



## CERTIFICATE OF LICENCE

### Early Childhood Education and Care Centre

**Licence Class:** All Day  
**Service Provision:** Teacher Led  
**Licence Status:** Provisional

The named Service Provider is licensed to operate an Early Childhood Education and Care Centre at the premises described subject to continued compliance with the Education (Early Childhood Services) Regulations 2008 and with the following conditions:

**Name of Centre:** Fern Garden Preschool & Childcare Centre (40303)  
**Address of Centre:** 408 Otumoetai Road  
Otumoetai  
Tauranga  
**Name of Service Provider:** Chrysalis Group Limited  
**Service Provider Contact Person:** Nikeeta Singh

Conditions under which the Centre must operate are:

	Class	Service Provision	Hours of Operation	Maximum Children Attending
<b>Monday</b>	All Day	Teacher Led	7:00 AM to 6:00 PM	40, including up to 8 children under 2
<b>Tuesday</b>	All Day	Teacher Led	7:00 AM to 6:00 PM	40, including up to 8 children under 2
<b>Wednesday</b>	All Day	Teacher Led	7:00 AM to 6:00 PM	40, including up to 8 children under 2
<b>Thursday</b>	All Day	Teacher Led	7:00 AM to 6:00 PM	40, including up to 8 children under 2
<b>Friday</b>	All Day	Teacher Led	7:00 AM to 6:00 PM	40, including up to 8 children under 2
<b>Saturday</b>	All Day	Teacher Led	8:30 AM to 1:30 PM	40, including up to 8 children under 2
<b>Sunday</b>	Does not Operate	Does not Operate		

The following conditions are specified in accordance with regulation 16 of the Education (Early Childhood Services) Regulations 2008. These conditions must be complied with for the revocation of the provisional licence and return of the service's full (or probationary, if applicable) licence.

Regulation	Criteria	Condition to be met	Compliance Date
45	PF12	To provide evidence that parts of the building or buildings used by children have: *lighting (natural or artificial) that is appropriate to the activities offered or purpose of each room; *ventilation (natural or mechanical) that allows fresh air to circulate (particularly in sanitary and sleep areas); *a safe and effective means of maintaining a room temperature of no lower than 16°C; and *acoustic absorption materials if necessary to reduce noise levels that may negatively affect children's learning or wellbeing.	8 December 2020
46	HS1	To provide evidence that premises, furniture, furnishings, fittings, equipment, and materials are kept safe, hygienic and maintained in good condition.	8 December 2020
46	HS7	To provide evidence of a written emergency plan and supplies to ensure the care and safety of children and adults at the service. The plan must include evacuation procedures for the service's premises, which apply in a variety of emergency situations and which are consistent with the Fire Evacuation Scheme for the building. Documentation required: *A written emergency plan that includes at least: *An evacuation procedure for the premises. *A list of safety and emergency supplies and resources sufficient for the age and number of children and adults at the service and details of how these will be maintained and accessed in an emergency. *Details of the roles and responsibilities that will apply during an emergency situation. *A communication plan for families and support services. *Evidence of review of the plan on an, at least, annual basis and implementation of improved practices as required.	8 December 2020
46	HS9	To provide evidence that a procedure for monitoring children's sleep is displayed and implemented and a record of children's sleep times is kept. Documentation required: 1. A procedure for monitoring children's sleep. The procedure ensures that children: *do not have access to food or liquids while in bed; and *are checked for warmth, breathing, and general well-being at least every 5-10 minutes, or more frequently according to individual needs. 2. A record of the time each child attending the service sleeps, and checks made by adults during that time. Specifically, provide evidence of a review that has been undertaken to improve engagement and practice with sleep monitoring requirements.	8 December 2020
46	HS10	To provide evidence that furniture or items intended for children to sleep on (such as cots, beds, stretchers, or mattresses) are arranged and spaced when in use so that: • adults have clear access to at least one side (meaning the length, not the width); • the area surrounding each child allows sufficient air movement to minimise the risk of spreading illness; and • children able to sit or stand can do so safely as they wake.	8 December 2020
46	HS22	To provide evidence children are supervised while eating. Provide records of the outcome of the review process including a reviewed supervision plan which clearly indicates how staff will supervise children while eating.	8 December 2020
46	HS28	To provide evidence that medicine (prescription and non-prescription) is not given to a child unless it is given: *by a doctor or ambulance personnel in an emergency; or *by the parent of the child; or *with the written authority (appropriate to the category of medicine) of a parent. Medicines are stored safely and appropriately, and are disposed of, or sent home with a parent (if supplied in relation to a specific child) after the specified time. Documentation required: 1. A record of the written authority from parents for the administration of medicine in accordance with the requirement for the category of medicine outlined in Appendix 3. 2. A record of all medicine (prescription and non-prescription) given to children attending the service. Records include: *name of the child; *name and amount of medicine given; *date and time medicine was administered and by whom; and *evidence of parental acknowledgement. Related to clause 46 (1)(b) of standard. To provide an procedure for administering medication to children that ensures the health and safety of children is given by proper care, and that medication is not administered inappropriately by services.	8 December 2020

46	HS29	To provide evidence that adults who administer medicine to children (other than their own) are provided with information and/or training relevant to the task. Documentation required: A record of training and/or information provided to adults who administer medicine to children (other than their own) while at the service.	8 December 2020
46	HS31	To provide evidence of a written child protection policy that meets the requirements of the Children 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.	8 December 2020
47	GMA1	To provide evidence the following are prominently displayed at the service for parents and visitors: *the Education (Early Childhood Services) Regulations 2008, and the Licensing Criteria for Early Childhood Education and Care Centres 2008; *the full names and qualifications of each person counting towards regulated qualification requirements; *the service's current licence certificate; and *a procedure people should follow if they wish to complain about non-compliance with the Regulations or criteria. Documentation required: A procedure people should follow if they wish to complain about non-compliance with the Regulations or criteria. The procedure includes the option to contact the local Ministry of Education office and provides contact details.	8 December 2020
47	GMA7A	To provide evidence that all children's workers who have access to children are safety checked in accordance with the Vulnerable Children Act 2014. Safety checks must be undertaken and the results obtained before the worker has access to children. The results of the safety checks must be recorded and the record kept as long as the person is employed at the service. Every children's worker must be safety checked every three years. Safety checks may be carried out by the employer or another person or organisation acting on their behalf. Documentation required: A written procedure for safety checking all children's workers before they have access to children that meets the safety checking requirements of the Vulnerable Children Act 2014; and A record of all safety checks and the results.	8 December 2020
47	GMA8	To provide evidence of an annual plan guides the service's operation. Documentation required: An annual plan identifying 'who', 'what', and 'when' in relation to key tasks undertaken each year.	8 December 2020
47	GMA10	To provide evidence that enrolment records are maintained for each child attending. Records are kept for at least 7 years. Documentation required: *Enrolment records for each child currently attending and for those who have attended in the previous 7 years. *Records meet the requirements of the Early Childhood Education Funding Handbook and include at least: *the child's full name, date of birth, and address; *the name and address of at least 1 parent; *details of how at least 1 parent (or someone nominated by them) can be contacted while the child attends the service; *the name of the medical practitioner (or medical centre) who should, if practicable, be consulted if the child is ill or injured; *details of any chronic illness/condition that the child has, and of any implications or actions to be followed in relation to that illness/condition; *the names of the people authorised by the parent to collect the child; and *any court orders affecting day to day care of, or contact with, the child.	8 December 2020
45	PF2	To provide evidence the design and layout of the premises support effective adult supervision so that children's access to the licensed space (indoor and outdoor) is not unnecessarily limited.	5 February 2021
46	HS12	To provide evidence that equipment, premises and facilities are checked on every day of operation for hazards to children. Accident/incident records are analysed to identify hazards and appropriate action is taken. Hazards to the safety of children are eliminated, isolated or minimised. Consideration of hazards must include but is not limited to: *cleaning agents, medicines, poisons, and other hazardous materials; *electrical sockets and appliances (particularly heaters); *hazards present in kitchen or laundry facilities; *vandalism, dangerous objects, and foreign materials (e.g. broken glass, animal droppings); *the condition and placement of learning, play and other equipment; *windows and other areas of glass; *poisonous plants; and *bodies of water. Documentation required: A documented risk management system.	5 February 2021

46	HS27	To provide evidence that all practicable steps are taken to get immediate medical assistance for a child who is seriously injured or becomes seriously ill, and to notify a parent of what has happened. Documentation required: A record of all injuries, illnesses and incidents that occur at the service. Records include: the child's name; the date, time, and description of the injury, illness or incident; actions taken and by whom; and evidence that parents have been informed. A procedure outlining the service's response to injury, illness and incidents, including the review and implementation of practices as required.	5 February 2021
47	GMA11	To provide evidence that attendance record is maintained that shows the times and dates of every child's attendance at the service. Records are kept for at least 7 years. Documentation required: An attendance record that meets the requirements outlined in the Early Childhood Education Funding Handbook for children currently attending, and children who have attended in the previous 7 years. Specifically Funding Handbook (6-3), • Marked by staff daily (or for each session if more than one session a day)	5 February 2021
43	C2	To provide documented evidence that the service curriculum is informed by assessment, planning, and evaluation (documented and undocumented) that demonstrates an understanding of children's learning, their interests, whānau, and life contexts.	31 March 2021
43	C3	To provide evidence of how adults providing education and care engage in meaningful, positive interactions to enhance children's learning and nurture reciprocal relationships. Specifically, documentation to support changed practice of how adults response and support children settling.	31 March 2021
43	C4	To provide evidence that the practices of adults providing education and care demonstrate an understanding of children's learning and development, and knowledge of relevant theories and practice in early childhood education.	31 March 2021
45	PF13	To provide evidence that outdoor activity space is: *connected to the indoor activity space and can be easily and safely accessed by children; *safe, well-drained, and suitably surfaced for a variety of activities; *enclosed by structures and/or fences and gates designed to ensure that children are not able to leave the premises without the knowledge of adults providing education and care; *not unduly restricted by Resource Consent conditions with regards to its use by the service to provide for outdoor experiences; and *available for the exclusive use of the service during hours of operation. Specifically, provide evidence of how children access for under two's from outside to inside easily.	31 March 2021
46	HS17	To provide evidence whenever children leave the premises on an excursion: assessment and management of risk is undertaken, and adult:child ratios are determined accordingly. Ratios are not less than the required adult:child ratio; the first aid requirements in criterion HS25 are met in relation to those children and any children remaining at the premises; parents have given prior written approval to their child's participation and of the proposed ratio for: *regular excursions at the time of enrolment; and *special excursions prior to the excursion taking place; and *there are communication systems in place so that people know where the children are, and adults can communicate with others as necessary. *When children leave the premises on a regular or special excursion, the excursion must be approved by the Person Responsible. Documentation required: *A record of excursions that includes: *the names of adults and children involved; *the time and date of the excursion; *the location and method of travel; *assessment and management of risk; *adult:child ratios; *evidence of parental permission and approval of adult:child ratios for special excursions; and *the signature of the Person Responsible giving approval for the excursion to take place.	31 March 2021
47	GMA6	To provide evidence that an ongoing process of self-review helps the service maintain and improve the quality of its education and care. Documentation required: *A process for reviewing and evaluating the service's operation (for example, learning and teaching practices, philosophy, policies, and procedures) by the people involved in the service. The process is consistent with criterion GMA4, and includes a schedule showing timelines for planned review of different areas of operation. *Recorded outcomes from the review process.	31 March 2021

47	GMA7	To provide evidence that suitable human resource management practices are implemented. Processes for human resource management, including: • Selection and appointment procedures • Job/role descriptions; • Induction procedures into the services; • A system of regular appraisal; • Provision for professional development; • A definition of serious misconduct; and • Discipline/dismissal procedures.	31 March 2021
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Date of Issue: 23 November 2020

For Secretary for Education