



# Starting an early childhood service

## Step by step

This is a high-level breakdown of how to start a centre-base early childhood service.



### What type of service

- Research
- Understand what is needed to set up an early childhood service



### Choosing a site

- District plan
- LIM
- Resource consent



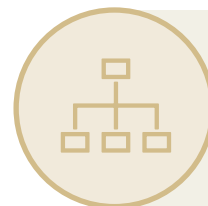
### Planning

- Planning and design
- Ensure plans and designs address licensing criteria
- Building consent



### Construction

- Building compliance and compliance schedule
- Building warrant of fitness
- Licensing criteria met



### Management

- Governance, management and staffing
- Policies and procedures
- Administration records



### Assessments, approvals and registrations

- Fire evacuation scheme approval
- Health assessment report
- Food safety programme registration



### Licence

- Submit probationary licence application
- Probationary licence application approval

### Guidance

We have guidance that gives you more details about each step.

#### Key

Introduction to early childhood services

Starting an early childhood service

Applying for a licence

See these guides on our website.

[Guides and factsheets – Ministry of Education](#)



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