

COMPARISON TABLE OF LICENSING CRITERIA FOR HOSPITAL-BASED EARLY CHILDHOOD EDUCATION AND CARE SERVICES

Existing Licensing Criteria for Hospital-Based Early Childhood Education and Care Services 2008	Effective 1 September 2026 - Licensing Criteria for Hospital-Based Early Childhood Education and Care Services
GOVERNANCE, MANAGEMENT AND ADMINISTRATION	
<i>Parent involvement and information</i>	
GMA302 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 Hospital-based Education and Care Services 2008; - information about any changes to the service’s licence status; - the most recent Education Review Office report regarding the service; - 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.	GMA302 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 Hospital-based Education and Care Services 2008; - information about any changes to the service’s licence status; - the most recent Education Review Office report regarding the service; - 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.
<i>Planning and documentation</i>	
GMA307 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.	GMA307 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.
GMA308 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 of the premises as appropriate.	GMA308 An annual budget guides financial expenditure. 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 of the premises as appropriate.