

Goal B

Efficient management policies and practices which result in an effective service and are in the best interests of children, staff and management.

Objectives and Practices

- (a) Every year to formulate a management plan in consultation with parents, families and staff which outlines the policies of the service on staffing, finance and organisation;
- (b) To specify the methods to be used to achieve these policies;
- (c) To provide training opportunities for management:
 - (i) every year to prepare a statement of training priorities for management
 - (ii) every year ensure that management training includes component to equip management to implement equity objectives
 - (iii) budget for the purchase of training services as required.

Goal C

Efficient administration and financial accountability is essential in the expenditure of public funds.

Objectives and practices

- (a) To ensure that parents view the attendance register on a regular basis and confirm their child's attendance record;
- (b) Management who are care arrangers shall ensure that caregivers receive reasonable remuneration which shall be paid at regular intervals;
- (c) To keep at all times clear and accurate records of funding received including funding from the Ministry of Education and the Department of Social Welfare;
- (d) To have the service's financial statement available and audited annually;
- (e) To arrange for paid leave for staff undertaking field based training courses towards a qualification recognised by the Secretary of Education or undergoing induction;
- (f) Managers who are care arrangers, to provide suitable and adequate office and storage space for staff; ensure that there are back-up arrangements available for occasions when caregivers are sick or otherwise not able to care for children;
- (g) To ensure that caregivers and co-ordinators provide development opportunities as well as caregiving to children in the home-based care.

8 Staffing

Goal

Qualified staff who understand young children and their development.

Objectives and Practices

- (a) Every year, for early childhood services where all staff do

not have qualifications recognised by the Secretary for Education, to provide a staged plan showing the ways in which the service will budget to increase the number of qualified adults working with the children, through field-based training or staff training policies;

- (b) Every year, for services to provide a staged plan which outlines the ways in which the service will reach a staffing level agreed to by the Ministry under the charter agreement.

9 Staff Development and Advisory Support

Goal

To make provision for appropriate advisory support and in service development and training which will enhance the performance of staff and management.

Objectives and Practices

- (a) Every year to specify the advisory support system to be used by the service over the year. Services which do not have an advisory support system are required to specify that they will use the Early Childhood Development Unit until October 1992;
- (b) To ensure that staff are kept up to date with current trends and practices in early childhood care and education and that caregivers are encouraged to participate in support groups. Every year to keep records of staffs' use of advisory support and training opportunities;
- (c) To ensure that all full and part-time staff including care arrangers or co-ordinators, participate in regular in-service training programmes developed in consultation with them;
- (d) Each year to develop a programme and a budget for in service development and training for all staff.

10 Land, Buildings and Equipment

Goal

To provide and maintain a safe and healthy environment for young children.

Objectives and Practices

- (a) To maintain the grounds, buildings and equipment in a clean, safe and hygienic condition;
- (b) To provide programmes for the regular inspection of grounds, building and equipment and for their repair, maintenance and improvement;
- (c) To any adaptations to the grounds, buildings and equipment to take account of children with special needs.

Dated at Wellington this 29th day of November 1990.

JOHN LUXTON, Associate Minister of Education.
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Health

Medicines Act 1981

Consent to the Distribution of New Medicines

Pursuant to section 20 of the Medicines Act 1981, the Minister of Health hereby consents to the distribution in New Zealand of the new medicines set out in the Schedule hereto:

Schedule

Name and Strength	Form	Name and Address of Manufacturer	Proprietary Name (if any)
Ramipril 1.25 mg, 2.5 mg, 5 mg and 10 mg	Capsules	Hoechst AG, Frankfurt am Main, West Germany	Tritace