

RS3 Initial Application for Funding for an Early Childhood Service

This form collects information that the Ministry will use to calculate your service's first advance funding payment. It should be completed with advice from the Education Review Office (ERO). Once the form is complete, return it to ERO: Licensing@ero.govt.nz

Make sure this form is signed by an appropriate person from your service's management and has been stamped and initialled by your bank or has a pre-printed deposit slip attached.

1. Early Childhood Service

Service Name in Full	Service Name	
Ministry of Education Service Number	Service Number	
Address	Street	
	Suburb	
	Town/City	Postcode
Contact Person	Contact Person	
Contact Number	Contact Number	
Entity Type – if you are a sole trader, please tick the box, otherwise leave blank	Sole Trader ☐	
Funding Contact Person	Funding Contact	

The Funding Contact Person is the Ministry of Education contact for funding matters. Funding contacts need access to Pourato and Secure Data Portal to view early learning funding information.
To request and review access, please complete the Early Childhood Education (ECE) Pourato and Secure Data Portal User Request (ESL 39) form on this page: [How to get an Education Sector Logon | Applications & Online Systems](#).

2. Verified Bank Account Details for Future Payments

- Complete bank account details
- Attached pre-printed deposit slip **OR** obtain bank stamp and bank teller's initials
(Note: any alterations must have bank stamp and bank teller's initials)

It is essential that the bank account name matches the service provider's identity, or that there is another means to establish the identity link.

- Complete both signatories **OR** services with one signatory **MUST** write "sole signatory" in the second field

Bank											Bank Stamp and Initials
Branch											
Account Name											
Account Number											
	Bank and Branch					Account					Suffix

To be certified by two signatories, one of whom must be the treasurer/secretary.

Signatory One	Signature	Name (block letters)	Position Held
	x		
Signatory Two	Signature	Name (block letters)	Position Held
	x		

3. Financial Year End / GST Number

Enter the date that your service's financial year ends:	/ Day Month	Please provide your GST number (mandatory). If you are not GST registered then write NIL.	
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ERO use only:

Pay Unit / Organisation Number (To create the Supplier Number)	
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4. Days of Operation

Enter the first five months from the date that the service was licensed.

For each month: - enter the number of days the service will operate as Teacher-led (TL) All Day (A) and Sessional (S), and
- enter the number of days the service will operate as Parent-led (PL).

Month										
Provision Type: Teacher-led (TL) & Parent-led (PL)	TL	PL	TL	PL	TL	PL	TL	PL	TL	PL
Licence Class: All Day (A) & Sessional (S)	A	S	A	S	A	S	A	S	A	S
Forecasted days open										

5. Estimated Number of Children Attending and Estimated Hours

For each day of a chosen week i.e. during a week that you identify as being an average week in the period:

1. Estimate the average number of children per day for: Under 2, 2 & Over, 20 Hours ECE and Plus 10.
2. Estimate the total number of hours you can claim funding for per day for: Under 2, 2 and Over, 20 Hours ECE and Plus 10.
3. Estimate the total number of children who will receive 20 Hours ECE over the week.
4. Please include your enrolment list and waitlist documents with this form.

- Note:**
- You may claim funding up to:
 - 6 hours per day for Under 2 and / or 2 & Over **per licensed childplace**
 - 6 hours per day for 20 Hours ECE and / or Plus 10 **per eligible child**
 - You may claim a maximum of:
 - 30 hours per week for Under 2 and / or 2 & Over **per licensed childplace**
 - 20 hours per week for 20 Hours ECE **per eligible child**
 - 30 hours per week for 20 Hours ECE + Plus 10 **per eligible child**
 - Numbers expected to attend **must not** exceed the maximum number on your licence
 - The estimated average number of children must not exceed 75% of the licence maximum**
 - The Ministry retains the right to reduce any advance funding paid to your service
 - The Ministry retains the right to request proof and evidence to support the numbers claimed on this RS3 form
 - Any overpayments that occur due to over-claims on this RS3 form are repayable to the Ministry immediately

Funding effective date

Day of Week		Mon	Tue	Wed	Thur	Fri	Sat	Sun
Subsidy Under 2	Children							
	Hours							
Subsidy 2 & Over	Children							
	Hours							
20 Hours ECE	Children							
	Hours							
Plus 10	Children							
	Hours							

6a. Proportion of Registered Teachers (Estimated Staff Hour Count)

Education and Care services and Kindergartens (with an All Day or Mixed licence) **MUST complete this section.**

If your service is Homebased, Parent/Whānau-led, Playcentre or Kindergarten (with a Sessional licence) **Go to Section 7.**

Proportion of Registered Teachers:

Your funding rate depends on the proportion of regulated (ratio) staff hours that are worked by staff who are ECE qualified or Primary qualified and holders of current practising certificates. For details about how this is usually calculated, and what hours to include, see the ECE Funding Handbook, which is available from www.education.govt.nz

The estimated staff hour count data for All Day Kindergartens is applicable to their "All Day" days only.

Follow the steps below to calculate your proportion of registered teachers for your first funding claim:

1. Estimate the number of regulated ratio hours worked by teachers during the first five months.
2. Total the hours under each heading (A and B) for both All Day and Sessional days; add these totals to find a grand total of All Day and Sessional hours (C).

Month	Operating Status	Estimated hours worked by ECE qualified and certificated teachers	Estimated hours worked by all other ratio teachers	
	All Day			
	Sessional			
	All Day			
	Sessional			
	All Day			
	Sessional			
	All Day			
	Sessional			
	All Day			
	Sessional			
Total	All Day	= A	= B	= C (A+B)
	Sessional	= A	= B	= C (A+B)

- | | | |
|--|----------------------------|---|
| 3. Calculate the All Day percentage | $\frac{A}{C} \times 100 =$ | % |
| 4. Calculate the Sessional percentage
(Not required for Kindergartens) | $\frac{A}{C} \times 100 =$ | % |

This percentage figure will be used to place your service into one of the following funding bands: 0-24%, 25-49%, 50-79% and 80%+
A higher band will give you a higher hourly funding rate per child-hour.

6b. 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 at the amount(s) specified in the salary scale defined in the ECE Funding Handbook available on the Education.govt.nz website.

Once open, 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 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)**

By answering '**No Salary Scale (No step)**' to this question, your service is identified as having not met the funding conditions relate 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 finding conditions for this **minimum salary scale**. Your service will therefore have access to the **parity funding rates**.

By answering '**Extended Parity Salary Scale (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 (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**.

7. Declaration

To be completed by the management of the named service.

You must complete the declaration in full or your application will not be processed.

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 Education Review Office and 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 *ECE 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	
Signature	X
Date	/ /
Designation	

Ministry of Education and ERO use only

ERO acknowledgement (mandatory)

Name

Signature

Date

ECE Resourcing processing:

	Date	Initial	Checked
Data Entered			
Sent to Finance			