

	<b>Te Tāhuhu o te Mātauranga</b> Ministry of Education	<b>Application for Change of Quality/Standard Funding Rate for Playcentres</b>	<b>EC11 Playcentre</b>
DATE RECEIVED (Office only) / /			
<p><b>When to use this application:</b></p> <ul style="list-style-type: none"> <li>New playcentres are automatically placed on standard funding rate. This form should be completed if you wish to change from standard funding to quality funding and vice versa. This form can be used for both new and existing playcentres.</li> <li>Playcentres must meet the required criteria at the time of applying. Applications will not be approved retrospectively.</li> <li>Send the completed forms to your local office: <a href="http://www.education.govt.nz">www.education.govt.nz</a> and click on 'Contact us'.</li> </ul>			
<b>1. Playcentre details</b>			
Playcentre name			
Service number (printed on licence)			
Playcentre address			
<b>2. Funding rate</b>			
<p>I am applying to move to: (tick one only)</p> <p><i>Effective date for quality funding rate cannot be before the form is received by the Ministry of Education.</i></p> <p><i>Playcentres must ensure appropriate records have been kept from their chosen effective date.</i></p>	<input type="radio"/>	Standard Funding Rate	( / / ) Date effective from
	<input type="radio"/>	Quality Funding Rate	( / / ) Date effective from
<p>If applying for quality funding rate, please indicate which option(s) your playcentre will use to be eligible for the funding.</p> <p>Please indicate which sessions will use which option.</p> <p>Please refer to section 3-C-3 of the Funding Handbook for details of the available options.</p>	<b>Option</b>		<b>Session day/time</b>
	<input type="radio"/>	Option 1a	
	<input type="radio"/>	Option 1b	
	<input type="radio"/>	Option 1c	
	<input type="radio"/>	Option 1d	
	<input type="radio"/>	Option 1e	
	<input type="radio"/>	Option 1f	
	<input type="radio"/>	Option 1g	
	<input type="radio"/>	Option 1h	
	<input type="radio"/>	Option 2	

### 3. Record Keeping

- The Playcentre management will maintain a staffing record for all periods that the Playcentre is open.
- The record will clearly indicate the names of the trained adults; their training; the days and hours (i.e. the times of arrival and times of departure) each person was on session. For playcentres receiving quality funding, the record will indicate which quality funding rate option was being used for each session.
- The record will be available for inspection by authorised Education Review Office and Ministry of Education staff. Copies of qualifications 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.

### 4. Declaration

To be completed by the management of the named playcentre (*you must complete this declaration in full or your application will not be processed*)

I confirm that this playcentre meets the eligibility criteria for the selected funding rate at all times that it is operating.

I certify that the information in this application is correct.

Name	
Signature	
Date	
Position held	