



LICENCE CERTIFICATES POLICY

Policy Statement

The Centre will comply with the legal requirements regarding Pipitea's licence as set by the Ministry of Education.

Procedure

- Pipitea's licence certificate must be displayed at all times.
- The Ministry of Education requires confirmation that licensees are fit and proper persons (Reg 3,3c and 4 Applications).
- It is the responsibility of the Licensee to ensure that qualified staff have recognised qualifications, skills and experience. The names and qualifications of each person qualified to carry out the functions of "the person responsible" must now be displayed next to the Certificate of Licence.
- Parents wishing to complain about non-compliance with Licence requirements can put a complaint in writing to the Management Committee. A decision will be returned to the complainant in writing.

Ratification

Signed: _____

Centre Supervisor

Convenor

Date: _____