



He Whānau Manaaki o Tararua
Free Kindergarten Association Incorporated

Date Effective: October 2019
Review Date: October 2021

Reorganisation of Kindergartens

Responsible to:	Chief Executive Officer
Applies to:	All Kindergarten Staff and Kindergarten community
Purpose:	To ensure reorganisation of kindergartens occurs in line with the strategic direction and agreed 'non-negotiables', and with the relevant collective employment agreements. To ensure reorganisation is a fair and transparent process for all concerned.
Definitions:	'Reorganisation' can be any of the following: (a) Change to the operating hours, including start/finish times and days of operation (b) Change of 'grouping' structure eg. whānau grouping, mixed age groupings (c) Change of number of children attending (d) Change to number of teachers (e) Change of licence type
References:	<ul style="list-style-type: none">• Education (Early Childhood Centres) Regulations 2008• Ministry of Education Funding Handbook• WMK Consultation Policy• Kindergarten Teachers, Head Teachers and Senior Teachers' Collective Agreement (KTCA)

Policy

1. Whānau Manaaki Kindergartens (WMK) will consider and support reorganisation in order to:
 - a. Ensure that kindergartens provides an effective and high quality service to communities
 - b. Ensure that kindergartens operate in a manner that maintains their visibility.
2. In any reorganisation every effort will be made to:
 - a. Provide quality programmes
 - b. Employ only qualified, registered teachers in regulated positions
 - c. Maintain a focus on child-centred learning
 - d. Provide accessible services
 - e. Maintain teacher non-contact time (including provision for team non-contact)
 - f. Provide professional support
 - g. Improve teacher:child ratios
 - h. Nurture close relationships with families/whānau; and
 - i. Improve group size.

3. All services will be kindergartens, ie. teachers will be covered by the State Sector Act and will be employed on the terms and conditions of the KTCA.
4. Where practicable models of operation will be determined through a process of consultation.
5. Maximum teacher contact-time will be in line or more favourable than the current KTCA. There may be occasions when contact time varies from week to week, provided that when averaged over a four-week period it does not exceed the maximum.
6. Individual kindergartens will not be required to meet the costs of items that are required by the licence change such as cots, mattresses and the like. There may be other costs, such as office furniture or laptops, that will generally be met by the kindergarten.

Procedures

1. The need for reorganisation is identified. This could be kindergarten community, the staff of the kindergarten or Senior Teacher or Member of the Senior Management Team.
2. The teaching team, appropriate Senior Managers and NZEI (if appropriate) meet to discuss the situation. This discussion will include:
 - a. Strategies that have been implemented to address issues to date;
 - b. The ways in which the community is accessing the kindergarten currently, and any known barriers to access;
 - c. Possible changes/models that might be appropriate;
 - d. The process for consultation and decision-making (including timeframes).
3. Consultation with the kindergarten community may occur if it is deemed necessary. This may include a community meeting and/or a survey to ascertain their preferences and their comments/suggestions for kindergarten operation. The outcomes of this consultation will be considered however, it remains the Chief Executive Officer's prerogative to make the final decision in line with the Consultation Policy.
4. The community will be notified of the course of action and/or changes, including timeframes of implementation of any proposed reorganisation.
5. Preparations are made for the change, including licence application and assessment (if needed), the purchase of any new resources or equipment and any necessary changes to the environment.
6. Identified changes are implemented from the appropriate date, ensuring that provisions of relevant employment agreement conditions are met.
7. When a kindergarten is reorganised, the new model of operations will be continually monitored ascertaining how well it is working for children, families and staff. If any significant issues are identified and further change is considered, the Chief Executive Officer will determine, after discussion with Senior Teachers and the Teaching Team, the most appropriate way to approach this change.