



Starting an early childhood service

Useful contact information

Information from other organisations

This table has contact details and links to information from other organisations. You may need to contact these organisations to help complete your application for an early childhood services licence. They may also be useful if you have questions or need assistance after setting up your service. It also has links to our website pages that reference these organisations.

| Subject | Organisation link or contact information |
|--|---|
| Building | |
| Resource consent | Applying for a resource consent – Ministry for the Environment |
| Building consent | Councils in Aotearoa - LGNZ Council websites and maps – LGNZ |
| Building code compliance | Building code compliance – Building Performance |
| Building Act compliance – guidance | Early childhood education centres – Building Performance Council websites and maps – LGNZ |
| Accessibility | Designing for access and usability - Building Performance |
| Health assessment report | National Public Health Service – Health New Zealand |
| Playground equipment standards | SNZ HB 5828.2:2006 – Standards New Zealand NZS 5828:2015 – Standards New Zealand |
| Food and food safety | |
| National food safety programmes | My Food Rules tool – MPI Early childhood educators and kōhanga reo – MPI |
| Registering for a national food safety programme | Steps to register – MPI Early childhood educators and kōhanga reo – MPI MPI 0800 00 83 83 , email info@mpi.govt.nz |
| Food for Kids programme | KidsCan ECE Food for Kids Programme – KidsCan |

| Subject | Organisation link or contact information |
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| Health and safety | |
| If there is immediate risk of harm | Police: 111 Oranga Tamariki freephone (NZ only): 0508 EDASSIST 0508 332 774 |
| Poisons and hazardous chemicals | National Poisons and Hazardous Chemicals Information Centre For urgent information requests 24 hours a day, 7 days a week, telephone 0800 POISON (0800 764 766). |
| First aid training providers | First aid – NZQA |
| Safety checking | Safety checking – Oranga Tamariki Ministry for Children |
| Police vetting for early learning services | Police vetting service – New Zealand Police |
| Police vets for teachers | Find a registered teacher – Teaching Council of Aotearoa New Zealand |
| Police vets for overseas children's workers | Australian criminal history checking service – New Zealand Police Overseas police clearance – Teaching Council of Aotearoa New Zealand |
| How to report concerns about abuse or neglect | Report a concern – Oranga Tamariki |
| Information to help with a crying baby | Crying baby – Healthify What you can do when your baby cries – KidsHealth |
| Share your service's emergency planning information with Police | plans@police.govt.nz |
| SunSmart information and training | SunSmart – Cancer Society NZ |
| Maintaining a comfortable temperature | Managing thermal comfort at work – WorkSafe |
| Use of nappy rash barrier cream in early learning | Nappies and nappy rash – Whānau Āwhina Plunket Nappy rash – KidsHealth |
| Employment | |
| Preparing for staff employment Job descriptions | The hiring process – Employment New Zealand CommunityNet Aotearoa |

| Subject | Organisation link or contact information |
|--|---|
| Help with employment issues | Employment New Zealand Inland Revenue Teaching Council of Aotearoa New Zealand Te Kāhui Tika Tangata Human Rights Commission New Zealand Educational Institute (NZEI) Te Riu Roa Oranga Tamariki Action Plan |
| Employment-related complaints | Labour Inspectorate complaints – Employment New Zealand |
| Policies | |
| Finances | Business.govt.nz |
| Report a cyber incident or get support | Contact us – Netsafe 0508 NETSAFE (0508 638723) help@netsafe.org.nz Report an incident – CERT NZ 0800 CERT NZ (0800 237 869) |
| Other | |
| Starting a playcentre | Playcentre Association |
| Starting a kōhanga reo | Te Kōhanga Reo National Trust |
| Statutory declarations | Making a statutory declaration – New Zealand Government Justice of the Peace or barrister of the High Court |