



Te Tari Puna Ora o Aotearoa
NZ Childcare Association



Employer Handbook 2010

Handbook for employers in education and care services

Climb aboard our waka

Handbook for Employers in Education and Care Services

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Introduction

Tēnā koutou katoa,

Congratulations on joining or renewing your membership with Te Tari Puna Ora o Aotearoa / NZ Childcare Association for 2010. We look forward to supporting you throughout the year with great services and strong advocacy.

The 2010 revision of the *Employer Handbook* will provide you with information on how to be a good ECE employer. The handbook covers topics based on the queries we receive from our members as they manage the complexities of the administrative environment whilst delivering high quality ECE.

We recommend that the handbook is used in conjunction with other resources, in particular the *Education (Early Childhood Centre) Regulations*, the *Funding Handbook (Ministry of Education)* and the other useful resources identified throughout the book.

The *Employer Handbook* is designed to lead you through the key points of each area, provide information on how the issue applies to your early childhood setting and identify the steps you should, or must take in employment situations. It will refer you to other sources for more help where needed, or when it is recommended that you seek external support. This book does not replace legal advice in any given situation and we urge you to always seek more help or legal advice if you think you need it.

Early childhood education is an area of dynamic change, so keep your *Employer Handbook* to hand and contact our member services team if you ever need more information.

We look forward to helping you deliver high quality early childhood education to young New Zealanders.

Noho ora mai



Nancy Bell
Chief Executive
Te Tari Puna Ora o Aotearoa/NZ Childcare Association

Disclaimer:

This resource has been produced as a guide to centre management and is not intended to replace legal or Ministry of Education advice. The author is not liable for any errors or omissions in these materials or for the way the advice in these materials is applied to particular issues or circumstances.



SECTION ONE
RUNNING A CENTRE
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