



Report: Proposed changes to licensing criteria and consultation approach

To:	Hon David Seymour, Associate Minister of Education		
Cc:	Choose an item.		
Date:	23/05/2025	Deadline:	30/05/2025
Security Level:	In-Confidence	Priority:	High
From:	Stephanie Ramirez General Manager, Network and Regulatory	Phone:	9(2)(a)
Drafter:	Kristel Ashton	METIS No:	1346355

Why are we sending this to you?

- This paper summarises proposed changes to the licensing criteria, which follows on from recommendation 9 of the Ministry for Regulation's (MfR) Regulatory Review of Early Childhood Education (the Review). It also provides you with the draft discussion document, and sets out our intended consultation approach.

What action do we need, by when?

- We're seeking your agreement to consult on proposed changes to licensing criteria for centre-based, home-based and hospital-based services.
- We're asking you to note the attached draft discussion document (Annex 1), and to confirm the text for the Foreword.
- We're seeking your agreement to a five-week consultation period, from 19 June to 24 July.
- Please return the signed paper by Friday 30 May 2025.

Key facts, issues and questions

- We intend to consult on proposed changes to licensing criteria for centre-based, home-based and hospital-based services. A discussion document (Annex 1) and an online survey will assist with consultation.
- This consultation will cover licensing criteria for three of four standards. Any changes to curriculum licensing criteria will require a separate consultation, following the Minister of Education's agreement.

Alignment with Government priorities

1. The review of the licensing criteria aligns with the Government's focus on improving the quality of government regulation.

Background

2. As the Minister responsible for early childhood education, you can prescribe licensing criteria for early childhood services.¹ Before prescribing or amending criteria, you are required to consult with organisations you consider appear to be substantially affected by the Education (Early Childhood Services) Regulations 2008 (Regulations).
3. In April, we advised you of our intention to consult, on your behalf, on the proposed changes to licensing criteria for centre-based, home-based and hospital-based services [METIS 1346354 refers]. We also advised that we'd encourage participation by publishing a discussion document and online survey. We'll also accept written submissions.
4. As part of the Review, MfR recommended specific actions across the 98 licensing criteria for centre-based services. This has provided the starting point for the proposed changes, as set out in the discussion document.
5. The first round of consultation for proposed changes to licensing criteria relate to the Premises and Facilities; Health and Safety Practices; and Governance, Management and Administration standards.²
6. As discussed with your office, we'll start work on proposed changes to curriculum licensing criteria after receiving the agreement from the Minister of Education, Hon Erica Stanford.³
7. Subject to discussions with the Kōhanga Reo National Trust Board, we are likely to review Kōhanga Reo licensing criteria in the coming months. This would include consulting on any proposed changes to the Kōhanga Reo licensing criteria.
8. This paper seeks your agreement to consult on the proposed licensing criteria changes and to the intended consultation approach, including the discussion document.

Developing the proposed changes to licensing criteria

9. MfR's individual recommendations for the licensing criteria for centre-based services were the starting point for our review. We carried out an impact analysis for each specific recommendation and used this to inform the proposed changes.
10. In most cases, we agreed with MfR's individual recommendations. When there was some disagreement, we socialised our proposals with MfR. Generally, this led to joint agreement to our alternative proposals.

¹ Section 636 of the Education and Training Act 2020 and regulation 41(1) of the Education (Early Childhood Services) Regulations 2008.

² These groups are linked to the minimum standards contained in regulations 46, 45, and 47 of the Regulations, respectively

³ Curriculum licensing criteria is linked to the minimum standard contained in regulation 43 of the Regulations.

11. Overall, our review resulted in proposed changes to 60 out of 85 licensing criteria in scope for this consultation. This includes a reduction of 19 criteria. By comparison, MfR's recommended actions saw a reduction of 21 criteria (details in Annex 2). Any subsequent changes to the 13 curriculum licensing criteria will be in addition to these changes.
12. We've proposed to retain criterion PF10 (art sink) and amend criterion PF23 (adult toilet) to align with advice from Health New Zealand and the Ministry of Business, Employment, Innovation and Employment. While this does not reflect MfR's original recommended actions, they agree with this approach.(details in Annex 2).
13. We worked with other relevant agencies (listed in Annex 3) to check whether there were any issues with any criteria changes we considered. For example, if a suggested change was likely to increase health and safety risks.
14. The reduction in the number of licensing criteria is significant. The proposed changes seek to provide services with more flexibility to comply with regulatory standards and reduce compliance burdens, while continuing to mitigate any potential risks to children's health and safety. For example, by removing criterion PF24, services with a hot water cylinder can use other methods to mitigate risks associated with hot water and legionella, as required by licensing criteria HS13 and HS14.

Proposed criteria changes and discussion document

15. The draft discussion document: *Modernising Early Childhood Education in Aotearoa New Zealand. Consultation on proposed changes to the Licensing Criteria for Early Childhood and Education Care Services 2008 (the discussion document)* is attached as Annex 1.
16. The discussion document sets out proposed changes to 60 licensing criteria relating to Premises and Facilities; Health and Safety Practices; and Governance, Management and Administration standards (see sections 2-4).
17. We propose offering similar changes to licensing criteria for home-based and hospital-based services where their criteria are substantially similar to centre-based services.
18. The discussion document is deliberately framed to encourage feedback. For each criterion the document includes:
 - the current criterion wording,
 - MfR's recommended action,
 - our recommended action following analysis,
 - the proposed revised criterion and associated documentation requirements for consultation,
 - our rationale for the proposed changes, and
 - indicative feedback questions.
19. We're seeking your agreement to consult on the full list of proposed changes to the licensing criteria, as set out in the discussion document (Annex 1) and summarised in Table 1 (also see Annex 4 for a summary of proposed changes for centre-based licensing criteria).
20. We're currently finalising the discussion document for publication. We expect to make minor editorial changes before publishing it online. We're also seeking your approval for the Foreword, at the start of the discussion document.

Proposed consultation approach

21. We intend to consult on the proposed options for the licensing criteria for five weeks, between 19 June and 24 July.
22. The discussion document, survey, and background information will be made available on the Ministry of Education *Have Your Say* website from 19 June. There will also be an opportunity for people to submit feedback via a dedicated email address.
23. There are two ways people can provide feedback. They can complete an online survey or send a written submission. The survey will include questions about how the proposed changes could impact licensed centre-based, home-based and hospital-based services. For example, in relation to health and safety, ease of implementation and compliance burden, parent and whānau needs, and quality of education and care. Respondents will also be able to provide text comments.
24. We'll analyse the survey responses and submissions, with the results informing the development of final proposals for amended licensing criteria for centre-based, home-based and hospital-based services.

Risks

25. It's difficult to predict the amount of feedback we'll receive and it's possible that we'll receive a substantially larger amount of feedback than anticipated. To mitigate this, we're identifying additional resource to support the project.
26. If feedback from the consultation leads to final proposals that differ significantly from those in the current consultation document, we may need to do an additional round of consultation.
27. We'll continue to monitor risks and provide updates as needed.

Next Steps

28. If you agree to the consultation approach outlined in this paper, consultation will go live on 19 June.
29. If you require further work on any of the changes proposed in the discussion document (Annex 1), we'll revise these and provide your office with an update.
30. After consultation closes, we'll:
 - undertake a robust analysis of the feedback provided by participants. This will inform advice to you on amended licensing criteria.
 - refine the options consulted on, where necessary, and begin drafting changes to the licensing criteria. We'll provide these to you for approval to draft the new licensing criteria, with a view to gazetting changes by 30 September.

Annexes

The following are annexed to this paper:

Annex 1: Discussion Document.

Annex 2: Comparison of MfR's recommended actions and proposed changes for consultation.

Annex 3: List of government agencies we have engaged with.

Annex 4: Summary of proposed changes for centre-based licensing criteria.



Recommended Actions

The Ministry of Education recommends you:

- a. **agree** to consult on proposed changes to licensing criteria between 19 June and 24 July 2025

Agree / Disagree

- b. **consult** on the following changes to licensing criteria for centre-based services

Table 1: Summary of proposed changes for centre-based licensing criteria

Licensing criterion	Proposed action	Decision
Health and Safety		
HS1 Premises and contents are safe and hygienic	amend	Agree / Disagree
HS2 Laundering	amend	Agree / Disagree
HS5 Safe assembly areas	merge	Agree / Disagree
HS6 Securing furniture	merge	Agree / Disagree
HS7 Emergency plan and supplies	amend	Agree / Disagree
HS8 Emergency drills	amend	Agree / Disagree
HS9 Sleep and monitoring	amend	Agree / Disagree
HS10 Sleep and furniture spacing	merge	Agree / Disagree
HS11 Storage of sleep furniture and bedding	merge	Agree / Disagree
HS12 Hazard and risk management	amend	Agree / Disagree
HS14 Hot water cylinder temperature	amend	Agree / Disagree
HS16 Animals	amend	Agree / Disagree
HS17 Excursions	amend	Agree / Disagree
HS19 Food and nutrition	amend	Agree / Disagree
HS20 Food hygiene	merge	Agree / Disagree
HS21 Drinking water	merge	Agree / Disagree
HS22 Supervision while eating	amend	Agree / Disagree
HS24 Room temperature	amend	Agree / Disagree

HS25 First aid qualifications	amend	Agree / Disagree
HS28 Medicine administration	amend	Agree / Disagree
HS29 Medicine training	amend	Agree / Disagree
HS31 Child protection	amend	Agree / Disagree
HS34 Incident notification to the Ministry of Education	amend	Agree / Disagree

Premises and Facilities

PF1 Design and layout of premises	amend	Agree / Disagree
PF2 Premises support effective supervision	merge	Agree / Disagree
PF4 Variety of equipment	amend	Agree / Disagree
PF9 Adult workspace	amend	Agree / Disagree
PF12 Lighting, ventilation, heating and acoustic materials	amend	Agree / Disagree
PF13 Outdoor activity space	amend	Agree / Disagree
PF14 Infant toddler safe space	amend	Agree / Disagree
PF16 Kitchen facilities	amend	Agree / Disagree
PF18 Toilets	amend	Agree / Disagree
PF19 Handwashing facilities ratio	amend	Agree / Disagree
PF20 Toilet and handwashing facilities	merge	Agree / Disagree
PF21 Hand drying facilities	merge	Agree / Disagree
PF22 Toilet privacy	merge	Agree / Disagree
PF23 Adult toilet	amend	Agree / Disagree
PF24 Temperature valve	remove	Agree / Disagree
PF28 First aid kit	amend	Agree / Disagree
PF29 Design of sleep provisions	merge	Agree / Disagree
PF30 Mattress coverings	amend	Agree / Disagree
PF31 Bedding	merge	Agree / Disagree
PF32 Sessional services only: over 2 sleep space	amend	Agree / Disagree
PF33 All-day services only: over 2 sleep space	amend	Agree / Disagree
PF34 All-day services only: over 2 sleep provisions	merge	Agree / Disagree

PF35 Sessional services only: under 2 sleep space	amend	Agree / Disagree
PF36 Sessional services only: over 2 cot:child ratio	merge	Agree / Disagree
PF37 All-day services: under 2 sleep space	amend	Agree / Disagree
PF38 All-day services: under 2 child:cot ration	merge	Agree / Disagree

Governance, management and administration

GMA1 Display of information	amend	Agree / Disagree
GMA2 Parent access to information	amend	Agree / Disagree
GMA3 Information provided to parents	merge	Agree / Disagree
GMA4 Parent involvement	amend	Agree / Disagree
GMA5 Philosophy statement	remove	Agree / Disagree
GMA6 Self-review and internal evaluation	amend	Agree / Disagree
GMA7 Human resource management	remove	Agree / Disagree
GMA8 Annual plan	amend	Agree / Disagree
GMA9 Annual budget	amend	Agree / Disagree
GMA10 Enrolment records	amend	Agree / Disagree
GMA11 Attendance records	merge	Agree / Disagree

- c. **agree** that consultation will include proposed changes to corresponding licensing criteria for home-based services and hospital-based services

Agree / Disagree

- d. **note** we will follow up with you on any further work needed on any criterion that you have not agreed to consult on, including corresponding changes for home-based and hospital-based licensing criteria

Noted

- e. **note** the attached discussion document (Annex 1) provides details of proposed changes to licensing criteria, including removing, merging or amending 60 licensing criteria for centre-based early learning services, and corresponding changes for home-based and hospital-based services

Noted

- f. **note** there may be minor editorial changes to the draft discussion document before publication and we will inform you if there are any substantive changes

Noted

- g. **note** people can provide feedback on the proposed changes in an online survey, or by providing a written submission

Noted

- h. **approve** the Foreword in the discussion document

Agree / Disagree

- i. **note** subject to your agreement and approval to recommendations a, c and h, the discussion document, survey, and background information will be available on the Ministry of Education *Have Your Say* website from 19 June

Noted

- j. **note** consultation on proposed changes to the curriculum-related licensing criteria will take place separately

Noted

Proactive Release:

- k. **agree** that the Ministry of Education release this paper once it has been considered by you with any information needing to be withheld done so in line with the provisions of the Official Information Act 1982.

Agree / Disagree


Stephanie Ramirez
General Manager
Network and Regulatory
Te Pae Aronui


Hon David Seymour
Associate Minister of Education

23/05/2025_____

16/25



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

Annex 1: Draft discussion document



1848_230525_Consumption DD - ELCES - 2 1848_230525_Consumption DD - ELCES - 2

Annex 2: MfR's recommended actions for centre-based services and proposed changes for consultation (excluding curriculum licensing criteria)

MfR recommendations		Proposed options ⁴
Remove / remove and put into guidance materials	10	3
Merge with other licensing criteria	11	16
Total reduction	21/85 (25%)	19/85 (22%)
Amend licensing criteria	40	41
Retain	24	25
Total remaining criteria	64/85	66/85

31. Initially, MfR recommended removing criteria PF10 (art sink) and PF23 (adult toilet) for centre-based services. After discussing these changes with other relevant agencies, MfR agreed to retain PF10 and amend PF23.
32. For example, we were advised that body washing, and kitchen facilities mustn't be used for art preparation or clean-up due to a high risk of cross-contamination.
33. Similarly, not all licensed early learning services are covered by the Building Act and associated requirements. This means that in some circumstances, services may not need an adult toilet to comply with the Building Act. We also engaged with MBIE, who advised that the requirement to have an adult toilet is not something that would always be considered by them. Based on this feedback, we propose amending criterion PF23 partly on the basis that it isn't appropriate for adults to use children's toilets.
34. Where it was beneficial to retain aspects of licensing criteria MfR recommended removing, in most cases we merged these aspects with other criteria.

⁴ Note, doesn't include curriculum criteria.

Annex 3: List of agencies and organisations engaged with

In preparing the information in the discussion document and the options for consultation we have engaged with the following agencies:

- Department of Internal Affairs | Te Tari Taiwhenua
- Fire Emergency New Zealand | Whakaratonga Iwi
- Health New Zealand | Te Whatu Ora
- Ministry of Business, Innovation and Employment | Hikina Whakatutuki
- Ministry for Regulation | Te Manatū Waeture
- Ministry of Health | Manatū Hauora
- Ministry of Primary Industries | Manatū Ahu Matua
- Water Services Authority | Taumata Arowai
- WorkSafe | Mahi Haumaru

Annex 4: Summary of proposed changes for centre-based licensing criteria

The following table summarises the proposed licensing criteria for centre-based services that we intend to consult on. It's also intended that these proposed changes will apply to home-based, and hospital-based early learning services. Licensing criteria that are being retained or are out of scope are not shown in this table. Additional details including the rationale for change, current licensing criteria wording, and MfR's recommended actions are available in the discussion document.

Licensing Criterion	Discussion Document Section	Proposed Action	Proposed criteria for consultation ⁵
HEALTH AND SAFETY			
HS1 HS11	2.3.1	amend merge	Premises and contents are safe and hygienic / Storage of sleep furniture and bedding # Premises, furniture, furnishings, fittings, equipment, materials, and sleeping items (such as mattresses, and bedding) are kept safe, clean, well-maintained, and hygienically stored when not in use.
HS2	2.3.2	amend	Laundering Linen used by children or adults is hygienically laundered off-site or on-site.

⁵ Note, the criteria headings, in the table, reflect those in the discussion document and don't match current licensing criteria headings.

HS5 HS7	2.3.3	merge amend	Safe assembly areas / Emergency plan and supplies There is a written emergency plan and supplies to ensure the care and safety of children and adults at the service. The plan must include evacuation procedures that are specific to the service's premises and the types of emergencies that are relevant to its location and context. These procedures are consistent with the buildings fire evacuation scheme.
HS6 HS12	2.3.4	merge amend	Securing furniture/Hazard and risk management A risk assessment and management system (RAMS) is in place that ensures: 1) On every day of operation equipment, premises and facilities are checked for hazards to children These include but are not limited to: • cleaning agents, medicines, poisons and other hazardous materials • electrical sockets and appliances • hazards present in kitchen or laundry facilities • vandalism, dangerous objects, and foreign materials • the condition and placement of learning, play and other equipment • windows and other areas of glass • poisonous plants • bodies of water; and • heavy furniture, fixtures and equipment that could fall or topple and cause serious injury or damage are secured. 2) Hazards are eliminated, isolated or minimised.

			3) Accident/incident records are analysed to identify recurring and emerging hazards and appropriate action is taken
HS8	2.3.5	amend	Emergency drills There is a written emergency plan and supplies to ensure the care and safety of children and adults at the service. The plan must include evacuation procedures that are specific to the service's premises and the types of emergencies that are relevant to its location and context. These procedures are consistent with the buildings fire evacuation scheme Adults providing education and care are familiar with relevant emergency drills and carry out each type of drill with children (as appropriate) on an, at least, 4-monthly basis. Documentation required (written or digital) A record of the emergency drills carried out and evidence of how evaluation of the drills has informed the annual review of the service's emergency plan.
HS9	2.3.6	amend	Sleep monitoring A procedure for monitoring children's sleep is displayed and implemented and a record of children's sleep times is kept. Documentation required (written or digital) A procedure for monitoring children's sleep. The procedure includes steps to ensure that children: • do not have access to food or liquids while in bed; and • are checked for warmth, breathing, and general well-being at least every 10-15 minutes, or more frequently according to individual needs.

			a record of the time each child attending the service sleeps, and checks made by adults during that time.
HS10	2.4.13	merge	(see PF29)
HS14	2.3.7	amend	Hot water cylinder temperature Water stored in any hot water cylinder is kept at a temperature of at least 60°C. Any malfunctioning hot water cylinder is inspected and repaired as necessary.
HS16	2.3.8	amend	Animals Safe and hygienic practices are implemented with regard to any animals at the service (such as thorough handwashing after handling animals and ensuring animals can be kept separate from food preparation/eating spaces). All animals are able to be restrained if they pose a risk to children.
HS17	2.3.9	amend	Excursions Whenever children leave the premises on an excursion: - a risk assessment and management process (RAMS) is undertaken, and adult:child ratios are determined accordingly. Ratios are not less than the required adult:child ratio - first aid requirements in criterion HS25 are met in relation to those children and any children remaining at the premises - parents have given prior written approval to their child's participation and of the proposed ratio, location and method of travel for:

			◦ regular excursions at the time of enrolment and ◦ special excursions prior to the excursion taking place • communication systems are in place so that people know where the children are, and adults can communicate with others as necessary; and • the Person Responsible approves all excursions (Regular and special) before they take place. Documentation required (written or digital) A record of excursions that includes: • the names of all adults and children involved • the time and date of the excursion • adult:child ratios • the location and method of travel • completed risk assessment and management process (RAMS) • evidence of parental permission and approval of adult:child ratios, location and method of travel for regular and special excursions; and • the signature of the person responsible giving approval for the excursion to take place.
HS19 HS21	2.3.10	amend merge	Food and nutrition / Availability of drinking water An ample supply of water that is fit to drink is available to children at all times, and older children are able to access this water independently.

			Food is served at appropriate times to meet the nutritional needs of each child while they are attending. Where food is provided by the service, it is of sufficient variety, quantity and quality to meet the nutritional and developmental needs of each child. Where food is provided by parents, the service encourages and promotes healthy eating guidelines. Documentation required (written or digital) A record of all food served during the service's hours of operation (excluding food provided by parents for their own children). Records show the type of food provided and are available for inspection for 3 months after the food is served.
HS20	2.4.7	merge	(see PF16)
HS22	2.3.11	amend	Supervision while eating Children are supervised and are seated while eating. A supervising adult must be in close proximity to children (but is not required to be seated) and know how to respond if a child is choking or has an adverse reaction. Where food is provided by the service, foods that pose a high choking risk are not to be served unless prepared in accordance with best practice as set out in Ministry of Health's guide: Reducing food-related choking for babies and young children at early learning services. Reducing food-related choking for babies and young children at early learning services – Ministry of Health

			Where food is provided by parents, the service promotes best practices as set out in the Ministry of Health's guide and must inform all parents at the time of enrolment how to access a copy of the guide: Reducing food-related choking for babies and young children at early learning services. <i>[link to pdf - see discussion document]</i>
HS24	2.3.12	amend	Room temperature Maintain a comfortable temperature in rooms used by children (no lower than 18°C at 500mm above the floor), allowing for fluctuating temperatures for brief periods.
HS25	2.3.13	amend	First Aid qualifications There is an adult present at all times for every 25 children attending (or part thereof) that: • holds a current first aid qualification gained from a New Zealand Qualification Authority accredited first aid training provider; or • is a registered medical practitioner, nurse or midwife with a current practising certificate; or • is a qualified ambulance officer or paramedic. In the case of an emergency, such as those described in HS27, the required ratio of first aid-qualified adults may be temporarily reduced to 1 adult for every 50 children for the duration of that situation. If a child is injured, any required first aid is administered or supervised by an adult meeting these requirements Documentation required: Copies of current first aid (or medical practising) certificates for adults counting towards this requirement.

HS28	2.3.14	amend	Medicine administration Medicine (prescription and non-prescription) is not given to a child unless it is given: • by a doctor or ambulance personnel in an emergency or • by the parent of the child or • with the written authority (appropriate to the category of medicine) of a parent. Before an adult at the service administers medication, the person must check the medication, dosage and time reflects the parent's authorisation. Medicines are stored safely and appropriately, and are disposed of, or sent home with a parent (if supplied in relation to a specific child) after the specified time. Documentation required (written or digital) 1. A record of the written authority from parents for the administration of medicine in accordance with the requirement for the category of medicine outlined in Appendix 3. Appendix 3: Categories of medicine for criterion HS28 <i>[link in discussion document]</i> 2. A record of all medicine (prescription and non-prescription) given to children attending the service. Records include: • child's full name • name and amount of medicine given, • date and time medicine was administered and by whom; and • evidence of parental acknowledgement. Appendix
HS29	2.3.15	amend	Medicine administration training

			Adults responsible for administering medicine to children (other than their own) are provided with the necessary information, training, or instruction to do so safely and effectively. This may be from the child's parent or whānau, or a health professional, as appropriate.
HS31	2.3.16	amend	Child protection A written child protection policy and procedure is implemented that meets the requirements of the Children's Act 2014. The policy and procedure contain provisions for; • the identification and reporting of child abuse and neglect • information about how the service will keep children safe from abuse and neglect • how the service will respond to suspected child abuse and neglect. The policy and procedure must be reviewed every 3 years to assess how well it has supported or would support the service's response to child abuse and neglect. Documentation required 1. A written child protection policy that contains: • provisions for the service's identification and reporting of child abuse and neglect • information about the practices the service employs to keep children safe from abuse and neglect and • information about how the service will respond to suspected child abuse and neglect. 2. A procedure that sets out how the service will identify and respond to suspected child abuse and/or neglect.

			3. Evidence the service has reviewed the policy and procedure every three years. As part of the review, the service must evaluate how well the policy and procedure works using at least one example of either: • how well it has supported the service to respond, or • how well it would support the service to respond using a hypothetical scenario
HS34	2.3.17	amend	Response to serious injury, illness or incidents 1. The Ministry of Education must be notified at the same time as any specified agencies when there is a serious injury, illness, or incident involving a child while at the service 2. The Ministry must also be notified as soon as possible if the service's child protection policy requires a notification to any agency (such as Oranga Tamariki or Police) relating to a child while attending the service. 3. The Ministry of Education must also be notified as soon as possible of the following incidents: • A child leaves the premises without the knowledge of an adult, regardless of the duration. • A child is locked inside the premises after operating hours. • A child is taken from the service by someone not authorised in writing to do so. • A child is left behind or goes missing during an excursion. Documentation required (written or digital) A copy of the notification sent to any specified agency and summary of any notification or report of concern sent to Oranga Tamariki or NZ Police. Where applicable, a copy of the service's investigation into the incident, including recorded outcomes and any supporting documentation.

PREMISES AND FACILITIES			
PF1 PF2	2.4.1	amend merge	Design and layout of premises / Premises support effective supervision The design and layout of the premises: • support the provision of different types of indoor and outdoor experiences • support effective adult supervision so that children's access to the licensed space (indoor and outdoor) is not unnecessarily limited; and • include quiet spaces, areas for physically active play, and space for a range of individual and group learning experiences appropriate to the number, ages, and abilities of children attending.
PF4	2.4.2	amend	Variety of equipment A sufficient quantity and range of indoor and outdoor furniture, equipment, and materials is provided to ensure children have timely access to appropriate learning challenges, experiences, and opportunities that support their developmental stages, abilities, and current and emerging interests.
PF9	2.4.3	amend	Adult workspace ✱ There is space (where children are not present) for adults working at the service to: • use for planned breaks • meet privately with parents and colleagues • store curriculum support materials; and • assess, plan and evaluate.

PF12	2.4.4	amend	Lighting, ventilation, temperature and noise Parts of the building or buildings used by children have: • lighting (natural or artificial) that is appropriate to the activities offered or purpose of each room • ventilation (natural or mechanical) that allows sufficient fresh air to circulate (particularly in sanitary and sleep areas) • safe and effective means of maintaining a comfortable room temperature; and • acoustic absorption materials, if necessary, to reduce noise levels that may negatively affect children's learning or wellbeing.
PF13	2.4.5	amend	Outdoor activity space Outdoor activity space is: • connected to the indoor activity space so that children can access it safely and easily (limiting outdoor access may be appropriate at times). • safe, well-drained, and suitably surfaced for a variety of activities • enclosed by structures and/or fences and gates designed to ensure that children are not able to leave the premises without the knowledge of adults providing education and care • not unduly restricted by Resource Consent conditions with regards to its use by the service to provide for outdoor experiences; and • available for the exclusive use of the service during hours of operation.
PF14	2.4.6	amend	Infant toddler safe space

			<i>Applies only to services licensed for under 2-year-olds</i> There are safe and comfortable (indoor and outdoor) spaces for infants, toddlers or children not walking to lie, roll, creep, crawl, pull themselves up, learn to walk and to be protected from more mobile children. This does not prohibit infants and toddlers from moving throughout the premises, or learning alongside older children.
HS20 PF16	2.4.7	merge amend	Food hygiene / Kitchen facilities Services not subject to National Programme 2 (NP2) under the Food Act 2014. (Services subject to NP2 are deemed to meet this requirement through their NP2 registration) * Services ensure that facilities used to prepare, serve, and store food and drink are hygienic and suitable for purpose. These facilities must include: • a means of keeping perishable food at or below 5°C • a means of keeping all foods protected from pests • a means of cooking and/or heating food to safe temperatures • a means of hygienically washing dishes • a sink connected to a hot water supply • adequate and suitable storage for food, utensils, and equipment; and • food preparation surfaces that are easily maintained in a hygienic condition.
PF18 PF20 PF22	2.4.8	amend merge merge	Toilets / toilet and handwashing facilities / toilet privacy The service has at least 1 toilet for every 1 to 15 persons. Persons are defined as children aged 2 and older and adults that count towards the minimum adult:child ratio requirements.

			# Toilets intended for use by children or adults must be adequately separated from areas used for play or where food is prepared, to help minimise the spread of infection. #Toilets intended for use by children must be easy and safe for them to reach and use on their own, without needing help from an adult. At least one of these toilets must be designed to provide a sense of privacy
PF19 PF20 PF21	2.4.9	amend merge merge	Handwashing facilities ratio / Toilet and handwashing facilities / Hand drying facilities There is at least 1 tap delivering warm water (over an individual or shared handbasin) for every 15 persons. Persons are defined as children attending and adults counting towards minimum adult:child ratio requirements). #Appropriate handwashing / drying facilities are provided (for both adults and children) that minimises the spread of infection. • These facilities are safe and easy to access after using the toilet and are kept separate from play areas and places where food is prepared or served. • children capable of using the toilet independently have handwashing/drying facilities that can be used safely without adult help.
PF23	2.4.10	amend	Adult toilet and handwashing / drying facilities * There is a toilet and handwashing/ drying facilities suitable for adults to use that minimises the spread of infection.

PF24	2.4.13	remove	Tempering valve [not applicable]
PF28	2.4.12	amend	First Aid kit 1) There is a first aid kit that is: • sufficient for the number of children at the service • is easily recognisable and readily accessible to adults; and • is inaccessible to children. 2) There is a system for reviewing the first aid kit so that it stays well-stocked and that any used or expired items are promptly replenished or replaced.
PF29 HS10	2.4.13	amend merge	Design of sleep provisions / Sleep furniture spacing # Furniture and items intended for children to sleep on (such as cots, beds, stretchers or mattresses): • are of a size that allows children using them to lie flat • are designed to support their safety and are arranged and spaced to enable: • adults to have clear access to at least one side (the length, not the width) • sufficient air movement to minimise the risk of spreading illness in the area surrounding each child. • children to sit or stand safely as they wake
PF30	2.4.14	amend	Mattress coverings / Bedding

PF31		merge	Clean individual bedding (such as blankets, sheets, sleeping bags, and pillowcases) is provided to ensure that children have adequate warmth while sleeping or resting. # Furniture and sleeping items (such as cots, beds, stretchers or mattresses) that will be used by more than one child over time are securely covered with or made of a non-porous material (that is, a material that does not allow liquid to pass through it) that: • Protects the item from becoming soiled • Allows for easy cleaning (or is disposable); and • Does not present a suffocation hazard to children
PF32	2.4.15	amend	Over 2 sleep space <i>Sessional services only</i> Children aged 2 and older have a safe and comfortable place to sleep or rest, if necessary, like a bed, stretcher, or mattress.
PF33 PF34	2.4.16	amend merge	Over 2 sleep <i>All-day services only</i> Furniture or items intended for children to sleep on (such as beds, stretchers, or mattresses) are available for children aged 2 and older to sleep or rest. Space is provided for children aged 2 and older to sleep or rest for a reasonable period each day. If the sleep or rest area is part of the activity space, alternative activity spaces are available for other children who are not sleeping or resting.
PF35 PF36	2.4.17	amend merge	Under 2 sleep space <i>Sessional services only</i>

			1. A designated area is available to enable restful sleep for children under the age of 2 at any time they are attending. This space is designed and located to: • minimise fluctuations in temperature, noise and lighting levels; and • allow adequate supervision 2. Provide furniture or items for sleeping (such as cots, beds, stretchers or mattresses) at a ratio of at least 1 to every 5 children under the age of 2.
PF37 PF38	2.4.18	amend merge	Under 2 sleep space <i>All-day services only</i> 1. A designated area is available to enable restful sleep for children under the age of 2 at any time they are attending. This space is designed and located to: • minimise fluctuations in temperature, noise and lighting levels; and • allow adequate supervision 2. Provide furniture or items for sleeping (such as cots, beds, stretchers, or mattresses) at a ratio of at least 1 for every 2 children under the age of 2.
Governance, Management and Administration			
GMA1	2.5.1	amend	Display of information The following are prominently displayed at the service: • the service's current licence certificate

			the name and contact details of a person who parents, whānau and visitors can contact for questions about the service and/or to make a complaint about the service's operation.
GMA2 GMA3	2.5.2	amend merge	Access to information / provision of information Parents and whānau are provided with information on how to access the following, in either digital or hard copy format: - the Education (Early Childhood Services) Regulations 2008, - the Licensing Criteria for early learning and Care Centres 2008 - information about any changes to the service's licence status - the most recent Education Review Office report regarding the service - the full names and qualifications of each person counting towards regulated qualification requirements - the service's procedure for parents and whānau to follow if they wish to make a complaint about the service. The procedure should include details on who to contact and the contact information for the local Ministry of Education office. - information concerning their child - any fees charged by the service how they can be involved in the service - the service's operational documents - any planned reviews and consultation and - the amount and details of the expenditure of any Ministry of Education funding received by the service

GMA4	2.5.3	amend	Opportunities to review There is evidence in either digital or hard copy format that parents and whānau of children attending the service and adults providing education and care have been provided with opportunities to contribute to the development and review of the service's operational documents.
GMA5	2.5.4	remove	Philosophy statement <i>[not applicable]</i>
GMA6	2.5.5	amend	Operational review There is an ongoing review process that supports the service to maintain and implement operational policies and practices. Proposed documentation required: (hard copy or digital) A process for reviewing the service's delivery of operational policies and practices. The process is consistent with criterion GMA4 [link] Recorded outcomes from review process
GMA7	2.5.6	remove	Human resource management <i>[not applicable]</i>
GMA8	2.5.7	amend	Annual plan An annual plan guides the service's operation.

			Note: this criterion only applies in respect of the Secretary's assessment of probationary applications where the applicant does not hold a current licence and applications to amend a licence where the different legal entity does not hold a current licence. <i>Proposed documentation required:</i> An annual plan identifying 'who', 'what', and 'when' in relation to key tasks the service intends to undertake each year.
GMA9	2.5.8	amend	Annual budget An annual budget guides financial expenditure. Note: this criterion only applies in respect of the Secretary's assessment of probationary applications where the applicant does not hold a current licence and applications to amend a licence where the different legal entity does not hold a current licence. <i>Proposed documentation required:</i> An annual budget setting out the service's estimated revenue and expenses for the year. The budget includes at least: • staffing costs, including leave entitlements • professional development costs • equipment and material costs for the ongoing purchase of new equipment and consumable materials and • provision for operational costs (such as electricity, telephone, food purchases and other day-to-day items) and maintenance of the premises as appropriate.
GMA10	2.5.9	amend	Enrolment and attendance records / Attendance record

GMA11		merge	Enrolment and attendance records are maintained for each child attending. Records are kept for at least 7 years. Proposed documentation required: Enrolment and attendance records for each child currently attending and for those who have attended in the previous 7 years. Records meet all the requirements of the early learning Funding Handbook.
-------	--	-------	--