

RS7 Early Childhood Funding Return**Service No.****Management Contact Details**

This is the address for all funding forms:

Tel:

Email:

If the Management Contact and / or Service details are incorrect please contact your Ministry of Education Regional Office to complete an EC8 Application to Amend a licenced Early Childhood Service's Details Form

Instructions

You can refer to Chapter 9 of the Early Childhood Funding Handbook for instructions on filling out this form. A copy of this form **must** be retained in the service for audit purposes.

You can complete and email the form to be received to: ece.resourcing@education.govt.nz **OR**

You can complete and post the original form to be received to:

ECE Resourcing, Ministry of Education, PO Box 1666, Wellington.

If you have any queries, you can call the Resourcing Contact Centre on 0800 ECE ECE (0800 323 323) or e-mail:

ece.resourcing@education.govt.nz

Note: Forms received later than the due date may result in delayed funding.

Service Details

If this information is not correct contact your Ministry of Education Regional Office urgently [Refer to Early Childhood Handbook for contact details].

Service Name:

Tel:

Service Address:

Email:

Service Funding Information

Organisation Name:

Type of EC Service:

Provision Type:

Regional Office:

Licence Class:

Equity Funding Information

Low Socio-economic:

Special Needs:

Language:

Isolation:

20 _____								Service No.			
Subsidy Funded Child Hours				20 Hours ECE Funded Child Hours				Staff Hour Count			
		Under 2	2 & Over			20 Hours ECE	Plus 10	ECE Qualified & Certificated			
										Yes	No
	01				01				01		
	02				02				02		
	03				03				03		
	04				04				04		
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Total				Total				Total			

Instructions for Completing Staff Hour Count and Funded Child Hours

- For ECE funding purposes, Certificated teachers are teachers who are either ECE qualified or Primary qualified, and holders of current practising certificates.
- 20 Hours ECE and Plus 10 Funded Child Hours can only be claimed on the days that your service operates as Teacher Led. Refer to the table below for the days your service may claim 20 Hours ECE and Plus 10 Funded Child Hours.

Complete Staff Hour Count (SHC) and 20 Hours ECE FCH based on the following operating days:

Day	Provision Type	Session Type	SHC Required	20 Hours ECE FCH
Monday	Teacher Led	All Day	Enter SHC	Eligible

Tuesday	Teacher Led	All Day	Enter SHC	Eligible
Wednesday	Teacher Led	All Day	Enter SHC	Eligible
Thursday	Teacher Led	All Day	Enter SHC	Eligible
Friday	Teacher Led	All Day	Enter SHC	Eligible
Saturday	Does not Operate	Does not Operate	SHC Not Required	Not Eligible
Sunday	Does not Operate	Does not Operate	SHC Not Required	Not Eligible

20_____								Service No.			
Subsidy Funded Child Hours				20 Hours ECE Funded Child Hours				Staff Hour Count			
		Under 2	2 & Over			20 Hours ECE	Plus 10	ECE Qualified & Certificated			
										Yes	No
	01				01				01		
	02				02				02		
	03				03				03		
	04				04				04		
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	31				31				31		
Total				Total				Total			

For Info Only: Indicate the reason for any one-off closures using the following abbreviations:	
AD	Anniversary Day
EC	Emergency Closure. Copy of Regional Office confirmation letter to be attached
HP	Holiday Period
NF	Not Funded
NPRR	Not Meeting Person Responsible Requirement
SC	Service Closed
SD	Substitute/Extra Day

SH	Statutory Holiday
SO	Service Open – holiday period with no attendances
TOD	Teacher Only Day
UNI	University Holiday

20_____								Service No.			
Subsidy Funded Child Hours				20 Hours ECE Funded Child Hours				Staff Hour Count			
		Under 2	2 & Over			20 Hours ECE	Plus 10	ECE Qualified & Certificated			
										Yes	No
	01				01				01		
	02				02				02		
	03				03				03		
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Total				Total				Total			

20_____								Service No.			
Subsidy Funded Child Hours				20 Hours ECE Funded Child Hours				Staff Hour Count			
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	31				31				31		
Total				Total				Total			

Advance Days			Service No.		
Number of funded days the service will operate during a month			Maximum number of days possible		
	'All Day' days	'Sessional' days		'All Day' days	'Sessional' days

Attestation of Certificated Teachers' Salaries

Services that want to access higher funding rates must pay all employed ECE and primary qualified certificated teachers at least the amount(s) specified in the salary scale defined in the ECE Funding Handbook available on the Education.govt.nz website.

What salary scale described in the ECE Funding Handbook is your service using to determine the minimum salaries paid to all employed ECE and primary qualified certificated teachers?

☐	No Salary Scale (No step)	☐	Base Salary Scale (Step 1)	☐	Parity Salary Scale (Step 1-6)	☐	Extended Parity Salary Scale (Partial Step 1-11 + Partial Management Step)	☐	Full Parity Salary Scale (Full Step 1-11 + Full Management Steps)
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By answering '**No Salary Scale (No step)**' to this question, your service is identified as having not met the funding conditions related to the **minimum salary scales**. Your service will, therefore, be paid at the **lowest level of funding**.

By answering '**Base Salary Scale (Step 1)**' to this question, your service is identified as meeting the funding conditions for **this minimum salary scale**. Your service will therefore have access to the **base funding rates**.

By answering '**Parity Salary Scale (Step 1-6)**' to this question, your service is identified as meeting the funding conditions for **this minimum salary scale**. Your service will therefore have access to the **parity funding rates**.

By answering '**Extended Parity Salary Scale (Partial Step 1-11 + Partial Management Step)**' to this question, your service is identified as meeting the funding conditions for **this minimum salary scale**. Your service will therefore have access to the **extended parity funding rates**.

By answering '**Full Parity Salary Scale (Full Step 1-11 + Full Management Steps)**' to this question, your service is identified as meeting the funding conditions for **this minimum salary scale**. Your service will therefore have access to the **full parity funding rates**.

Declaration

I certify that, to the best of my knowledge, the information contained on this form is true and correct.

I understand that:

- if I have made a false statement **or**
- if I have failed to answer all questions in full **or**
- if I do not provide documentation supporting the funding claim **or**
- if I do not make documents available for inspection **or**
- if I do not tell the Ministry of Education of changes that may affect funding claims or rates

then

- The funding claim may be reviewed and funding withheld **and / or**
- I will have to pay back the total amount of any overpayment **and / or**
- I may be prosecuted and fined or imprisoned.

By signing this declaration, I am confirming that this funding claim is made in accordance with the conditions outlined in the *Early Childhood Education Funding Handbook* and that the Ministry can withhold all or some of the funding if there is a breach of any of these conditions.

Name	
Contact No	()
Signature	x
Date	/ /
Designation	