



27 February 2023

Tēnā Koutou katoa,

Joining Whānau Manaaki Kindergartens

As you are aware South Otago Kindergartens and Whānau Manaaki Kindergartens are joining from 3 April 2023. This means that there will be some administrative and banking changes which will impact on you as parents or whānau of children that attend South Otago Kindergartens – Balclutha, Milton, Rosebank, Goldfields and Poupoutunoa.

The following is some important information to keep you aware of the upcoming changes.

Enrolment Agreements

In the lead up to 3 April 2023 you will be asked to re-sign your child's existing enrolment agreement. The staff at your Kindergarten will assist you with this. All your child's information will be transferred to a new system (Infocare) and your child will be issued with a new unique **child code reference (similar to your old reference code)**.

This code is to be used as a reference when making any payments to Balclutha, Milton, Rosebank, Goldfields and Poupoutunoa Kindergartens from 3 April 2023 so please update any APs and will help us identify your deposits.

Weekly Fees

The weekly child fees that you are required to pay will not change in the short term. Any current discounts that are applied to your children's fees will be retained in the short term so you will not see an increase in your weekly fees.

From 3 April 2023 you will receive "new look" fee statements from us that detail your child's fees, any payments you have made, and will provide information on how to make payment.

These statements will be circulated to you fortnightly via email or placed in you "parent pockets". The first statement you will receive from us will be on 3 April 2023.

New Bank Account

Our old Westpac bank accounts will be closed on **21 March 2023**.

You will need to use our new ANZ bank account when you want to make payment to us after 21 March 2023. This means you will need to amend/cancel any existing Automatic Payments (APs) that you have in place and set them up using the new ANZ bank account details below. Any new payments you make, or APs you set up, should include your new **child code** as a reference.

The new bank account for making payments is:

Bank	Account Number	Account Name
ANZ	06-0507-0854005-00	South Otago/WM Kindergartens

For child fee payments, fundraising, donations.

Contributions – Fundraising or any other deposits made via internet banking Any other monies that Kindergarten has asked to be paid online, such as fundraising payments, will also need to be paid into our new ANZ bank account above after **21 March 2023**. You will still need to reference your kindergarten and what the money is for e.g. wet bags, Juicies etc.

Questions or Concerns?

We understand there is a lot of new information contained in this communication so if you have any questions please ask the staff at South Otago Kindergarten Association who will be happy to help:

Alethea Solomon	ph: 03 41 82 043	e: office@sokindergartens.org.nz
Gillian Crawford	m: 021 1216 005	e: gillian@sokindergartens.org.nz

We appreciate your ongoing cooperation through these changes and look forward to supporting your child's learning journey.

Mauri ora



Office Administrator