

PG1 Application to be a Certified Playgroup

This form must be completed by one individual person on behalf of the playgroup.

Privacy Statement

Purpose

The purpose of this privacy statement is to inform you about the PG/1 application to become a Certified Playgroup and how the Ministry of Education (the Ministry) will collect, store, use and share your personal information.

Why are we collecting your personal information?

Sufficient information must be collected to carry out the assessment of the application.

You do not have to provide the information requested in the application form, but the Ministry may not be able to process the application if you do not provide it.

What personal information will be collected?

This application form collects personal information to assess your application under the Education (Playgroup) Regulations 2008 (the regulations). We will collect personal information from you, including, contact details (e-mail address, address, and telephone numbers).

How will we use your personal information?

We use this information to:

- make certification decisions, such as whether your playgroup meets the requirements of the regulations and certification criteria
- maintain accurate records, including data quality and regulatory compliance
- investigate complaints or incidents, ensuring we can follow up on issues or safety concerns
- produce directories, reports, and statistical analysis, which may be shared publicly or with government agencies for transparency and oversight
- communicate important updates, including changes in regulations, certification requirements, or professional development opportunities relevant to your playgroup.
- We may also use aggregate level information within the Ministry for the purposes of monitoring, maintaining, and improving playgroups and education related research and statistics. Any analysis we will carry out on the information provided will be done in a way that does not allow for you or your information to be uniquely identified.

How will we keep personal information safe?

It is important that we keep individuals' information safe and secure.

We maintain a secure environment for the protection of all personal information we collect, hold and use. We have appropriate privacy and security safeguards in place to protect your personal information from loss, unauthorised access, use, or disclosure.

Only authorised staff in the Ministry will have access to your information, and access to your information will only be for the purposes above.

Sharing of your personal information

The information collected in this form, unless otherwise stated, will not be disclosed to any third parties unless it is authorised or required by law.

We may also disclose personal information where we are required or authorised to do so by legislation.

Your rights under the Privacy Act 2020

You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you or anyone named in this application would like to request access to or correction of your personal information, please contact your Ministry regional office.

1. Application Type

Name of
playgroup:

Playgroup Ministry of
Education Number
(5 Digits - if applicable)

Is this the first application to be a certified playgroup **OR** is this an application to renew a certificate?

Tick one:

First application

Renew a certificate

2. Applicant Contact Details

Information provided in this section may be included in online Ministry of Education directories.

The applicant is the person nominated by the members of the playgroup to act on behalf of the playgroup to complete an application for certification.

Applicant Contact Details

This is the name and contact details of the person nominated to make the application to be a certified playgroup on behalf of the playgroup.

Note: Applicants contact, name, email and phone number may be included in the online directories.

Title (Mr, Mrs, Ms, Dr, etc)	First Name
Middle Name	Family Name
Name of Building (if applicable)	
Street Address	
Suburb / District	
Town / City	Postcode
Phone Number	<input type="radio"/> Tick if the phone number can be included in online directories.
Mobile	<input type="radio"/> Tick if the mobile number can be included in online directories.
Email	<input type="radio"/> Tick if the email can be included in online directories.

3. Playgroup Contact Person Details

Information provided in this section may be included in online Ministry of Education directories.

The playgroup contact person details are essential to enable the Ministry of Education to provide support for the playgroup. The Ministry of Education must be told if there is any change in the contact person details.

Nominated Person Contact Details

This is the name and contact details of the person who can respond to the Ministry in a timely way.

If this person is the same as the person listed in "Applicant Contact Details" you do not need to provide the information again.

Note: Nominated person's contact, name, email and phone number may be included in the online directories.

<input type="radio"/> Tick this box if the Contact Person's details are the same as the "Applicant Contact Details in Section 2. If yes, leave the following section blank.	
Title (Mr, Mrs, Ms, Dr, etc)	First Name
Middle Name	Family Name
Name of Building (if applicable)	
Street Address	
Suburb / District	
Town / City	Postcode
Phone Number	<input type="radio"/> Tick if the phone number can be included in online directories.
Mobile	<input type="radio"/> Tick if the mobile number can be included in online directories.
Email	<input type="radio"/> Tick if the email can be included in online directories.

4. Playgroup Venue Details

Information provided in this section may be included in online Ministry of Education directories.

Playgroup venue address

This is the address and contact details (if available at the venue) where the playgroup is held.

Note: Playgroup venue's address, email and phone numbers may be included in the online directories.

Name of Building (if applicable)	
Street Address	
Suburb/District	
Town/City	Postcode
Phone Number	
Mobile	<input type="radio"/> Tick if the mobile number can be included in online directories.
Email	<input type="radio"/> Tick if the email can be included in online directories.

5. Nomination of Emergency Contact

This information will not be included in the online directories.

This is the person that the Ministry will contact in the case of an emergency

Emergency Contact Person	Title (Mr, Mrs, Ms, Dr, etc)	First Name
	Family Name	
	Phone Number	Mobile Number
	Email	

- Or select
- Same as Applicant
- Same as Funding Contact Person
- Same as Playgroup Contact Person

6. Operational Details

The Operating Details stipulate the conditions under which the playgroup will operate. A copy of the playgroup's agreed statement about the operation of the playgroup that is available for people to read is required as part of this application.

Type of playgroup <i>Tick one only</i>	<input type="radio"/> General	<input type="radio"/> Playcentre, affiliated to the Federation					
	<input type="radio"/> Pasifika	<input type="radio"/> Nga Puna Kohungahunga					
Stand alone or affiliated playgroup <i>Tick one only</i>	<input type="radio"/> Stand alone <i>The playgroup operates independently from any other organisation.</i>	<input type="radio"/> Affiliated <i>The playgroup is affiliated to another organisation e.g. Plunket, The Salvation Army</i> Organisation playgroup affiliated to:					
Does the playgroup have a paid coordinator? <i>Tick one only</i>	<input type="radio"/> Yes, the playgroup does have a paid coordinator.	<input type="radio"/> No, the playgroup does not have a paid coordinator.					
Total number of children <i>Children currently enrolled and regularly attending the playgroup.</i>	Total number of children two and over. <i>Children currently enrolled and regularly attending the playgroup.</i>	Total number of children under two <i>Children currently enrolled and regularly attending the playgroup.</i>					
Session times <i>These are the days and times the playgroup will meet.</i>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	Start	Start	Start	Start	Start	Start	Start
	Finish	Finish	Finish	Finish	Finish	Finish	Finish

7. Confirmation of Curriculum Framework Pathway

Please identify the curriculum framework pathway chosen by the service. For more information, please visit [Te Whāriki Online \(education.govt.nz\)](http://Te Whāriki Online (education.govt.nz)).

Curriculum framework pathway	<input type="radio"/> Te Ara Māori	<input type="radio"/> Te Ara Whānui
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8. Funding Details

This information will not be included in the online directories.

It is essential that the Ministry is kept up to date with any changes to the funding contact person or bank account details to enable funding to continue.

Funding contact person

This is the name and preferred contact details of the person nominated to be the contact person for any funding matters.

If this person is the same as the person listed in "Applicant Details" you do not need to provide the information again.

Note: This is the address where the MoE will send all funding related forms. If you prefer mail to be sent to the playgroup venue please indicate this by ticking the field provided.

<input type="radio"/>	Tick this box if the Contact Person's details are the same as the "Applicant Contact Details" in Section 2. Otherwise leave the following section blank.	
<input type="radio"/>	Tick this box if the playgroup venue address details are where you would prefer funding related forms to be sent.	
Title (Mr, Mrs, Ms, Dr, etc)		First Name
Middle Name		Family Name
Name of Building (if applicable)		
Street Address		
Suburb / District		
Town / City		Postcode
Phone Number		
Mobile		
Email		

Bank account details

Tick one only

<input type="radio"/>	I have attached a bank deposit slip with this application and a completed RS2 Form. <i>Note: RS2 Forms are available on the MOE website here</i>	<input type="radio"/>	Existing Playgroups: <i>No changes have been made to the bank account details held by the MoE. Note: This option is only available to playgroups that have been operating and receiving MoE funding where no change to bank account details have occurred.</i>
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9. Statement by Applicant

This statement must be completed and signed by the person nominated to act on behalf of the playgroup to complete this application for certification.

On behalf of the management of the _____ (name of playgroup), I am applying under the Education (Playgroups) Regulations 2008 to become a certified playgroup.

I DECLARE THAT:

- I am authorised by the members of the playgroup to make this application.
- Having made all reasonable enquiries, and to the best of my knowledge and belief the application includes and is accompanied by all relevant information known to the playgroup.
- Having made all reasonable enquiries, and to the best of my knowledge and belief the information included in this application is in all respects true and correct.
- I have read the requirements of the Education (Playgroups) Regulations 2008 and Criteria and believe the playgroup to be compliant with the above named regulations.

Full Names

Title (Mr, Mrs, Ms, Dr, etc)	First Name
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	Middle Names	Family Name
Signature	X	
Date (Day/Month/Year)		

10. Application Checklist

To assist you in preparing your application, the following checklist shows the documentation that is required to be included with the application and forwarded to your local office of the Ministry of Education.

General requirements

- 1) Completed application form (Regulation 4,5,6)
- 2) A copy of an agreed statement about the operation of the playgroup that is available for people to read. (Regulation 22)
- 3) A written child protection policy that meets the requirements of the Children's Act 2014. The policy contains provisions for the identification and reporting of child abuse and neglect, and information about how the service will keep children safe from abuse and neglect, and how it will respond to suspected child abuse and neglect. (Criterion HS11)
- 4) A bank deposit slip showing the playgroup's bank account number (If applicable – please see Section 8 for details)

Once completed, please forward this application form and related documents to the local office.