9. The **date effective** and the **review date** should specify the date that the policy was approved by either Senior Management and/or the Board and recommended date of review.