

 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 Tari Matua to be processed and endorsed before being sent to the Ministry.			
1. Kōhanga Reo			
Te Kōhanga Reo National Trust stamp here 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) <i>Effective date for Quality funding rate cannot be before the form is received by the Ministry of Education.</i>	☐	Standard Funding Rate	(/ /) Date effective from
	☐	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

Kaimahi Name	Te Tohu Whakapakari Diploma or Degree qualification	In their final year of Te Paetahi	Hours of employment						
			Mo	Tu	We	Th	Fr	Sa	Su

**Please include final year or Tohu where applicable.*

4. Privacy Statement

The personal information on this form and on its attachments is supplied to the Ministry of Education for the purpose of administering funding rate changes.

☐ I confirm that individuals whose personal information is included in this form have been made aware that this information will be supplied to the Ministry of Education for the purposes outlined above.

5. 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 or letter acknowledging "In their final year" 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.

6. 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