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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------|--------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Application for Change of Quality/Standard Funding Rate for Te Kōhanga Reo</b> |                       | <b>EC11 TKR</b>                |
| DATE RECEIVED (Office only) / /                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                   |                       |                                |
| <b>When to use this application:</b> <ul style="list-style-type: none"> <li>New Kōhanga Reo that are not teacher-led Kōhanga Reo are automatically placed on standard funding rate. This form should be completed if you wish to change to and from quality funding rate for both, new and existing Kōhanga Reo. Kōhanga Reo must meet the required criteria, set out in Chapter 3-C-4 of the Early Childhood Education Funding Handbook, at the time of applying. Applications will not be approved retrospectively.</li> <li>Applications must be sent to Te Kōhanga Reo National Trust to be processed and endorsed before being sent to the Ministry.</li> <li>Send the completed forms to your local office. To find the Local office addresses, go to the Ministry website at <a href="http://www.education.govt.nz">www.education.govt.nz</a> and click on 'Contact us'</li> </ul> |                                                                                   |                       |                                |
| <b>1. Kōhanga Reo</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                   |                       |                                |
| <div data-bbox="181 1008 560 1180" style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 20px;"> Te Kōhanga Reo National Trust stamp here </div> <div data-bbox="145 1234 612 1294" style="text-align: center;"> EC11 TKR Application endorsed by Te Kōhanga Reo National Trust </div> <div data-bbox="268 1339 427 1406" style="text-align: center;"> ( / / )<br/>Date </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Kōhanga Reo ID number and Name in full                                            |                       |                                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Kōhanga Reo Ministry of Education Number (printed on licence)                     |                       |                                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Te Kōhanga Reo National Trust ECA ID number<br><b>ECA445</b>                      |                       |                                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Kōhanga Reo Address                                                               |                       |                                |
| <b>2. Funding Level</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                   |                       |                                |
| I am applying to move to<br>(tick one only)<br><br><i>Effective date for Quality funding rate cannot be before the form is received by the Ministry of Education.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="radio"/>                                                             | Standard Funding Rate | ( / / )<br>Date effective from |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input type="radio"/>                                                             | Quality Funding Rate  | ( / / )<br>Date effective from |

### 3. Qualified Kaimahi

#### Te Kōhanga Reo National Trust endorsement of whānau qualifications

Attach another sheet listing the whānau details if there is not enough space here.

Te Kōhanga Reo National  
Trust stamp here

| trained<br>kaimahi who | qualification | qualification* | Hours of employment |    |    |    |    |    |    |
|------------------------|---------------|----------------|---------------------|----|----|----|----|----|----|
|                        |               |                | Mo                  | Tu | We | Th | Fr | Sa | Su |
|                        |               |                |                     |    |    |    |    |    |    |
|                        |               |                |                     |    |    |    |    |    |    |
|                        |               |                |                     |    |    |    |    |    |    |
|                        |               |                |                     |    |    |    |    |    |    |

\*Please include final year or Tohu where applicable.

### 4. Record Keeping

- The Kōhanga Reo whānau will maintain a staffing record for all periods that the Kōhanga Reo is open.
- The record will clearly indicate the names of the trained kaimahi and whānau; their qualifications; the days and hours (i.e. the times of arrival and times of departure) worked by each person.
- The record will be available for inspection by authorised Education Review Office and Ministry of Education staff. Copies of qualifications will be available for inspection at all times.
- All record keeping requirements are outlined in the ECE Funding Handbook.

☐ I have read and understand the record keeping requirements.

### 5. Declaration

To be completed by the whānau of the named Kōhanga Reo (*you must complete this declaration in full or your application will not be processed*)

I confirm that this Kōhanga Reo meets the required criteria for staffing qualifications and ratios at all times that is operating; refer to the Early Childhood Funding Handbook for further details.

I certify that the information in this application is correct.

Name

Signature

Date

Position held