



**Te Tāhuhu o
te Mātauranga**
Ministry of Education

**Application for Change of
Quality/Standard
Funding Rate for Te
Kōhanga Reo**

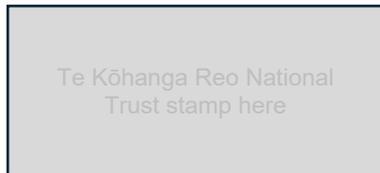
EC11 TKR

DATE RECEIVED (Office only) / /

When to use this application:

- 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.
- Applications must be sent to Te Kōhanga Reo National Trust to be processed and endorsed before being sent to the Ministry.
- Send the completed forms to your local office. To find the Local office addresses, go to the Ministry website at www.education.govt.nz and click on 'Contact us'

1. Kōhanga Reo



EC11 TKR Application endorsed by Te
Kōhanga Reo National Trust

(/ /)
Date

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

ECA445

Kōhanga Reo Address

2. Funding Level

I am applying to move to
(tick one only)



Standard Funding Rate

(/ /)
Date effective from

*Effective date for Quality funding rate cannot be
before the form is received by the Ministry of
Education.*



Quality Funding Rate

(/ /)
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 kaimahi who | qualification | qualification* | Hours of employment | | | | | | |
|---------------------|---------------|----------------|---------------------|----|----|----|----|----|----|
| | | | Mo | Tu | We | Th | Fr | Sa | Su |
| | | | | | | | | | |
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*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