

# Use of Kindergartens Outside of Hours Policy/ Tukanga Here

Version 1 | Mahi Tuatahi

Effective Date: January 2023 | Harātua 2023

Next Review: January 2026 | Here-turi-kōkā 2026

Document Approver: Chief Executive

Document Owner: Facilities & Services

## Applies To | Ko Wai Whakahāngaitia

All staff, committees and any other potential users.

## General Principles | Mātāpono Whānui

To ensure, where kindergarten premises are used outside of normal hours of operation that these activities are approved and managed in such a way that the safety of all participants, buildings and equipment is assured.

## Related Procedures or Processes and Documents | Pākanga Tukanga me Pukapuka

Not Applicable.

## References | Tohutoro / Huānga ki

Ministry of Education Funding Handbook.

## Policy Review Cycle | Kaupapa Arotake Hurihanga

This policy will be reviewed every three years and in conjunction with reviews of the related procedures or processes and documents outlined above.

## Policy

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1. Kindergarten premises may be hired (outside of normal kindergarten hours) to groups associated with the kindergarten ie staff, whanau, committees etc.
2. The kindergarten shall be available for use by children and teachers during all scheduled operating hours and during all non-contact times, unless otherwise agreed by the teachers.
3. Where teachers, committees/whānau groups agree to use the kindergarten for kindergarten-related activities outside of kindergarten operating hours, the kindergarten will be cleaned and appropriately set up for the next scheduled group of children.
4. Where kindergartens wish to develop specific procedures to accompany this procedure these shall be sent to the Facilities & Services Team leader for guidance and approval.
5. Where Kindergarten Taranaki provides the use of the building or grounds for activities not related to the operations of the kindergarten, Kindergarten Taranaki shall arrange for the kindergarten to be appropriately set up for the next scheduled group of children.
6. Smoking is not permitted anywhere in the kindergarten buildings or grounds.
7. Anyone using the kindergarten outside of operating hours shall complete the form attached and be offered the opportunity to provide a koha or donation.

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## Procedure

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1. All applications for use of the kindergarten outside operating hours, for activities not related to kindergarten operation, shall have a copy of the attached form completed and submitted to the Facilities & Services Team Leader.
2. The Head Teacher is responsible for ensuring that people who wish to use the kindergarten for private functions or activities have:
  - The completed the form attached and submitted to the Facilities & Services Team Leader for approval.
  - Inform the users of:
    - Of any requirements while using the premises, such as cleaning, security etc.
    - Of the kindergarten's Emergency Management Plan.
    - Any hazards.
    - That they are responsible for any damage to the building or equipment that occurs whilst they are at the kindergarten.

# Use of Kindergartens Outside of Hours Policy/ Tukanga Here

## Hire of Kindergarten Outside Kindergarten Hours

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### Agreement Terms and Conditions

1. This kindergarten is a smoke-free area.
2. Users/hirers are required to give notification of numbers in the group at the time of booking.
3. Users/hirers are responsible for their own setting up.
4. Users/hirers are welcome to use the kindergarten and kitchen equipment. Arrangements for tea/coffee can be made with the kindergarten staff.
5. The kindergarten is to be left in a clean and tidy condition. All furniture and equipment is to be returned to its original position.
6. The hirer will be responsible for, and will make good any loss of or damage to kindergarten property, furniture or fittings caused while the hirer has use of the facilities.
7. Preparation of food and drink should take place only in the kitchen. Dishes are to be washed.
8. If no kindergarten staff are present, hirers are asked upon leaving the building to check the following:
  - collecting keys
  - having the security system explained and demonstrated
  - securing all parts of the building (windows, heaters, lights etc)
  - setting the alarm
  - Return of keys.
9. It is the user/hirer's responsibility to set the alarm and secure all part of the building. Failure to set alarms correctly could result in a callout. This will be charged to the user/hirer.
10. Notification of a cancellation should be made at the earliest possible opportunity.

### Emergency Details

To be completed by kindergarten staff or committee. In cases of emergency the following kindergarten/committee persons can be contacted:

Full Name of Contact	Phone

### Charges

Donations for the use of the kindergarten are to made direct to the kindergarten.

Tea/coffee available by arrangement.

Thank you for your care and consideration.

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I have read and understood the above terms and conditions.

<b>Kindergarten:</b>	
<b>Date Kindergarten Required</b>	
<b>Hirer's Name</b>	
<b>Address</b>	
<b>Phone / Mobile Number</b>	
<b>Signed</b>	
<b>Date</b>	

NB Person signing this contract is responsible for seeing that all of the above conditions are met.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

On behalf of the Kindergarten

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please keep a copy of this contract as your reference and return the original to the kindergarten as soon as possible.