

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 Education Review Office (ERO) 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: ece.resourcing@education.govt.nz

If you have any queries relating to this form or your services funding payment email:

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 ece.resourcing@education.govt.nz urgently.

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		
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	31				31				31		
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		
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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 Ministry approval 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		
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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 (<i>No step</i>)	☐	Base Salary Scale (<i>Step 1</i>)	☐	Parity Salary Scale (<i>Step 1-6</i>)	☐	Extended Parity Salary Scale (<i>Partial Step 1-11 + Partial Management Step</i>)	☐	Full Parity Salary Scale (<i>Full Step 1-11 + Full Management Steps</i>)
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 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	
Contact No	()
Signature	X
Date	/ /
Designation	