



Licensing Criteria for Home-based Education & Care Services 2008

and Early Childhood Education Curriculum Framework

As amended 20 April 2026



Published by Ministry of Education, New Zealand
April 2026

Te Tāhuhu o te Mātauranga | Ministry of Education
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This is an update to Licensing Criteria for Home-Based Education and Care Services published in 2018. Changes reflect April 2026 amendments to the licensing criteria for home-based education and care services.

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ISBN: 978-1-75991-361-2 (online)

Introduction

This booklet contains the *Licensing Criteria for Home-based Education and Care Services 2008*, and the *Early Childhood Education Curriculum Framework* (on the inside back cover). These two documents form part of the regulatory framework for Early Childhood Education (ECE).

The licensing criteria are secondary legislation prescribed by the Minister of Education. The criteria are used by the Secretary for Education to assess compliance with regulated standards of education and care. There are no criteria associated with the *Qualifications, ratios, and service size standard*, as compliance with this standard is linked to schedules contained in the Education (Early Childhood Services) Regulations 2008. ECE services must meet the licensing criteria as well as the other regulatory requirements contained in the regulations in order to gain and maintain a licence to operate. The criteria should therefore be read in conjunction with the *Education (Early Childhood Services) Regulations 2008*.

The curriculum framework is prescribed by the Minister of Education. It formalises Government's expectations and guides all curricula and programmes across the early childhood education sector.

Te Whāriki: He whāriki mātauranga mō ngā mokopuna o Aotearoa *Early childhood curriculum (Te Whāriki)* is Aotearoa New Zealand's bicultural national curriculum document for ECE services.

The prescribed curriculum framework for the Early Learning Sector is in three parts:

- **Te Ara Whānui:** the principles | ngā kaupapa whakahaere, strands, goals and learning outcomes | ngā taumata whakahirahira of Te Whāriki.
- **Te Ara Māori:** a te ao Māori interpretation of the Principles | ngā kaupapa whakahaere, Strands, Goals and Learning Outcomes | ngā taumata whakahirahira of Te Whāriki,
- **Te Whariki a te Kōhanga Reo:** Ngā Kaupapa whakahaere | Ngā taumata whakahirahira me Te Tauira Whāriki (Te Katoa o te Mokopuna) mō Te Kōhanga Reo.

Licensed early learning services (except kōhanga reo) need to decide which pathway to implement: either *Te Ara Whānui* or *Te Ara Māori* (not both). *Te Whāriki a te Kōhanga Reo* is the pathway specifically for kōhanga reo and their curriculum guidance is provided by Te Kōhanga Reo National Trust.

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Title and commencement

1 Title and commencement

These criteria may be cited as the Licensing Criteria for Home-Based Education and Care Services 2008.

These criteria came into force on 1 December 2008. Since then, there have been 11 sets of amendments. These took place on 28 August 2009, 21 July 2011, 21 May 2015, 26 February 2016, 27 May 2016, 25 November 2016, 25 January 2021, 31 August 2021, 1 January 2022, 19 September 2022 and 20 April 2026.

2 Application

These criteria apply to all Home-based Education and Care services as defined in section 10 of the Education and Training Act 2020.

3 Explanatory information

In these criteria:

- (a) a copy of the minimum standard in each regulation is set out, followed by the criteria against which compliance will be assessed;
- (b) any specific documentation requirements to demonstrate compliance with a criterion are set out below the relevant criterion; and
- (c) a flag symbol (👉) indicates a criterion that applies to services which include a home or homes that have children receiving out-of-school care (as defined in the interpretation section) in the home while the licensed home-based ECE service is being provided.

4 Interpretation

For the purpose of these criteria, unless the context indicates otherwise:

- (a) **assessment** means the process of noticing children's learning, recognising its significance, and responding in ways that foster further learning. It includes documenting some, but not necessarily all, of what and how children are learning in order to inform teaching, and make learning visible;
- (b) **coordinator** means the person who has primary responsibility for overseeing the education and care, comfort, and health and safety of the children, and providing professional leadership and support to educators within the service;
- (c) **culture** means the understandings, patterns of behaviour, practices, and values shared by a group of people;
- (d) **educator** means the person with the designated role of providing education and care directly to children in his or her care, and attends to the health and safety of those children;
- (e) **excursion** means –
 - i. being outside the licensed premises whilst receiving education and care from the service; but
 - ii. does not include an excursion for the purposes of emergency evacuations, drills or the receipt of urgent medical attention;

- iii. regular excursion means – excursions that parents have agreed to at the time of their child’s enrolment, that are part of an ongoing planned and consistent routine of education and care; and
- iv. special excursion means – excursions that parents have agreed to prior to the excursion taking place, that are not a regular excursion;
- (f) **medicine** means any substance used for a therapeutic purpose and includes prescription and non prescription preparations having the meaning assigned to these under Schedule;
- (g) **out-of-school care** means the presence of any child during licensed hours who is aged 13 years or younger, who is enrolled at school, and who is counted towards the total number of children that can be present in the home, in line with the requirements set out in section 19 of the Education and Training Act 2020;
- (h) **parent** means –
 - i. the person (or people) responsible for having the role of providing day to day care for the child; and
 - ii. may include a biological or adoptive parent, step-parent, partner of a parent of a child, legal guardian or member of the child’s family, whānau or other culturally recognised family group;
- (i) **policy** means a statement intended to influence and determine decisions, actions, and other matters. Policies are required to be implemented;
- (j) **premises** means a home in which education and care is to be provided, and its associated outdoor space;
- (k) **procedure** means a particular and established way of doing something. Procedures are required to be implemented;
- (l) **process** means a goal-directed, interrelated series of actions, events, procedures, or steps;
- (m) **records** means information or data on a particular subject collected and preserved;
- (n) **regulation** means a regulation under the Education (Early Childhood Services) Regulations 2008;
- (o) **service** means a home-based education and care service;
- (p) **service curriculum** means all of the experiences, interactions, activities and events – both direct and indirect, planned, and spontaneous – that happen at the service. Teaching practices including planning, assessment, and evaluation form part of the service curriculum;
- (q) **service provider** means the body, agency, or person who or that operates the home-based education and care service; and

(r) **specified agency** means any government agency or statutory body that an early childhood education and care service is required under legislation to notify if there is a serious (or as defined) injury, illness, or incident involving a child. This may include but is not limited to:

- the New Zealand Police
- the Ministry of Health
- Oranga Tamariki
- WorkSafe New Zealand
- the Teaching Council of Aotearoa New Zealand.

5 Purpose of criteria

(1) The criteria are to be used by the Secretary of Education to assess compliance with the minimum standards set out under regulations 43, and 45 to 47, of the Education (Early Childhood Services) Regulations 2008.

(2) Regulations 43, and 45 to 47, impose minimum standards that each licensed service provider is required to comply with and are set out in these criteria so that readers can see how the regulations and criteria fit together.

Curriculum

» **REGULATION 43 Curriculum standard: general**

- (1) The curriculum standard: general is the standard that requires every licensed service provider to whom this regulation applies to—
 - (a) plan, implement, and evaluate a curriculum that is designed to enhance children’s learning and development through the provision of learning experiences and that is consistent with any curriculum framework prescribed by the Minister that applies to the service; and that—
 - (i) responds to the learning interests, strengths, and capabilities of enrolled children; and
 - (ii) provides a positive learning environment for those children; and
 - (iii) reflects an understanding of learning and development that is consistent with current research, theory, and practices in early childhood education; and
 - (iv) encourages children to be confident in their own culture and develop an understanding, and respect for, other cultures; and
 - (v) acknowledges and reflects the unique place of Māori as tangata whenua; and
 - (vi) respects and acknowledges the aspirations of parents, family, and whānau; and
 - (b) make all reasonable efforts to ensure that the service provider collaborates with the parents and, where appropriate, the family or whānau of the enrolled children in relation to the learning and development of, and decision making about, those children; and
 - (c) obtain information and guidance from agencies with expertise in early childhood learning and development, to the extent necessary, to—
 - (i) support the learning and development of enrolled children; and
 - (ii) work effectively with parents and, where appropriate, family or whānau.
- (2) Each licensed service provider to whom this regulation applies must comply with the curriculum standard: general.

6 Criteria to assess Curriculum standard

Professional practice

C201 The service curriculum is consistent with any prescribed curriculum framework that applies to the service.

C202 The service curriculum is informed by assessment, planning and evaluation (documented and undocumented) that demonstrates an understanding of children's learning, their interests, whānau, and life contexts.

C203 Educators engage in meaningful, positive interactions to enhance children's learning and nurture reciprocal relationships.

C204 The practices of educators and coordinators demonstrate an understanding of children's learning and development, and knowledge of relevant theories and practice in early childhood education.

Culture and identity

C205 The service curriculum acknowledges and reflects the unique place of Māori as tangata whenua. Children are given the opportunity to develop knowledge and an understanding of the cultural heritages of both parties to Te Tiriti o Waitangi.

C206 The service curriculum respects and supports the right of each child to be confident in their own culture and encourages children to understand and respect other cultures.

Children as learners

C207 The service curriculum is inclusive, and responsive to children as confident and competent learners. Children's preferences are respected, and they are involved in decisions about their learning experiences.

C208 The service curriculum provides a language-rich environment that supports children's learning.

C209 The service curriculum provides children with a range of experiences and opportunities to enhance and extend their learning and development – both indoors and outdoors, individually, and in groups.

C210 The service curriculum supports children's developing social competence and understanding of appropriate behaviour.

Working with others

C211 Positive steps are taken to respect and acknowledge the aspirations held by parents and whānau for their children.

C212 Regular opportunities (formal and informal) are provided for parents to:

- communicate with educators and coordinators, about their child, and share specific evidence of the child's learning; and
- be involved in decision-making concerning their child's learning.

C213 Information and guidance is sought when necessary from agencies/services to enable educators and coordinators to work effectively with children and their parents.

Documentation required

Documentation that provides evidence of the service's compliance with criteria C201 – C213. Documentation may take a variety of forms to suit the service's operation (such as portfolios, wall displays, policies and procedures) but must include:

1. A process for providing positive guidance to encourage social competence in children (C210);
2. A process for providing formal and informal opportunities for parents to:
 - communicate with educators and coordinators about their child, and share specific evidence of the child's learning; and
 - be involved in decision-making concerning their child's learning (C212); and
3. A record of information and guidance sought from agencies and/or services (C213).

Premises and facilities

» REGULATION 45 Premises and facilities standard: general

- (1) The premises and facilities standard: general is the standard that requires every licensed service provider to whom this regulation applies—
 - (a) to use premises and facilities that, having regard to the number and age range of the children attending the premises, provide sufficient and suitable space for a range of activities, facilities for food preparation, eating, sleeping, storage, toileting, and washing, and sufficient and suitable heating, lighting, noise control, ventilation, and equipment to support—
 - (i) appropriate curriculum implementation by the service provider; and
 - (ii) safe and healthy practices by the service provider; and
 - (b) to comply with the requirements of Schedule 4 (which relates to activity spaces).
- (2) Each licensed service provider to whom this regulation applies must comply with the premises and facilities standard: general.

7 Criteria to assess Premises and facilities standard

General

PF201 The design and layout of the premises:

- support varied indoor and outdoor experiences;
- support effective adult supervision without unduly limiting children’s access; and
- include quiet spaces, areas for active play, and space for varied individual and group learning experiences appropriate to the number, ages, and abilities of children.

PF202 The premises conform to any relevant bylaws of the local authority. Any premises undergoing alterations conform to the Building Act 2004.

Documentation required

1. Code Compliance Certificate issued under section 95 of the Building Act 2004 for any building work undertaken, or alternatively, any other documentation that shows evidence of compliance.
2. Current Annual Building Warrant of Fitness (if the premises require a compliance schedule under section 100 of the Building Act 2004).

PF203 A variety of equipment and materials is provided to ensure children have access to appropriate learning, challenges, experiences, and opportunities that support their developmental stages, abilities, and current and emerging interests.

PF204 If infants, toddlers or children not walking attend, there are safe and comfortable (indoor and outdoor) spaces for them 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 learning alongside older children.

PF205 Floor surfaces are durable, safe and suitable for the range of activities to be carried out (including wet and messy play) and can easily be kept clean.

PF206 There are spaces for the safe storage of children's play equipment, personal belongings, cleaning materials, and confidential administrative records.

PF207 There are hygienic facilities (other than those required by PF217) or alternative arrangements available for the preparation and cleaning up of paint and other art materials.

PF208 A telephone is available for calls to and from the premises.

PF209 Parts of the home 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); and
- a safe and effective means of maintaining a comfortable room temperature.

PF210 There is an outdoor activity space that is:

- easily accessible and available to children;
- enclosed by structures and/or fences and gates designed to ensure that children cannot leave the premises without the help or knowledge of the educator; and
- safe, well-drained, and suitably surfaced for a variety of activities.

Food preparation and eating spaces

PF211 There is a safe and hygienic place for children attending to sit when eating.

PF212 Food and drink is hygienically prepared, served and stored. There are facilities that include:

- a means of:
 - keeping perishable food at or below 5°C;
 - keeping all foods protected from pests;
 - cooking and/or heating food to safe temperatures;
 - 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.

Sanitary facilities

PF213 There is space (away from where food is stored, prepared, or eaten) where a sick child can:

- be temporarily kept at a safe distance from other children (to prevent cross-infection);
- lie down comfortably; and
- be supervised.

PF214 1. There is a first aid kit that is:

- sufficient for the number of children at the service;
- easily recognisable and readily accessible to adults; and
- inaccessible to children.

2. There is a system for reviewing the first aid kit so that it stays well-stocked, with any used or expired items promptly replenished or replaced.

PF215 There is a toilet and hygienic handwashing and drying facilities suitable for the use of the children attending.

PF216 Where children wearing nappies attend, there are safe and hygienic nappy changing facilities.

PF217 There is a plumbing fixture (such as a shower, shub or bath) for washing sick or soiled children.

Sleep

PF218 There is space available for the restful sleep of children who need it at any time they are attending.

PF219 Sleep furniture and items (such as cots, beds, stretchers or mattresses):

- allow children using them to lie flat;
- are of a safe design and arranged so that:
 - adults have clear access to at least one side length-wise;
 - there is sufficient air movement to minimise the risk of spreading illness in the area surrounding each child; and
 - children can sit or stand safely as they wake.

PF220 Clean individual bedding (such as blankets, sheets, sleeping bags, and pillowcases) is provided so that children have adequate warmth while sleeping or resting.

Sleep furniture and items (such as cots, beds, stretchers or mattresses) shared between children are securely covered with or made of a non-porous material (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.

Health and safety

» REGULATION 46 Health and safety practices standard: general

- (1) The health and safety practices standard: general is the standard that requires every licensed service provider to whom this regulation applies to—
 - (a) take all reasonable steps to promote the good health and safety of children enrolled in the service; and
 - (b) take all reasonable precautions to prevent accidents and the spread of infection among children enrolled in the service; and
 - (c) take all reasonable steps to ensure that the premises, facilities, and other equipment on those premises are—
 - (i) kept in good repair; and
 - (ii) maintained regularly; and
 - (iii) used safely and kept free from hazards; and
 - (d) take all reasonable steps to ensure that appropriate procedures are in place to deal with fires, earthquakes, and other emergencies.
- (2) Each licensed service provider to whom this regulation applies must comply with the health and safety practices standard: general.

8 Criteria to assess Health and safety practices standard

Hygiene

HS201 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.

HS202 Linen used by children or adults is hygienically laundered off-site or on-site.

HS203 A procedure for the changing (and disposal, if appropriate) of nappies is consistently implemented.

Documentation required

A procedure for the changing (and disposal, if appropriate) of nappies that aims to ensure:

1. safe and hygienic practices; and
2. that children are treated with dignity and respect.

Emergencies

HS204 There is an emergency plan and supplies to ensure the care and safety of the children and educator at the home and when away from the home.

☛ The written emergency plan must also include out-of-school care children if out-of-school care is being provided in the home.

Documentation required (written or digital)

A written emergency plan that includes at least:

- evacuation procedures specific to the home and relevant to its location, which apply in different emergency situations and if applicable, are consistent with the building's fire evacuation scheme;
- designated assembly areas outside the building that keep children safe from further risk;
- a list of safety and emergency supplies and resources sufficient for the age and number of children and adults present in the home and details of how these will be maintained and accessed in an emergency;
- a communication plan for families and support services; and
- evidence of reviewing the plan annually and implementation of improved practices as required.

HS205 Educators 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.

☛ For services providing out-of-school care the record must include evidence of drills performed with enrolled children and out-of-school care children at the same time.

Sleep

HS206 A procedure for monitoring children's sleep is implemented, and information is communicated to parents about their child's daily sleep patterns.

Documentation required

A procedure for monitoring children's sleep. The procedure ensures that children:

1. do not have access to food or liquids while in bed; and
2. are checked for warmth, breathing, and general wellbeing at least every 10-15 minutes (during day-time sleep), or more frequently according to individual needs.

Hazards and excursions

HS207 1. Equipment, premises and facilities are checked every day for hazards. Checks include at least:

- 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.

2. Hazards are eliminated, isolated or minimised.
3. Injury/incident records are analysed to identify recurring and emerging hazards and appropriate action is taken.

Documentation required (written or digital)

A documented risk assessment and management system.

HS208 All practicable steps are taken to ensure that noise levels do not unduly interfere with normal speech and/or communication or cause any child attending distress or harm.

HS209 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 can be restrained if they pose a risk to children.

HS210 Whenever children leave the premises on an excursion:

- a risk assessment and management process is undertaken;
- a supervision plan specific to the excursion is developed and implemented;
- parents have given prior written approval of their child's participation, location and method of travel for:
 - regular excursions at the time of enrolment;
 - special excursions prior to the excursion taking place; and
- communication systems in place so that people know where the children are, and the educator can communicate with others as necessary.

Documentation required (written or digital)

A record of excursions that includes:

- the names of adults and children involved;
- the time and date of the excursion;
- the excursion supervision plan;
- the location and method of travel;
- completed risk assessment and management process; and
- evidence of parental permission and approval of location and method of travel for regular and special excursions.

HS211 If children travel in a motor vehicle while in the care of the service:

- each child is restrained as required by Land Transport legislation; and
- the written permission of a parent of the child is obtained before the travel begins.

Documentation required

Evidence of parental permission for any travel by motor vehicle. In most cases, this requirement will be met by the excursion records required for criterion HS210.

Food and drink

HS212 There is sufficient water that is safe to drink available to children at all times. Older children can access this water independently.

Food is available at appropriate times while children are attending. Where food is provided by the educator, it is safe, 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 provided by the educator (not including food provided by parents for their own children). Records show the type of food provided and are kept for at least 3 months.

HS213 Children must be seated and supervised while eating. The educator does not need to be seated but must:

- have clear visibility of children eating;
- not be engaged in any other tasks that can take away their focus;
- be close enough to the children to intervene, if necessary; 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.

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.

HS214 Infants under the age of 6 months and other children unable to drink independently are held semi-upright when being fed. Any infant milk food given to a child under the age of 12 months is of a type approved by the child's parent.

Child health and wellbeing

HS215 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. If applicable, any thermometers fixed on walls are positioned out of children's reach and no higher than 1500mm above the floor.

HS216 There is an educator present at all times while children are attending, who:

- 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.

If access to first aid training is limited due to circumstances beyond the service provider's control, the service provider must ensure that educators have knowledge of first aid and gain a first aid qualification within 4 months of starting work at the service.

If a child is injured, any required first aid is administered or supervised by an adult meeting these requirements.

Documentation required (written or digital)

1. Copies of current first aid (or medical practising) certificates counting towards this requirement.
2. Where access to first aid training for an educator is limited, a record of the actions taken by the service provider to ensure the educator has knowledge of first aid and achieves a first aid qualification within 4 months of starting work at the service.

HS217 All practicable steps are taken to ensure that children do not come into contact with any person (adult or child) on the premises who is suffering from a disease or condition likely to be passed on to children and likely to have a detrimental effect on them.

Specifically, any child who becomes unwell while attending the service or receiving out-of-school care is kept at a safe distance from other children (to minimise the spread of infection) and returned to the care of a parent or other person authorised to collect the child without delay.

- 👉 Out-of-school care must not be provided to children who are absent from school due to illness.

HS218 All practicable steps are taken to get immediate medical assistance for a child who is seriously injured or becomes seriously ill, and to notify a parent of what has happened.

Documentation required

1. A record of all injuries, illnesses and incidents that occur at the service. Records include:
 - the child's name;
 - the date, time and description of the injury, illness or incident;
 - actions taken and by whom; and
 - evidence that parents have been informed.
2. A procedure outlining the service's response to injury, illness and incident, including the review and implementation of practices as required.

HS219 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 medicine, the person must check the medicine, 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 authorisation from parents for the administration of medicine, and acknowledgement medicine has been administered based on the category of medicine outlined in the Schedule.
2. A record of all medicine (prescription and non-prescription) given to the children attending the service. Records include:
 - child's full name;
 - name and amount of medicine given; and
 - date and time medicine was administered and by whom.

HS220 Educators 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 health professional, as appropriate.

HS221 Children are washed when they are soiled or pose a health risk to themselves or others.

Child protection

HS222 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; and
- 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 (written or digital)

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 3 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 the policy and procedure has supported the service to respond; or
 - how well the policy and procedure would support the service to respond using a hypothetical scenario.

HS223 All practicable steps are taken to protect children from exposure to inappropriate material (for example, of an explicitly sexual or violent nature).

HS224 Coordinators and educators must not use, or be under the influence of, alcohol or any other substance that has a detrimental effect on their functioning or behaviour while responsible for children attending the service.

HS225 All practicable steps are taken to ensure that children do not come into contact with any person on the premises who is under the influence of alcohol or any other substance that has a detrimental effect on their functioning or behaviour.

HS226 No person on the premises smokes or vapes in any area which is available for use by children or for food preparation while children are attending the service.

Notification

HS227 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 of Education 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 New Zealand 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 New Zealand Police.

Where applicable, a copy of the service's investigation into the incident, including recorded outcomes and any supporting documentation.

Supervision

HS228 Every educator must ensure that they actively supervise children at all times when children are in attendance at the service. This must be implemented in accordance with the service's supervision plan.

Documentation required

A written supervision plan that ensures the health, safety and wellbeing of children enrolled in the service is maintained at all times.

The plan must be specific to the premises and the number, age, abilities and enrolled hours of the children attending and must show how the educator will actively supervise children attending the service. It must include, but is not limited to:

1. How the premises will be arranged, across all indoor and outdoor spaces likely to be used at any time while children are attending the home, to enhance supervision of children.
2. How children will be supervised while they are:
 - involved in activities or routines (such as sleeping, eating and toileting) in separate parts of the home;
 - using play equipment and resources, both indoors and outdoors;
 - interacting with other people in the home, including visitors; and
 - using technology or while they are in the presence of technology while it is being used by others in the home.

Governance, management and administration

» REGULATION 47 Governance, management, and administration standard: general

- (1) The governance, management, and administration standard: general is the standard that requires every licensed service provider to whom this regulation applies to ensure that—
 - (a) the service is effectively governed and is managed in accordance with good management practices; and
 - (b) the service provider regularly collaborates with—
 - (i) parents and family or whānau of children enrolled in the service; and
 - (ii) the adults responsible for providing education and care as part of the service; and
 - (c) appropriate documentation and records are—
 - (i) developed, maintained, and regularly reviewed; and
 - (ii) made available where appropriate—
 - (A) at any reasonable time on request by a parent of a child enrolled in the service; and
 - (B) at any time on request by any person exercising powers or carrying out functions under Part 2 of the Act; and
 - (d) adequate information is made available to parents of enrolled children and, where appropriate, to the families or whānau of those children about the operation of the service; and
 - (e) all reasonable steps are taken to provide staff employed or engaged in the service with adequate professional support, professional development opportunities, and resources.
 - (2) Each licensed service provider to whom this regulation applies must comply with the governance, management, and administration standard: general.

9 Criteria to assess Governance, management and administration standard

Parent involvement and information

GMA201 Parents and whānau are provided with information on how to access the following, in either written or digital format:

- the Education (Early Childhood Services) Regulations 2008;
- the Licensing Criteria for Home-Based Education and Care Services 2008;

- the most recent Education Review Office report regarding the service;
- information about any changes to the service's licence status;
- the full names and qualifications of each person counting towards regulated qualification requirements;
- 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;
- the amount and details of the expenditure of any Ministry of Education funding received by the service; and
- a 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.

For services offering out-of-school care, evidence of:

- a notice advising parents if the home their child is attending will have children receiving out-of-school care; and
- parental acknowledgment of the notice.

GMA202 There is evidence in either written or digital 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.

Professional practices

GMA203 There is an ongoing review process that supports the service to maintain and implement operational policies and practices. The process supports improvements where changes are needed.

Documentation required (written or digital)

- A process for reviewing the service's delivery of operational policies and practices;
- the process is consistent with criterion GMA202; and
- recorded outcomes from the review process.

GMA204 Suitable human resource management processes are implemented for educators and staff. Processes include:

- induction procedures into the service;
- provision for professional development;
- a definition of serious misconduct; and
- discipline/dismissal procedures.

GMA205 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 children'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.

Documentation required

1. A written procedure for safety checking all children's workers before employment or engagement of the worker commences that meets the safety checking requirements of the Children's Act 2014.
2. A record of all safety checks and the results.

Planning and documentation

GMA206 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.

Documentation required

An annual plan identifying 'who', 'what', and 'when' in relation to key tasks the service intends to undertake each year.

GMA207 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.

Documentation required

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 and maintenance as appropriate.

GMA208 Enrolment and attendance records are maintained for each child attending. Records are kept for at least 7 years.

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 ECE Funding Handbook.

GMA209 Required documentation is made available as appropriate to parents and government officials having right of entry to the service under section 626 of the Education and Training Act 2020.

Schedule

10 Schedule: Categories of medicine and written authority required from parents for criterion HS219

Category (i) medicines

Definition - A prescription (such as antibiotics, eye/ear drops and so on) or non-prescription (such as paracetamol liquid, cough syrup and so on) medicine that is:

- used for a specific period of time to treat a specific condition or symptom; and
- provided by a parent for the use of that child only or, in relation to rongoā Māori (Māori plant medicines), that is prepared by other adults at the service.

Authority and acknowledgment required (written or digital)

Authorisation is provided from a parent at the beginning of the period medicine is intended to be administered, detailing:

- what (name of medicine);
- how (method and dose); and
- when (time or specific symptoms/circumstances).

The authorisation must be renewed if the period is extended or circumstances change. Each day the medicine is given, parents acknowledge this was administered to their child. Parental acknowledgement is recorded.

Category (ii) medicines

Definition - A prescription (such as asthma inhalers, epilepsy medication and so on) or non-prescription (such as antihistamine syrup, lanolin cream and so on) medicine that is:

- used for the ongoing treatment of a pre-diagnosed condition (such as asthma, epilepsy, allergic reaction, diabetes, eczema and so on); and
- provided by a parent for the use of that child only.

Authority and acknowledgment required (written or digital)

Authorisation is provided from a parent at enrolment as part of an individual health plan detailing:

- what (name of medicine);
- how (method and dose); and
- when (time or specific symptoms/circumstances).

The authorisation to administer medicine is updated whenever there is a change. How often parents are asked to acknowledge their child received the medicine can be agreed between the service and the parents.

Notice

The Education (Early Learning Curriculum Framework) Notice 2023 was published in the New Zealand Gazette on 21 April 2023 (Notice number 2023-go1546), and prescribes the Curriculum Framework for early childhood education services in New Zealand.

This Notice is reproduced here for your information.

Education (early learning curriculum framework) notice 2023

The purpose of the Education (Early Learning Curriculum Framework) is to provide the basis and context underpinning specific curriculum regulatory requirements in the Education (Early Childhood Services) Regulations 2008 or the Education (Playgroups) Regulations 2008 relating to the standards of education and care and to the associated curriculum criteria.

In accordance with section 23 of the Education and Training Act 2020, the Minister of Education gives the following notice.

- 1 Title and commencement—
 - (1) This notice may be cited as the Education (Early Learning Curriculum Framework) Notice 2023.
- 2 This notice replaces the existing Early Childhood Curriculum Framework (New Zealand Gazette, 4 September 2008, No. 136, page 3617), and the existing framework is hereby revoked with effect from 1 May 2024.
- 3 The Early Learning Curriculum Framework (the Curriculum Framework) as prescribed in this notice is the curriculum framework prescribed for all licensed early childhood services and certified playgroups in accordance with section 23 of the Education and Training Act 2020.
- 4 Every service provider for a licensed early childhood service and certified playgroup must implement the Curriculum Framework in accordance with the requirements (if any) prescribed in regulations made under Part 6 of the Education and Training Act 2020 from 1 May 2024.
- 5 Licensed early childhood services and certified playgroups must implement the principles | ngā kaupapa whakahaere, strands, goals and learning outcomes | ngā taumata whakahirahira, and must choose to use either the interpretation set out in Part A or Part B of the Curriculum Framework. Ngā kōhanga reo affiliated with Te Kōhanga Reo National Trust must implement ngā kaupapa whakahaere, ngā taumata whakahirahira and te tauira whāriki (te katoa o te mokopuna) set out in Part C of the Curriculum Framework.
- 6 The Curriculum Framework » see page 28.

Te Ara Whānui

EARLY LEARNING CURRICULUM
FRAMEWORK | HE ANGA MARAU
KŌHUNGAHUNGA

PRINCIPLES | KAUPAPA WHAKAHAEРЕ

EMPOWERMENT WHAKAMANA	HOLISTIC DEVELOPMENT KOTAHITANGA	FAMILY AND COMMUNITY WHĀNAU TANGATA	RELATIONSHIPS NGĀ HONONGA
<p>Early childhood curriculum empowers the child to learn and grow.</p> <p><i>Mā Te Whāriki e whakatō te kaha ki roto i te mokopuna, ki te ako, kia pakari ai tana tipu.</i></p>	<p>The early childhood curriculum reflects the holistic way children learn and grow.</p> <p><i>Mā Te Whāriki e whakaata te kotahitanga o ngā whakahaere katoa mō te ako a te mokopuna, mō te tipu o te mokopuna.</i></p>	<p>The wider world of family and community is an integral part of early childhood curriculum.</p> <p><i>Me whiri mai te whānau, te hapū, te iwi, me tauiwi, me ō rātou wāhi nohonga, ki roto i Te Whāriki, hei āwhina, hei tautoko i te akoranga, i te whakatipuranga o te mokopuna.</i></p>	<p>Children learn through responsive and reciprocal relationships with people, places and things.</p> <p><i>Mā roto i ngā piringa, i ngā whakahaere i waenganui o te mokopuna me te katoa, e whakatō te kaha ki roto i te mokopuna ki te ako.</i></p>

STRANDS, GOALS AND LEARNING OUTCOMES | TAUMATA WHAKAHIRAHIRA

WELLBEING MANA ATUA		BELONGING MANA WHENUA		CONTRIBUTION MANA TANGATA		COMMUNICATION MANA REO		EXPLORATION MANA AOTŪROA	
GOALS	LEARNING OUTCOMES	GOALS	LEARNING OUTCOMES	GOALS	LEARNING OUTCOMES	GOALS	LEARNING OUTCOMES	GOALS	LEARNING OUTCOMES
Children experience an environment where:	Over time and with guidance and encouragement, children become increasingly capable of:	Children and their families experience an environment where:	Over time and with guidance and encouragement, children become increasingly capable of:	Children experience an environment where:	Over time and with guidance and encouragement, children become increasingly capable of:	Children experience an environment where:	Over time and with guidance and encouragement, children become increasingly capable of:	Children experience an environment where:	Over time and with guidance and encouragement, children become increasingly capable of:
Their health is promoted	Keeping themselves healthy and caring for themselves <i>te oranga nui</i>	Connecting links with the family and the wider world are affirmed and extended	Making connections between people, places and things in their world <i>te waihanga hononga</i>	There are equitable opportunities for learning, irrespective of gender, ability, age, ethnicity or background	Treating others fairly and including them in play <i>te ngākau makuru</i>	They develop non-verbal communication skills for a range of purposes	Using gesture and movement to express themselves <i>he kōrero ā-tinana</i>	Their play is valued as meaningful learning and the importance of spontaneous play is recognised	Playing, imagining, inventing and experimenting <i>te whakaaro me te tūhurahua i te pūtaiao</i>
Their emotional wellbeing is nurtured	Managing themselves and expressing their feelings and needs <i>te whakahuia whakaaro</i>	They know that they have a place	Taking part in caring for this place <i>te manaaki i te taiao</i>	They are affirmed as individuals	Recognising and appreciating their own ability to learn <i>te rangatiratanga</i>	They develop verbal communication skills for a range of purposes	Understanding oral language ¹ and using it for a range of purposes <i>he kōrero ā-waha</i>	They gain confidence in and control of their bodies	Moving confidently and challenging themselves physically <i>te wero ā-tinana</i>
They are kept safe from harm	Keeping themselves and others safe from harm <i>te noho haumaru</i>	They feel comfortable with the routines, customs and regular events	Understanding how things work here and adapting to change <i>te mārama ki te āhua o ngā whakahaere me te mōhio ki te panoni</i>	They are encouraged to learn with and alongside others	Using a range of strategies and skills to play and learn with others <i>te ngākau aroha</i>	They experience the stories and symbols of their own and other cultures	Enjoying hearing ² stories and retelling and creating them <i>he kōrero pakī</i>	They learn strategies for active exploration, thinking and reasoning	Using a range of strategies for reasoning and problem solving <i>te hīraurau hopanga</i>
		They know the limits and boundaries of acceptable behaviour	Showing respect for kaupapa, rules and the rights of others <i>te mahi whakautē</i>			Recognising print symbols and concepts and using them with enjoyment, meaning and purpose <i>he kōrero tuhituhi</i>	Recognising mathematical symbols and concepts and using them with enjoyment, meaning and purpose <i>he kōrero pāngarau</i>	They develop working theories for making sense of the natural, social, physical and material worlds	Making sense of their worlds by generating and refining working theories <i>te rangahau me te mātauranga</i>
						They discover different ways to be creative and expressive	Expressing their feelings and ideas using a wide range of materials and modes <i>he kōrero auaha</i>		

1. 'Oral language' encompasses any method of communication the child uses as a first language; this includes New Zealand Sign Language and, for children who are non-verbal, alternative and augmentative communication (AAC).

2. For children who are deaf or hard of hearing, 'hearing' includes 'watching'.

Te Ara Māori | HE ANGA MARAU KŌHUNGAHUNGA

NGĀ KAUPAPA WHAKAHAEERE

WHAKAMANA	KOTAHITANGA	WHĀNAU TANGATA	NGĀ HONONGA
<p>Mā Te Whāriki e whakatō te kaha ki roto i te mokopuna ki te ako, kia pakari ai tana tipu.</p> <p><i>Te Whāriki is critical to the foundation of lifelong learning for mokopuna.</i></p>	<p>Mā Te Whāriki e whakaata te kotahitanga o ngā whakahaere katoa mō te ako a te mokopuna, mō te tipu o te mokopuna.</p> <p><i>Te Whāriki reflects the holistic, interdependent nature of learning for mokopuna.</i></p>	<p>Me whiri mai te whānau, te hapū, te iwi, me tauwi, me ō rātou wāhi nohonga ki roto i Te Whāriki, hei āwhina, hei tautoko i te akoranga, i te whakatipuranga o te mokopuna.</p> <p><i>Mokopuna relate to the people and contexts that contribute to their learning and development.</i></p>	<p>Mā roto i ngā piringa, i ngā whakahaere i waenganui o te mokopuna me te katoa, e whakatō te kaha ki roto i te mokopuna ki te ako.</p> <p><i>Through connectedness to others, mokopuna gain confidence in their identity as a learner.</i></p>

NGĀ AHO, NGĀ WHĀINGA ME NGĀ HUA AKO | NGĀ TAUMATA WHAKAHIRAHIRA

MANA ATUA		MANA WHENUA		MANA TANGATA		MANA REO		
NGĀ WHĀINGA	NGĀ HUA AKO	NGĀ WHĀINGA	NGĀ HUA AKO	NGĀ WHĀINGA	NGĀ HUA AKO	NGĀ WHĀINGA	NGĀ HUA AKO	
Ko tēnei te whakatipuranga o te tamaiti i roto i tōna oranga nui, i runga hoki i tōna mana motuhake, mana atuatanga.	Ko te whakatipuranga tēnei o te mana ki te whenua, te mana tūrangawaewae, me te mana toi whenua o te tangata.	Ko te whakatipuranga tēnei o te kiritau tangata i roto i te mokopuna kia tū māia ai ia ki te manaaki, ki te tuku whakaaro ki te ao.	Ko te whakatipuranga tēnei o te reo. Mā roto i tēnei ka tipu te mana tangata me te oranga nui.	Ko te whakatipuranga tēnei o te mana rangahau, me ngā mātauranga katoa e pā ana ki te aotūroa me te taiao.	Te Whāriki is critical to the foundation of lifelong learning for mokopuna.	Mokopuna relationships to Papatūānuku are based on whakapapa, respect and aroha.	Through te reo Māori, mokopuna identity, belonging and wellbeing are enhanced.	Mokopuna see themselves as explorers, able to connect with and care for their own and wider worlds.
Ka kākahutia te mokopuna ki te korowai o ōna mātua tipuna, he korowai aroha kia Mokopuna are enveloped in their ancestral cloak, a cloak of love and empathy:	Ka whanake te mokopuna kia pakari tōna mōhio ki Mokopuna grow and develop their understanding and ability:	Ka kākahutia te mokopuna ki te korowai o ōna mātua tipuna, he korowai aroha kia Mokopuna are enveloped in their ancestral cloak, a cloak of love and empathy:	Ka whanake te mokopuna kia pakari tōna mōhio ki Mokopuna grow and develop their understanding and ability:	Ka kākahutia te mokopuna ki te korowai o ōna mātua tipuna, he korowai aroha kia Mokopuna are enveloped in their ancestral cloak, a cloak of love and empathy:	Ka whanake te mokopuna kia pakari tōna mōhio ki Mokopuna grow and develop their understanding and ability:	Ka kākahutia te mokopuna ki te korowai o ōna mātua tipuna, he korowai aroha kia Mokopuna are enveloped in their ancestral cloak, a cloak of love and empathy:	Ka whanake te mokopuna kia pakari tōna mōhio ki Mokopuna grow and develop their understanding and ability:	Ka kākahutia te mokopuna ki te korowai o ōna mātua tipuna, he korowai aroha kia Mokopuna are enveloped in their ancestral cloak, a cloak of love and empathy:
Tipu ora ai ia to grow and flourish	Te tiaki pai i ia anō i roto i ōna hononga ki ōna mātua tipuna, te oranga nui to care for themselves within the context of their ancestral connections.	Ū ai tōna mana whenua secure in their sense of identity and belonging	Te whakawhanaunga ki te tangata, ki te whenua me ngā kaupapa e hāngai ana ki tōna ao te waihanga hononga to establish and maintain relationships to people, the land and events relevant to their world	Tū māia ia i roto i te mōhio ki ngā wawata o tōna whānau to stand strong in the hopes and aspirations of their whānau	Te manaaki i ētahi atu, te ngākau makuru to care for and nurture others	Tū pakari ia hei kaitiaki i te reo Māori to stand as guardians of te reo Māori	Te whakakōrero i tōna tinana, he kōrero ā-tinana to communicate with their bodies	Mōhio ia he kairangahau ia, ā, māna ngā mātauranga o tōna ao e rangahau to view themselves as explorers able to access the knowledge of their world
Mauritau ia that establishes a sense of harmony with their world	Te whakahaere i a ia anō kia ū ai tōna mana motuhake, te whakahua whakaaro to conduct themselves in a manner that maintains their mana	Ū ai tōna tūrangawaewae me tōna mana toi whenua secure in their place to stand and their enduring relationship with the land	Te tū pakari hei kaitiaki, te manaaki i te taiao to stand as guardians of the environment	Ū ai tōna mana āhua ake confirming and upholding their uniqueness	Te whakahaere i a ia anō, te rangatiratanga to uphold themselves and stand strong in their sense of being	Toa ia ki te whakawhitiwhiti kōrero i te reo Māori to champion the use of te reo Māori	Te whakawhitiwhiti kōrero, he kōrero ā-waha speak with their words	Ū ai tōna tino rangatiratanga to uphold themselves and stand strong
Haumaru ia that protects and nurtures.	Te noho haumaru kia ū ai tōna mana atuatanga, te noho haumaru to keep themselves safe – physically, emotionally, intellectually and spiritually – so that their ancestral mana is upheld.	Ū ai ia ki ngā tikanga tuku iho i roto i te ao hurihuri, te mārama ki te āhua o ngā whakahaere me te mōhio ki te panoni to uphold traditional knowledge and practices within a contemporary context	Te kawe i ngā tikanga tuku iho i roto i te ao hurihuri, te mārama ki te āhua o ngā whakahaere me te mōhio ki te panoni to uphold traditional knowledge and practices within a contemporary context	Mōhio ia he aha te mea nui o te ao – he tangata, he tangata, he tangata that engenders an appreciation of the importance of people.	Te mahi tahi me te ako ngātahi, te ngākau aroha to cooperate and learn with others.	Pai ai tana manaaki i ngā kōrero tuku iho so they may care for and maintain oral traditions	Te whai hua i te whakarongo, te kōrero anō me te waihangā i te kōrero, he kōrero paki to actively engage in, listen to, retell and create stories	Rite tana tū ki ōna tipuna pērā me Maui-Mōhio that reinforces the mokopuna, a reflection of ancestors, like Maui-Mōhio
		Ū ai ia ki te tika me te pono so they may carry themselves with honour and integrity.	Te manaaki i roto i te tika me te pono, te mahi whakaute to care and nurture with respect and integrity.			Te whakamahi i ngā tohu me ngā ariā tuhītuhi o ōna mātua tipuna i roto i te ao hurihuri, he kōrero tuhītuhi to utilise the print symbols and concepts of their ancestors in a contemporary context	Te whakamahi i ngā tohu me ngā ariā pāngarau o ōna mātua tipuna i roto i te ao hurihuri, he kōrero pāngarau to utilise the mathematical symbols and concepts of their ancestors in a contemporary context	Tipu tōna mōhio ki ngā hononga ki te tangata, ki te taiao me ngā āhuatanga katoa o tōna ao that supports the development of relationships to people, the environment and all elements in their world.
					Rere arorangi ai ia ki te to i o ngā rangi that enables them realise the heights of their creative potential	Te tuku i tōna katoa kia rere arorangi, he kōrero auaha to engage their whole self to communicate their ideas and creativity.	Te tūhura i ngā hononga ki te whakamārama i tōna ao, te rangahau me te mātauranga to explore relationships in order to understand the world.	



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

We shape an education system that delivers
equitable and excellent outcomes.

