



He Whānau Manaaki o Tararua  
Free Kindergarten Association Incorporated

Date Effective: August 2019  
Review Date: August 2021

## Gifts and Acknowledgement of Staff

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Responsible to:	Chief Executive Officer,
Applies to:	All staff
Purpose:	To ensure that staff are acknowledged for service, graduation and bereavement and to provide guidelines for spending on gifts for these occasions.
Definitions:	Bereavement – includes the death of a partner or spouse. Graduation – includes staff members who achieve additional qualifications.

## Policy

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1. Following notification to Whānau Manaaki Kindergartens (WMK), staff will receive appropriate gifts, from WMK, to ensure staff are acknowledged.
  - a. Staff resigning from WMK will receive a gift or vouchers. As a guideline, the value of this gift or voucher will be approximately \$10.00 for every year of service.
  - b. WMK will send a card to a staff member following a bereavement of their spouse, partner or close family member. Other tributes may be considered and arranged as appropriate.
  - c. Teachers who move from Provisional to Full Registration or staff who achieve additional qualifications will be acknowledged.
  - d. Staff who have worked for WMK for 20 years will be acknowledged.
2. There may be times when kindergarten families, or the committee/whānau group, wish to acknowledge kindergarten staff by giving gifts. In this circumstance, families of kindergarten children may be offered the opportunity to make a personal contribution towards the gift. Kindergarten funds will not generally be used to buy gifts for staff members. However, if the committee/whānau group consider that it is appropriate to use kindergarten funds (and this should be checked by a Senior Teacher or Deputy Chief Executive), then due consideration will be given to the fact that the money has either been raised by the community or provided by WMK for spending on kindergarten operations. The decision to spend kindergarten funds on gifts for staff members should be made prudently.

## Procedures:

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1. Acknowledgement for moving to Full Registration and achieving additional qualifications will generally be presented at the annual full staff meeting.
2. Senior Teachers will generally be responsible for organising and delivering other gifts or tributes, informing and/or consulting with the Administration Manager when appropriate.