

# Playgroup Start-Up Guide for Coordinators



Published by the Ministry of Education, New Zealand, September 2025.

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ISBN 978-1-77697-998-1(Online)



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# Introduction

This handbook aims to make the administration of your group simple and effective. It is designed to be used in conjunction with the booklet [Establishing a certificated playgroup/ puna kōhungahunga](#) or [Establishing a certified playgroup](#) available on the Ministry of Education's website.

The suggestions and examples provide you with a guide to the minimum level of record keeping required to meet the criteria for funded playgroups. If your group is successfully using another method at present that meets the minimum requirements, that is quite acceptable.

## **We are here to help:**

Each playgroup is supported by a dedicated Ministry of Education advisor who assists with funding applications, regulatory compliance, and general guidance.

If you need clarification on the handbook guidelines or are unsure who your assigned advisor is, please contact your [nearest branch of Ministry of Education](#)

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# Applying to start a playgroup

Under **Section 10 of the Education and Training Act 2020**, a playgroup is defined as a group that meets regularly to facilitate children's play, where:

- a. no child attends for more than 4 hours on any day and
- b. more than half the children attending on any occasion have a parent or caregiver present in the same play area at the same time and
- c. the total number of children attending on any occasion is not greater than 4 times the number of parents and caregivers present in the same play area at the same time.

Playgroups include puna kōhungahunga, cultural playgroups, and community language playgroups.

Playgroups are certified under the [Education \(Playgroups\) Regulations 2008](#), which set out the minimum standards each certificated playgroup must meet. These standards cover areas such as curriculum, premises, health and safety, management, and adult-to-child ratios

For each certification criterion, there is guidance to help playgroups meet the required standards. The criteria were last updated in September 2022.

To begin the process of starting a playgroup:


- Visit the Ministry of Education's guide on [How to Get Started](#)
- Download and complete the [PG1 Application Form](#)
- Submit the form to your regional Ministry of Education office.

**Note:** Playgroups must be recertified every **three years** to maintain their certification.

## Playgroup Annual Tasks and Available Funding

[Appendix 1](#) outlines the key annual tasks for playgroups, along with the types of funding available from the Ministry of Education.

In addition to Ministry funding, you may also be eligible to apply for **local or regional community grants**. These can be a great way to support your playgroup's activities, resources, or special projects.

 *A quick internet search is a great way to discover current funding opportunities in your area. Try searching for "community grants for playgroups" along with your region or city name.*

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## Positions of responsibility

The following positions are necessary for the smooth running of the group. In smaller groups some positions may be combined.

### President/coordinator

The president coordinates group activities, runs meetings, is spokesperson for the group, ensures that problems are aired and dealt with and supports other office holders. They ensure that everyone participates in decision-making.

### Secretary

The secretary takes minutes at meetings, deals with inward and outward correspondence, keeps files and ensures the roll is kept up to date. He/she is also responsible for completing the annual statistical form (end of June).

### Treasurer

The treasurer needs to be familiar with the [Playgroup Funding Handbook](#). The treasurer ensures that the financial records are kept up to date and accurate. He/she handles incoming monies, banking, makes payments, keeps the financial records up to date, reconciles bank statements, issues receipts. It is important to keep receipts on all purchases.

Bank accounts should always require a minimum of two signatories/electronic signatories. It is good practice to authorise three people as possible signatories in case of absences. It is the treasurer's job to ensure signatories are kept up to date.

At the end of the financial year (end of June) the playgroup will receive a Playgroup Funding Report form from Ministry of Education.

The treasurer should balance the financial records, reconcile it to the bank account, and then complete this form.

Note reporting is only required for Ministry funding, not parent donations.

The responsibility for the finances belongs to the whole group as it is their money. The group should decide what their income is spent on.

### Education Resourcing System (ERS)

The [Education Resourcing System \(ERS\)](#) is an online platform managed by the New Zealand Ministry of Education. It allows us to manage and distribute playgroup operational funding. Note, Special grants are not requested or approved through the ERS system.

The ERS can be used to make operational funding requests and see an overall view of all the funding paid to the playgroup. It does show the outcomes of any special grant payments. The appointed playgroup representative enters the 10-week attendance data into ERS, which is then approved by another member of the playgroup team.

To use the ERS, the appropriate users will need to be granted access, as either an Administrator or Approver, by your playgroup's Ministry of Education Advisor. Complete the PDF form on this [link](#).

Two signatories are required for ERS; however three signatories are encouraged.

Ensure you advise Ministry to remove or replace any signatories who are no longer involved with the playgroup.

### **IRD Annual Income Tax Return and GST**

The following link from Inland Revenues website explains the various options for not-for profit for education centres and tax exemptions: [Education centres](#)

If you scroll to the bottom of the Education centres you will see that there is a link to the IR253 Education centres guide. The following extracts are from pages 8 & 18 of the 2024 guide and explain the tax treatments:

#### **Charitable organisations and not-for-profit organisations**

Often community-based education centres are operated by organisations that are charitable but are not registered with Charities Services or by not-for-profit organisations. For example, childcare and playcentre-type organisations, kōhanga reo and community associations. If your education centre is not carried on for the profit or gain of any member with rules that do not allow money, property or any other benefit to be distributed to any of its members the centre is only required to file an income tax return if its income is over \$1,000. Only the amount over this is taxable.

The income tax rates are:

- incorporated centres - 28 cents in the dollar
- unincorporated centres:
  - 10.5 cents in the dollar on income from \$0 to \$14,000
  - 17.5 cents in the dollar on income from \$14,001 to \$48,000
  - 30 cents in the dollar on income from \$48,001 to \$70,000
  - 33 cents in the dollar on income from \$70,000 to \$180,000
  - 39 cents in the dollar on income above \$180,000

The playgroups may have to pay other taxes, such as GST, PAYE and FBT.

## IRD and Child Fees

Amounts that must be paid for a child to be able to attend an early learning service, including playgroups, are liable for GST and income tax. Voluntary contributions or koha which are donations made to assist a charitable or not-for-profit education centre are not liable for GST and income tax.

## Opening a bank account

The specific requirements for opening an account are determined by the bank and will be outlined on their website.

Some banks require an IRD number for individuals or groups seeking to open a bank account, while others do not.

The most straightforward option for a playgroup to open a bank account is to choose a bank that does not require an IRD number.

In the case of non-incorporated groups, banks may accept alternative documentation, such as charter documents or meeting minutes, but this is at the discretion of the individual bank.

We have been in touch with IRD and they can issue an IRD number to a playgroup upon request. The application can be completed online (see “hints for completing the application form” below).

If a playgroup’s application is declined by the IRD despite correct completion of the form, please contact your [Ministry of Education regional office](#) for advice.

## IRD number for playgroups - hints for completing the application form

Log into: [New Zealand business or organisation IRD number application](#)

Application form link: [Non-individual registration - Non-individual registration - Inland Revenue \(ird.govt.nz\)](#)

Organisation type is **Club or Society**

Society Type is **Unincorporated**

BIC Code is **P801010**

Entity Type **Other Unincorporated Body**

Screen Shots:

Select the following options under browse for a code:

### Find your Business Industry Classification Code

**Browse for a code**

Education and Training

Preschool Education

Preschool education

Go

**Or Search for a code**

Enter keyword(s) or code

**i** Describe the goods or services the business produces or sells, for example 'clothing retailing' not 'retailing'.

If you are self-employed, describe what you do, for example 'dairy farming' not 'dairy farmer'.

Need help? See the BIC code [help page](#).

Select Kindergarten, preschool operation – except child minding centre

Education and Training

Preschool Education

Preschool education

2 Results found

View selected (1) Share Clear

☒

**Kindergarten, pre-school operation - except child minding centre**

**i Business Industry Code: P801010**

This only includes kindergartens or accredited pre-primary school education.

**Other codes to consider:**

- Childminding centres use [Q871020 Child minding centre](#)

**Classification Unit (CU): 84100**  
**Preschool education**  
This is used by ACC to calculate your levies.  
[Calculate your levies](#)

**ANZSIC: P801000**  
**Preschool Education**  
Statistics NZ uses this to compile and analyse industry statistics.

☐

**Pre-school centre operation - except child minding centre**

**i Business Industry Code: P801020**

This only includes pre-schools providing accredited pre-primary school education.

[More](#)

#### Required Documents to upload:

- AGM Minutes appointing Chairperson, Secretary and Treasurer
- Personal IRD Numbers for Chairperson, Secretary and Treasurer

Note: An IRD Income Tax Return must be filed annually if the playgroup has an IRD number.



The Inland Revenue website explains the various options for not-for profit education services and tax exemptions: [Education centres](#)

Scroll to the bottom, for the link to the IR253 Education centres guide.

**Note:** If the playgroup has a rule that does not allow money, property or any other benefit to be distributed to any of its members, the playgroup is only required to file an income tax return if its income is over \$1,000. Only the amount over this is taxable.

**Tax is calculated on any income exceeding \$1,000, regardless of whether the income comes from Ministry funding, fees, investments, or other sources.**

We are in discussion with Inland Revenue about tax exemption criteria and will update this information once the information is received.

#### Other positions of responsibility

Other tasks could be enrolment, equipment, librarian, and roster secretary. These can be incorporated in the above positions or be positions in their own right.

One person will need to be the contact person to receive and pass on information from the Ministry of Education.

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## Group organisation

#### Statement of Operation

A statement of the group's philosophy, days and times of operation, the role of adults, costs such as fees or donations and contact numbers for people seeking information about the group should be displayed/available for all to read.

The philosophy can be a short statement outlining the purpose of your group and what you want it to achieve for children and their parents and caregivers.

**Reference: Criterion MA1 [Statement of operation](#)**

MA1: An agreed statement about the operation of the playgroup is available for people to read.

**Documentation required**

- An agreed statement of group aims and information outlining:
- the group's philosophy
- days and times of operation
- the role of adults
- costs such as fees or donations, and
- contact numbers for people seeking information about the group.

**Template:** Statement of Operation

- [Isola pre-entry playgroup philosophy](#) [example]
- [Playgroup aims and information example 1](#)
- [Playgroup aims and information example 2](#)
- [Playgroup aims and information example 3](#)

## Group meetings

Playgroup parents need to meet to discuss things such as:

- areas of responsibility (group contact, treasurer, etc.)
- review of policies and documents
- activities for the children
- financial position and use of grant money
- equipment purchases
- fund raising

**Reference: Criterion MA2 [Parent Involvement](#)**

MA2: Parents of children attending are given opportunities to discuss the group's operation and be involved in the decision making.

Records of what was agreed at meetings should be kept to avoid later confusion. Below is an example of information that should be included in minutes of meetings.

Each meeting's minutes should include:

- date, time and place of meeting
- names of people present and apologies
- approval of last meeting's minutes and check that action was implemented
- any correspondence received and sent
- updated financial information including a record of income and expenditure since the last meeting
- record of decision to spending money and who is taking responsibility for ordering and purchasing

**Reference:** [Criterion MA4 Information Shared](#)

MA4: Information is shared with the parents of children attending, including: financial information about the group's operation and information received/sought from relevant agencies or services.

**Template:** [Playgroup meeting minutes template \(June 2025\).docx](#)

## Newsletters, notice boards, and social media

Sharing information within the group is important. Newsletters and notice boards are effective tools for this purpose. Please note **social media poses certain risks, please refer to the guidance below to ensure safe and appropriate use.**

Decisions made at meetings should be communicated to all parents, and using a newsletter, notice board or social media is a great way to ensure everyone stays informed.

Information sharing may include:

- Playgroup Certificate
- List of people holding positions of responsibility in the playgroup
- Expected visitors (e.g., health checks)
- Planned outings
- Items for sale or loan
- Requests for information or ideas (e.g., trips and outings)
- Notices of meetings (e.g., AGM)

- Minutes and decisions from meetings
- Upcoming community events
- Photographs of outings and activities
- Displays of children's artwork
- Playgroup funding report
- Playgroup programme plan
- Task lists for session start/end (e.g., turning power on/off, setting up activities, cleaning schedules)
- Fundraising events
- Health and safety information (if any)
- Information on workshops or training opportunities
- Emergency information (e.g., local civil defence meeting place)

## Use of Social Media

Social media is a great way to share the fun and connection that happens at playgroup—but it's also important to keep our tamariki safe and respect everyone's privacy. As more playgroups use platforms like Facebook or Instagram, it's a good idea to follow a few simple steps to make sure you're doing things safely and respectfully. Here are some helpful tips to guide your playgroup's photo and social media use:

### 1. Get Informed Consent

- Always obtain **written consent** from parents or guardians before taking or sharing any images of children.
- Clearly explain:
  - What the images will be used for (e.g., newsletters, social media, displays).
  - Where they will be shared (e.g., Facebook, website, private group).
  - That consent can be **withdrawn at any time**.

### 2. Be Mindful When Taking Photos

- Avoid capturing:
  - Children in vulnerable or undignified situations.
  - Identifiable details like name tags, school uniforms, or locations.
- Take group shots or photos from behind when consent is unclear.

### 3. Use and share responsibly

- Only share images on **approved platforms** with appropriate privacy settings.
- Do **not tag children** or include their full names.

- Avoid sharing images that could be misused or cause embarrassment later.

#### 4. Store and delete safely

- Store images securely (e.g., password-protected folders).
- Only keep images as long as needed—**delete them when no longer required.**
- Regularly review your image library and remove outdated content.

#### 5. Manage others' photography

- Let visitors and parents know your photo policy.
- Ask them not to share images of other children without permission.
- Display signs at events reminding everyone of the photo policy.

#### 6. Know the risks

- Images can be misused for:
  - Bullying or identity theft.
  - Grooming or exploitation.
  - Creating fake profiles or AI-generated content.
- Always ask: **Is this image necessary, respectful, and safe to share?**

#### Resources:

[AskUs | Article | What are the rules around posting photos or anything else about other people on social media? | Office of the Privacy Commissioner](#)

[Privacy Act 2020 No 31 \(as at 30 March 2025\), Public Act – New Zealand Legislation](#)

### Record keeping

Enrolment and attendance records must be kept for all children attending the playgroup. Ensure the information is securely stored (to meet privacy requirements) and accessible during each playgroup session, for reference when required.

All records and written documentation should also be readily available when your Ministry of Education adviser visits.

Your group will need to keep a detailed enrolment list to enable contact with members. Enrolment details are also necessary to complete annual government surveys.

Any enrolment system you use should give the following information:

- full name of child
- date of birth
- gender

- ethnic origin (this information is needed for annual statistical returns)
- iwi affiliation (Māori children)
- name of parent
- family address and phone number
- emergency contact

This information should be filled in and signed by the parent. **Information on enrolment forms should always remain confidential** and can only be used for the purpose it has been collected.

You must keep all financial records for **at least 7 years** required by IRD. Records can be kept in paper or electronic format. IRD may audit your playgroup, so records should be complete, accurate and easily accessible.

**Reference:** Criterion MA5 [Enrolment and Attendance records](#)

MA5: Enrolment and attendance records are maintained for children attending.

**Template:** [Enrolment form](#)

Your group should use this for gathering and keeping this information.

### Attendance record

An attendance record must be kept and marked every group session. Record both children and adults, and totals for each session. All visitors should also be noted, either on the attendance record or the daily diary if the group operates one. (This information may be needed in case of an outbreak of infectious disease).

The attendance record should be kept in an easily accessible place. In the case of earthquake or fire it should be taken to the assembly point for checking. Personal details from the enrolment form should not be kept with the attendance record.

The attendance record should be available to the Ministry of Education adviser at each visit.

**Reference:** Criterion MA5 [Enrolment and attendance records are maintained for children attending.](#)

MA5: Enrolment and attendance records are maintained for children attending.

**Template:** [Daily attendance record](#)

## Financial Records

It is good practice to keep wages, building finances and funding from other sources in a separate account (with separate records) to the general accounts.

Three examples of an accounts-keeping table and workbook are included in the appendices. Playgroups may choose formats that best suit their needs.

Other important actions include:

- all transactions should be recorded promptly
- all receipts should be kept
- bank statements should be obtained regularly and reconciled to the financial records

### Reference: [Criterion MA4 Information Shared](#)

Information is shared with the parents of children attending, including:

- financial information about the group's operation; and
- information received/sought from relevant agencies or services.

### Template:

- [Playgroup accounts workbook](#)
- [Playgroup accounts record \[simple - excel\]](#)
- [Playgroup accounts template \[simple – word\]](#)

## Inventory

An inventory is a list of items owned by the group. It is needed for keeping track of equipment, for insurance purposes, and as a guide for purchasing equipment for programme activities.

Certificated groups are required to maintain an inventory of equipment purchased with Ministry of Education funds. This will be used to identify equipment purchased with Ministry of Education funds if the group should close.

Inventories should be checked regularly - we recommend at least annually. Equipment lost or broken should be recorded on the inventory. It is usually easier to divide the inventory into areas: e.g. furniture, books, indoor equipment, outdoor equipment, kitchen equipment etc.

**Reference:** Criterion PF3 [Variety of equipment](#)

A variety of furniture, equipment, and materials is provided that is appropriate for the learning and abilities of the children attending.

**Template:**

- [Equipment lists](#)
- [Equipment guidelines](#)
- [Playgroup inventory \[Template - Word\]](#)
- [Playgroup inventory \[Template – Excel\]](#)

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## Health and safety at your group

Check your premises, furniture and equipment every session to make sure they are kept safe, hygienic and in good condition. This should include identifying any repairs required to fixtures, fittings and equipment. Any hazards identified need to be immediately mitigated, for example, removing the item or making it inaccessible.

A playgroup is required to have first aid kit and emergency supplies. These resources should be sufficient for the age and number of children and adults at the playgroup.

For more information including record keeping, refer to criteria HS2 emergencies and PF6 first aid kit, below.

**Reference:**

Criterion HS2 [Emergencies](#)

Criterion PF6 [First aid kit](#)

Listed below are some ideas how health and safety could be maintained at your playgroup.

### Health

- **Play equipment** should be washed regularly.
- **Smoke-free environment** there should be no smoking or vaping at the playgroup, indoors or outdoors.
- **Sun protection**, if possible, provide shaded areas outdoors (e.g. with umbrellas/ shade cloth). Groups can buy a large container of sunscreen to use at sessions. Encourage everyone to wear a sun hat.
- **Hand-wash facilities** should always be available, especially before eating.

- **First aid kit** the kit is required to be easily recognisable and readily accessible to adults and inaccessible to children. See list of recommended items in [appendix](#). Consider attending a first aid course - it could save a life.
- **Hot drinks** should be kept away from children.
- **Hygienic storage** store food and related items (drinking cups, plates etc.) in mice-proof containers or storage.
- **Kitchens** Ensure kitchens are inaccessible to children. A barrier across the door may help. When stoves, zips, and hot taps are part of the main play space, measures need to be put in place to ensure children do not have access and are kept turned off when not in use.
- **Cleaning agents** must be stored out of the reach of children.

## Safety

### Outdoor safety

- **Safe fences and gates** Children's safety should always come first. If fencing is less than ideal, or non-existent, you need to consider how easy it is for children to reach potential hazards and decide how best to address these concerns. If permanent fencing is not possible, temporary fencing that is put up and taken down each time the playgroup meets could be considered.
- **Fixed outdoor play equipment** should meet the requirements of current New Zealand Standards (contact Standards New Zealand for up-to-date information), have soft-fall surfacing installed beneath it and be checked and maintained regularly.
- **Safety surfacing** should be provided under all swings, slides and outdoor climbing equipment. Mattresses/ soft-fall mats to be used under indoor climbing equipment.
- **Sand pits** should be covered when not in use to reduce the risk of infection from animal (especially cat) faeces and urine.
- **Animal faeces** should be removed from all play areas.
- **Non-poisonous plants** only should be found in the play area.

### Play safety

- **Toys should be safe.** They should have no removable small pieces for children under the age of 3, no sharp edges or small parts that could break off and choke the child. Paint should be nontoxic. Contact Standards New Zealand for the toy safety standards.
- **Polystyrene** should not be used in any form (it can block airways if inhaled and cannot be seen with x ray).
- **Non-poisonous items** only should be used for collage (be particularly careful of berries and leaves).
- **Safe equipment** such as round ended scissors and knives should be used.
- **Supervision** Children at play should be supervised at all times by adults. Parents should be especially watchful near water and when proper tools for carpentry are being used.
- **Babies** Be sure that there is a safe place for them to play.

### Building safety

- **Glass doors** and low windows should have safety glass or barriers put up to stop breakage.
- **Lead paint** should be removed professionally. Flakes of lead paint can cause lead poisoning in young children.
- **Exposed asbestos** is also dangerous and should be removed professionally. Lead paint and asbestos are the responsibility of the building owner. If either of these are discovered in a building used by a playgroup, the group should cease meeting there until the lead or asbestos is removed.
- **Secure cupboards**, shelves and other heavy items (i.e. pianos) to the wall in case of earthquake.
- **Heaters and fireplaces** need childproof guards around them.

### Evacuation plan

The building where your playgroup meets may already have an evacuation plan. Buildings like churches or community halls, are generally required to have an approved evacuation scheme under Fire and Emergency New Zealand Act 2017. Talk to the building owners about this so that your playgroup can be part of any evacuation drills or planning. You will need to practise emergency evacuation/drills with children on an at least 3-monthly basis so that every adult and child knows what they can expect and need to do in an emergency.




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## Safety checking

Playgroup coordinators need to be safety checked if they are paid, and not all parents/guardians of all children attend all of the time. Otherwise, safety check is not needed.

You will need to show evidence of how parents/guardians are informed they are required to attend with their children if there is a paid co-ordinator who is not safety checked.

### Do playgroup coordinators need to be safety checked?

	<p>If they are paid*, and not all parents/guardians of all children attend all of the time.</p> <p>* The source of funding for the coordinator's payment is not important; what matters is that if they are being paid, they must undergo a safety check</p>
	If they are paid, and all parents/guardians for all children attend all of the time.
	If they are not paid, and not all parents/guardians of all children attend all of the time.



If they are not paid, and all parents of all children attend all of the time.

Best practice would be to have all paid workers safety checked.

**References: Criterion [HS11 Child Protection](#)**

There is a written child protection policy that meets the requirements of the Children's Act 2014. The policy contains provisions for the identification and reporting of child abuse and neglect, and information about how the service will keep children safe from abuse and neglect, and how it will respond to suspected child abuse and neglect.

The policy must be reviewed every 3 years.

**References: Criterion [MA6 Safety checking](#)**

[Paid workers only]

Before a person is employed or engaged as a children's worker, as defined in the Children's Act 2014, a safety check as required by that Act must be completed.

A detailed record of each component of the safety check must be kept, and the date on which each step was taken must be recorded, including the date of the risk assessment required to be completed after all relevant information is obtained.

These records must be kept by, or available to, the service provider as long as the person is employed or engaged.

Every child's worker must be safety checked every 3 years. Safety checks may be carried out by the employer or another person or organisation acting on their behalf.

**Resource:**

Follow the Safety checking guidance and procedure:

[Safety checking for child protection in early learning - Ministry of Education](#)

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## Curriculum

As part of running a playgroup, it's important to think about the kinds of play and learning experiences you'll offer. A range of learning opportunities and experiences should be planned and provided that:

- are consistent with Te Whāriki, the prescribed curriculum framework for early childhood education, and
- are reviewed by the group and amended as necessary at least every 12 months.

This ensure that playgroup activities continue to reflect best practices and support positive outcomes for children.

### Reference:

- [Criterion C1 Curriculum consistent](#)
- [Te Whāriki – Tāhūrangi](#)

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## The ECE Census

Every **Playgroup must complete an online annual ECE census survey**. Submitting the ECE Census is a mandatory requirement, and funding may be withheld in part or in full, if a playgroup does not submit a complete and accurate ECE Census by the due date.

### **Why playgroups need to complete the census**

The ECE Census is an electronic collection of information from all early learning services that focuses on service activity during a particular week as advised by the Ministry.

**For playgroups**, the information collected focusses on the playgroup's hours of operation and children's enrolment and attendance.

This information contributes to a comprehensive information base on ECE in New Zealand and is used by the Ministry to monitor and forecast ECE expenditure and design new policies.

### **How to submit the ECE Census**

**Playgroups complete their census return via an online survey.** Playgroups will be sent a link to complete their census response through an online survey tool. This will be sent to either the email address provided in ERS, PG5 Playgroup Funding Report, or the General email address provided to the Ministry. The ECE Census collects information that is not collected elsewhere. Submitting electronically is a more efficient way of sending the required information to the Ministry.

### How often is the ECE Census submitted?

The ECE Census is required to be submitted annually, usually in June. The Ministry will advise your playgroup of the dates for ECE Census in advance.

#### **Resources:**

For further details on the general census submission information, you can visit: [Ministry of Education - Education Counts](#)

A helpful information sheet is also available on Education Counts: [ECE Census- Information for Playgroups](#)

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## He Pānui Kōhungahunga | Early Learning Bulletin

He Pānui Kōhungahunga | The Early Learning Bulletin is the Ministry's primary channel for communicating with the early learning sector (including early learning services, playgroups, sector organisations and large early childhood education providers).

You subscribe to the receive the fortnightly bulletin email here [Subscribe to Early Learning Bulletin](#)

## Useful Resources and Templates

Key guides for playgroup coordinators:

[Establishing a certified playgroup](#)

This guide has been developed to help parents set up a quality playgroup in their community.

[Establishing a certificated playgroup/ puna kōhungahunga](#)

This is a guide for whānau who want to set up a puna kōhungahunga.

[Te Whāriki Early Childhood Curriculum](#)

This website provides resources, guidance, and downloadable materials to support educators and whānau in implementing New Zealand's early childhood curriculum, which emphasizes a holistic, bicultural approach to children's learning and development.

[Certification criteria for playgroups](#)

Certification criteria assess if playgroups meet minimum standards set by the Education (Playgroups) Regulations 2008 to retain their certificate.

[Playgroup funding handbook](#)

The Playgroup Funding Handbook outlines how funding for playgroups is calculated, the conditions for receiving it, and the types of grants available through the Ministry of Education.

## Listed below are templates and other resources available for use on the Ministry website:

**Note: These templates are examples only. Playgroups may use other suitable forms.**

### [Curriculum - Ministry of Education](#)

- C1 Curriculum consistent

- [Appendix 1 – Planning](#)

This page offers guidance and resources on good planning and providing for a range of learning experiences and opportunities for the children.

- Get ideas about different kinds of play.  
[Play ideas for learning – Tāhūrangi](#)
  - Learn about how to support children at playgroup.  
[Supporting the children on session](#)
  - Learn about the characteristics of infants, toddlers and young children.  
[Characteristics of infants, toddlers and young children](#)
  - Find out what Tessa learnt at playgroup.  
[Tessa learns about physics](#)
  - [Download the Playgroup curriculum template](#)

### [Premises and facilities - Ministry of Education](#)

- PF3 Variety of equipment
  - [Equipment lists - Ministry of Education](#)
  - [Equipment guidelines - Ministry of Education](#)
  - [Playgroup inventory \[Template - Word\]](#)
  - [Playgroup inventory \[Template – Excel\]](#)
- PF6 First aid kit
  - [First aid kit contents required for licensed services](#)

### [Health and safety practices - Ministry of Education](#)

- HS2 Emergencies
  - Emergency readiness information, the National Emergency Management Agency: [What's the Plan, Stan?](#)
  - [High rise buildings evacuation plan guidance](#)
  - [Emergency Management Plan Template](#)

- HS7 Hazard management

- [List of Potential Hazards](#)

#### [Management and administration - Ministry of Education](#)

- MA1 Statement of operation

- [Isola pre-entry playgroup philosophy](#) [example]
- [Playgroup aims and information example 1](#)
- [Playgroup aims and information example 2](#)
- [Playgroup aims and information example 3](#)

- MA2 Parent involvement

- [Playgroup meeting minutes template \(June 2025\).docx](#)

- MA3 Group supervision

- [Pipsqueak playgroup roster, Term 4 \[example\]](#)
- [Pipsqueak job description \[example\]](#)

- MA4 Information shared

- [Playgroup accounts workbook \[Template\]](#)
- [Playgroup accounts record \[Template simple - excel\]](#)
- [Playgroup accounts template \[Template simple – word\]](#)

- MA5 Enrolment records

- [Daily attendance record \[template\]](#)
- [Enrolment form \[template\]](#)

#### [Supporting information](#)

- [Supporting the children on session](#)

This page explains how adults can support children's learning through play in a playgroup by participating in their activities, asking open-ended questions, offering positive feedback, and more - a helpful resource when engaging with children at the playgroup.

- [Characteristics of infants, toddlers and young children](#)

This page discusses the developmental stages of infants, toddlers, and young children in a playgroup setting. It emphasizes the importance of sensory exploration and safe, stimulating environments for infants, with activities that promote physical and cognitive development.

- [Tessa learns about physics](#)

This page describes a child's learning process through play.

# Appendix 1

## Annual Tasks for Playgroup

Task	Action	Date Open	Deadline
Operational Funding	For 1 January to 30 June period. Apply via the <a href="#">Education Resourcing System</a> . Funding request is created by playgroup Administrator, who must then advise the playgroup Approver to approve and submit application. If there are any changes to these roles request an ESL61 from your Ministry of Education Advisor.	1 January	31 May
Special Grant Funding	For 1 January to 30 June period. Request an application form from your Ministry of Education Advisor.	1 January	31 May
Annual Playgroup funding report	For the 1 July to 30 June period. This will be emailed to you in June for completion. An annual playgroup funding report is required before a playgroup can receive more funding in the next financial year.	June	20 July
Annual Survey	Details including age, gender and ethnicity of children attending for the month of June. An email will be sent from our National Office requesting you complete this.	June	31 August
Operational Funding	For 1 July to 31 December period. Apply via the <a href="#">Education Resourcing System</a> . Funding request is created by playgroup Administrator, who must then advise the playgroup Approver to approve and submit application. If there are any changes to these roles request an ESL61 from your Ministry of Education Advisor.	1 July	30 November
Special Grant Funding	For 1 July to 31 December period. Request an application form from your Ministry of Education Advisor.	1 July	30 November
Recertification	Demonstrate you meet the Playgroup Criteria to gain recertification. This is required to be eligible to apply for any Ministry funding.	Every three years	



**Te Tāhuhu o  
te Mātauranga**  
Ministry of Education

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He mea tārai e mātou te mātauranga  
kia rangatira ai, kia mana taurite ai ōna huanga.

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equitable and excellent outcomes.

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