

COMPARISON TABLE OF LICENSING CRITERIA FOR HOME-BASED EDUCATION & CARE SERVICES 2008

Existing Licensing Criteria for Home-based Education & Care Services 2008	Effective 1 September 2026 - Licensing Criteria for Home-based Education & Care Services
HEALTH AND SAFETY PRACTICES	
<i>Notification</i>	
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.	HS227 1. The Director of Regulation 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 Director of Regulation 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 Director of Regulation 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.
GOVERNANCE, MANAGEMENT AND ADMINISTRATION	
<i>Parent involvement and information</i>	
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.	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 Education Review 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.
<i>Planning and documentation</i>	
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.	GMA206 An annual plan guides the service’s operation. Note: this criterion only applies in respect of the Director of Regulation’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.	GMA207 An annual budget guides financial expenditure.

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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.	Note: this criterion only applies in respect of the Director of Regulation’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.
Interpretation 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.	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, or subsequent to it, 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.