



**Te Tāhuhu o
te Mātauranga**
Ministry of Education

Application for Change of Quality/Standard Funding Rate for Playcentres

EC11 Playcentre

DATE RECEIVED (Office only) / /

When to use this application:

- 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.
- Playcentres must meet the required criteria at the time of applying. Applications will not be approved retrospectively.
- Send the completed forms to ece.resourcing@education.govt.nz

1. Playcentre details

Playcentre name

Service number
(printed on licence)

Playcentre address

2. Funding rate

I am applying to move to:

(tick one only)

Effective date for quality funding rate cannot be before the form is received by the Ministry of Education.

Playcentres must ensure appropriate records have been kept from their chosen effective date.

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Standard
Funding Rate

(/ /)

Date effective from

☐

Quality Funding
Rate

(/ /)

Date effective from

If applying for quality funding rate, please indicate which option(s) your playcentre will use to be eligible for the funding.

Please indicate which sessions will use which option.

Please refer to section 3-C-3 of the Funding Handbook for details of the available options.

Option

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Option 1a

☐

Option 1b

☐

Option 1c

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Option 1d

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Option 1e

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Option 1f

Session day/time

	☐	Option 1g	
	☐	Option 1h	
	☐	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.

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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	