Chapter 3
The ECE Funding Subsidy

Overview

Introduction
The ECE Funding Subsidy is the primary form of government funding for licensed early childhood education (ECE) services.

Licensed ECE services receiving the ECE Funding Subsidy must meet certain eligibility and funding conditions.

Failure to meet these funding conditions may result in the funding being withheld either in full or in part.

Service type specific funding
The ECE Funding Subsidy rates are determined by service type because the costs and requirements faced by different service types vary.

For the purposes of the ECE Funding Subsidy, licensed ECE services are grouped into two types:

- Teacher-led services (including home-based, education and care, and hospital-based services).
- Parent/whānau-led services.

Within each group there are separate rates for children aged under two, and children aged two and over.

Higher funding rates
Each section of this chapter includes information on how specific service types can become eligible for higher funding rates.

GST inclusive
The ECE Funding Subsidy is GST inclusive.

In this chapter
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Section 3A

Information for all services

Overview

Introduction This section contains ECE Funding Subsidy information for all services.

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3-A-1 Funding eligibility

Introduction
This page outlines the eligibility conditions for the ECE Funding Subsidy.

Licensed services receiving the ECE Funding Subsidy must meet these conditions at all times.

Chapter 4 contains eligibility requirements for 20 Hours ECE.

Additional compliance
In addition to the rules in this handbook, ECE services must also comply with relevant legislation, such as:

- the Education Act 1989
- the Education (Early Childhood Services) Regulations 2008
- Inland Revenue legislation, rules and regulations
- health and safety legislation.

Failure to comply may in some cases affect your funding payments.

Eligible services
Early childhood education services are eligible for the ECE Funding Subsidy if they are:

- licensed and
- open for at least one continuous period (session) of 2.5 hours per week.

Sessional services operating a session of 2.5 to 3 hours will receive funding for 3 hours.

Eligible children
Funding can be claimed only for children who fill a child-place and are less than 6 years of age.

Funding cannot be claimed for:
- children enrolled in school
- conditionally enrolled children who do not attend
- casually enrolled children who do not attend.

Child-places
Each service is licensed to provide early childhood education to a maximum number of children at any one time.

This is called the number of ‘child-places’ that the service may provide.
3-A-1 Funding eligibility, Continued

Dual enrolments

Children may be enrolled at more than one early childhood education (ECE) service but funding cannot be claimed by two services for the same hours of attendance. Parents/guardians must attest that their child is not enrolled at another service for the same hours of attendance (See Section 6-1 for further details on enrolment records).

In a dual enrolment situation, funding may be claimed only by the service at which the child was present.

Dual enrolments – Correspondence School

Children enrolled at The Correspondence School may be funded at another ECE service for up to eight hours per week.

ECE services must note this arrangement on the child’s enrolment agreement (see Section 6-1 for further details on enrolment records).
3-A-2 Funding conditions

Introduction
Funding for all services is calculated using ‘Funded Child Hours’ (FCHs).

Funded Child Hours (FCHs)
FCHs are the hours for which a service may claim funding and are based on:

- the hours a permanently enrolled child is enrolled to attend the service or
- the hours a casually or conditionally enrolled child attends the service.

Maximum FCHs for the ECE Funding Subsidy
Services are eligible to claim the ECE Funding Subsidy for up to six FCHs per child-place per day, to a maximum of 30 FCHs per child-place per week (i.e. seven days).

See Section 4-2 for the maximum FCHs for 20 Hours ECE Funding.

Casually and conditionally enrolled children
FCHs for children enrolled on a casual or conditional basis must be calculated based on attendance only.

Example 1: Permanently enrolled child
The following table shows the number of FCHs that may be claimed for children with different enrolment agreements:

<table>
<thead>
<tr>
<th>Name</th>
<th>Hours enrolled</th>
<th>Total hours enrolled per week</th>
<th>Hours claimed (FCHs)</th>
<th>Total FCHs per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathy</td>
<td>8 hours per day</td>
<td>40</td>
<td>6 hours per day</td>
<td>30</td>
</tr>
<tr>
<td>David</td>
<td>4 hours per day</td>
<td>20</td>
<td>4 hours per day</td>
<td>20</td>
</tr>
<tr>
<td>Tama</td>
<td>8 hours on Monday and Tuesday</td>
<td>25</td>
<td>6 hours on Monday and Tuesday</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>4.5 hours on Thursday and Friday</td>
<td></td>
<td>4.5 hours on Thursday and Friday</td>
<td></td>
</tr>
</tbody>
</table>
3-A-2 Funding conditions, Continued

Example 2: Casually enrolled child

The following table shows how funding can be claimed for children who attend a service on a casual basis:

<table>
<thead>
<tr>
<th>Name</th>
<th>Booking</th>
<th>Hours attended</th>
<th>Total hours attended</th>
<th>Total claimable FCHs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sione</td>
<td>8:00am – 11:00am</td>
<td>8:00am - 11:00am</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Pania</td>
<td>8:00am – 4:30pm</td>
<td>8:00am - 4:30pm</td>
<td>8.5</td>
<td>6</td>
</tr>
<tr>
<td>Aaron</td>
<td>12:30pm – 3:30pm</td>
<td>Did not attend</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sarah</td>
<td>9:00am – 1:00pm</td>
<td>9:00am-4:00pm</td>
<td>7</td>
<td>6</td>
</tr>
</tbody>
</table>

Example 3: conditionally enrolled child

Shane is permanently enrolled to attend from 8:00am-5:00pm Monday through Friday.

Aroha is conditionally enrolled to attend from 9.00am – 3.00pm Monday through Friday

Shane is absent on Monday. This means Aroha can attend for the day from 9.00am to 5.00pm

<table>
<thead>
<tr>
<th>Name</th>
<th>Booking</th>
<th>Hours attended</th>
<th>Total hours attended</th>
<th>Total claimable FCHs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shane</td>
<td>8.00am – 5.00pm</td>
<td>absent</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Aroha</td>
<td>9.00am – 3.00pm</td>
<td>9.00am – 3.00pm</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shane</td>
<td>8.00am – 5.00pm</td>
<td>absent</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aroha</td>
<td>9.00am – 3.00pm</td>
<td>9.00am – 3.00pm</td>
<td>6</td>
<td>6</td>
</tr>
</tbody>
</table>

Example 4: Shared child-place

Mae-Ling is enrolled to attend from 9:00am-4:00pm on Mondays. Six hours of funding can be claimed on Mondays for Mae-Ling’s child-place.

If Mae-Ling only attends from 9:00am-1:00pm one Monday, another child (Tom) may attend from 1:00pm-4:00pm.

<table>
<thead>
<tr>
<th>Name</th>
<th>Hours attended</th>
<th>Total hours attended</th>
<th>Total claimable FCHs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mae-Ling</td>
<td>9:00am -1:00pm</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Tom</td>
<td>1:00pm - 4:00pm</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>
### 3-A-2 Funding conditions, Continued

<table>
<thead>
<tr>
<th>Funding begins</th>
<th>Funding for an enrolled child begins on the planned start date of their enrolment agreement.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>When a child does not attend on their planned start-date, one week of absences will be funded if:</td>
</tr>
<tr>
<td></td>
<td>• the absence is due to illness or other reasons <strong>beyond the parent/guardian's control and</strong></td>
</tr>
<tr>
<td></td>
<td>• there is an enrolment agreement for the child, stating the planned start date for the child, that was signed and dated by their parent/guardian prior to the child’s absence <strong>and</strong></td>
</tr>
<tr>
<td></td>
<td>• the reason for the absence has been documented with a medical certificate or letter from the child's parent/guardian explaining the absence.</td>
</tr>
<tr>
<td></td>
<td>The Ministry will recover funding claimed for absences where there is no signed enrolment agreement for the child (see Section 6-1 for further details on enrolment records).</td>
</tr>
<tr>
<td>Funding ends</td>
<td>Funding on the basis of enrolment ends:</td>
</tr>
<tr>
<td></td>
<td>• the date that the child will no longer be enrolled and attending the service (the termination date of the enrolment agreement) as advised by the parent/guardian or</td>
</tr>
<tr>
<td></td>
<td>• after three weeks of continuous absence (see Section 6-5 for further details on the Three Week Rule).</td>
</tr>
</tbody>
</table>
3-A-2 Funding conditions, Continued

Public holidays

Funding can only be claimed if the service is open on the day the public holiday is observed.

If the service is open, funding may be claimed for children who attend the service on that day or who are enrolled to attend on that specific public holiday.

These are some examples:

- Children enrolled on Mondays are not automatically enrolled on Labour Day unless Labour Day is specifically cited in their enrolment agreement.
- Children enrolled on Fridays are not automatically enrolled on Good Friday unless Good Friday is specifically cited in their enrolment agreement.
- Children enrolled on Mondays are not automatically enrolled on your region’s Anniversary Day Holiday unless the Anniversary Day Holiday is specifically cited in their enrolment agreement. Please note some regional Anniversary Days occur on a Friday. If this is the case the same rule will apply.

Absences can be claimed only for children who were enrolled to attend on that specific holiday.

Public holidays must not be included in advance funding claims and will be paid by wash up.

Teacher Only Days

Teacher Only Days are not funded.

On the RS7 Return they are to be noted as TOD. Funded child hours and staff hour count are not to be entered for Teacher Only Days.
Section 3B

Teacher-led services

Overview

Introduction

Teacher-led services mean services that require the person responsible to be a certificated teacher, who is ECE qualified.

Teacher-led services include:

- early childhood education and care centres, including kindergartens
- hospital-based education and care services
- home-based education and care services.

Teacher-led services exclude parent-led services.

For definitions of these service types, please see the Glossary of this Handbook.

Education and care services

Education and care teacher-led services are required to meet teacher certification requirements.

Funding for each education and care service depends on:

- the service type (centre-based, hospital-based or home-based)
- whether a service is all-day or sessional
- the proportion of regulated (ratio) staff hours that are covered by certificated teachers (see Section 3-B-2 for further information)
- the age of children attending the service
- whether the service is offering 20 Hours ECE.

In this section

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<td>Hospital-based services</td>
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<tr>
<td>Home-based ECE services</td>
<td>3-B-4</td>
</tr>
</tbody>
</table>
3-B-1 The link between teacher certification and funding

Introduction
There are teacher certification requirements for teacher-led, education and care services.

Certificated teachers
For funding purposes, ‘certificated teachers’ must be

- ECE qualified teachers or
- New Zealand qualified primary teachers or
- Primary teachers whose overseas primary teaching qualification is deemed comparable to a primary teaching diploma or degree in New Zealand by NZQA, and that person is registered and certificated with the Education Council.

Note: New Zealand qualified and certificated primary teachers can be included in your service’s funding claim from 1 November 2010.

Becoming certificated
Early childhood teachers who hold an Education Council of Aotearoa, New Zealand (Education Council) approved ECE degree, graduate diploma, or Diploma of Teaching (ECE) may apply to the Education Council to become a certificated teacher.

Equivalent qualifications
For a list of Education Council approved qualifications and providers, please contact TeachNZ:

0800 TeachNZ (0800 832 246)

or seek advice from the Education Council.

www.educationcouncil.org.nz

Funding and teacher certification lapses
Where a teacher’s certification lapses, they may continue to be counted as certificated on the Staff Hour Count from the date they submitted their application for certification renewal to the Education Council. This period must not exceed three months. Services accessing this provision must keep a copy of the completed application, which must be signed and dated by the centre supervisor or manager. Any teacher applying for certification renewal must provide their employer service with a copy of the completed application.

If, after three months, certification renewal has not been approved the teacher must be counted as ‘other’ on the Staff Hour Count. Should certification renewal be declined, the Ministry will recover any associated funding.
### Primary and secondary teachers

Primary and secondary school teachers who would like to become ECE qualified teachers may enrol in a one year Graduate Diploma of Teaching (ECE). For further advice, contact [TeachNZ](https://www.teachnz.org.nz).

0800 TeachNZ (0800 832 246)

### Overseas qualifications

The New Zealand Qualifications Authority must assess any primary teacher’s overseas qualifications as comparable to a primary teaching diploma or degree in New Zealand, before they can be recognised for funding purposes. The teacher must also be registered and certificated with the Education Council as a New Zealand teacher.

Contact the NZQA Qualification Evaluation Service on (04) 802 3000 or refer to the [NZQA website](https://www.nzqa.govt.nz/) for further details.

### Recognition of Prior Learning (RPL)

Services may employ people who are not yet qualified early childhood teachers. These people may have previous qualifications and other learning that can be assessed for credit towards a programme of teacher education. This process is known as Recognition of Prior Learning (RPL).

Contact the NZQA Qualification Evaluation Service on (04) 802 3000 or refer to the [NZQA website](https://www.nzqa.govt.nz/) for further details.
3-B-2 Teacher-led education and care services,
Continued

Introduction
This section explains:
- how the ECE Funding Subsidy for teacher-led education and care services is calculated
- the definitions of Certificated Teacher Hours and regulated (ratio) staff
- how to keep track of Certificated Teacher Hours
- how the proportion of Certificated Teacher Hours is turned into a funding rate
- record keeping requirements for teacher-led education and care services.

Teacher-led education and care services
Teacher-led education and care services come in many different forms, including kindergartens, crèches, aoga, and childcare centres.

Funding rates
Funding rates for teacher-led education and care services depend on four variables:
- whether a service is all day or sessional
- the number of ‘Certificated Teacher Hours’ a service has as a proportion of the total number of regulated (ratio) staff hours (discussed later in this section)
- the age of children attending the service
- whether the service is offering 20 Hours ECE.

The funding rates for teacher-led services do not apply to home-based services.

See Section 2-6 for further information on funding rates.
3-B-2 Teacher-led education and care services, Continued

Attestation of certificated teachers’ salaries

By attesting that all certificated teachers employed by their service are being paid at least at the Q1, Q2, Q3 and Q3+ entry levels in the current Early Childhood Education Collective Agreement of Aotearoa New Zealand, all education and care services, kindergartens and hospital-based services will be eligible to receive higher funding rates.

This is to ensure that certificated teachers are recognised and rewarded for their contribution to quality ECE through higher salaries.

Note: this also applies to New Zealand qualified and certificated primary teachers who may be employed at a teacher-led education and care service, kindergarten or hospital-based service.

The current rates for attestation can be found on the Education.govt.nz website.

Funding Rate Table

The Funding Rate Table shows the funding rates for each type of service. A copy of the table is included with this Handbook (Appendix 1).

The Funding Rate Table will be updated with any change in funding rates.

Regulated (ratio) staff

Regulated (ratio) staff are staff required to meet the minimum regulatory requirements for staff:child ratios.

To find out the regulated (ratio) staff requirements for your service, please refer to the Education (Early Childhood Services) Regulations 2008.

For more information on the Regulations see: www.legislation.govt.nz

Regulated (ratio) staff hours

Regulated (ratio) staff hours are the total number of hours worked by all regulated (ratio) staff in a service each day.

Example: regulated (ratio) staff

Hine and Jocelyn work at Rimu Rd Crèche from 7am to 3pm every day.

From 7am-8:30am, there are usually only a few children present. This means only one person is required to meet the regulated (ratio) staff requirements.

The regulated (ratio) staff hours from 7am-8:30am = 1.5 hours. Only include those staff who are required to be present to meet regulated ratio requirements during that time period. For this example only include either Hine’s or Jocelyn’s hours.

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1 The Early Childhood Education Collective Agreement of Aotearoa New Zealand (ECECA) is negotiated by members of NZEI Te Riu Roa and a group of ECE employers.
3-B-2 Teacher-led education and care services,
Continued

Certificated teachers
A ‘certificated teacher’ is a holder of a current practising certificate that has been issued by the Education Council, or a letter from the Education Council advising that certification has been approved and that the practising certificate will be mailed within four to six weeks.

This includes teachers whose practising certificates are marked ‘full’, ‘provisional’ or ‘subject to confirmation’. For more information please refer to the Education Council website.

Note: For ECE funding purposes, ‘certificated teachers’ must be ECE qualified teachers, or New Zealand qualified primary teachers or have comparable overseas primary teacher’s qualifications supported by an assessment from NZQA.

Certificated Teacher Hours
Certificated Teacher Hours are the total number of hours worked by all certificated teachers in a service at times when they were counted towards regulated (ratio) staff.

‘Other Teachers’ and Other Teacher Hours
For funding purposes, ‘Other Teachers’ are defined as any regulated (ratio) staff members who do not meet the above definition of a certificated teacher.

‘Other Teacher Hours’ are regulated (ratio) staff hours worked by ‘Other Teachers’ as defined above.

Example: Certificated and Other Teacher Hours
Hine, Jocelyn, and Alex work at Rimu Road Crèche from 7am to 3pm each day. Hine is a certificated teacher. Jocelyn and Alex are not certificated teachers.

From 9am - 11am there are 12 children present. Two people are required to meet the regulated (ratio) staff requirements. From 9am-11am Hine’s hours are counted as Certificated Teacher Hours. Jocelyn’s hours are counted as Other Teacher Hours.

Alex’s hours are not counted because only two people are required to meet the regulated (ratio) staff requirements.

Keeping track of teacher hours
Teacher-led education and care services are required to keep a Staff Hour Count that will keep track of the number of Certificated Teacher Hours and Other Teacher Hours that make up the regulated (ratio) staff hours for their service.

Services must use the Staff Record to manage the Staff Hour Count.
3-B-2 Teacher-led education and care services, 
Continued

Teacher-led education and care services (excluding sessional kindergartens) must keep a Staff Record to manage their Staff Hour Count. The Staff Record shows the actual hours worked by regulated (ratio) staff on a daily basis.

For the purposes of the Staff Hour Count the Staff Record must contain all of the following:

- the names of staff used for regulated (ratio) staff requirements at any time during the day
- a note against each staff member’s name that identifies whether or not the person is a certificated teacher
- the actual number of regulated (ratio) staff that were required during each hour of the day to meet regulated (ratio) staff requirements
- the actual hours worked each day by each regulated (ratio) staff member
- the total actual hours worked each day by certificated teachers who were counted towards regulated (ratio) staff requirements (including hours worked by Other Teachers acting as relievers for up to 60 discretionary hours)
- the total actual hours worked each day by Other Teachers who were counted towards regulated (ratio) staff requirements.
How to complete the Staff Record

You can complete your Staff Record either:

- at the end of the day, recording actual hours worked by regulated (ratio) staff (make sure you keep a copy of the roster or schedule to support this) or
- planning your roster or schedule before the start of the week, and making changes each day only if there was a change to the regulated (ratio) staff requirements for any of the hours in that day. By the end of the week, the planned staff record will have become a record of actual hours worked.

The table below shows one way you could complete your Staff Record and Staff Hour Count.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Choose a 'block of time' that you will use on your Staff Record. This could be either a half or whole hour block.</td>
</tr>
<tr>
<td>2</td>
<td>Work out your regulated (ratio) staff requirement for each block of time. This should be based on the maximum number of children who attended during each block of time.</td>
</tr>
<tr>
<td>3</td>
<td>Write down your regulated (ratio) staff requirement for each block of time.</td>
</tr>
<tr>
<td>4</td>
<td>Write down the actual blocks of time worked by each regulated (ratio) staff member. Make sure you write down the staff member's name and indicate whether they are a certificated teacher.</td>
</tr>
<tr>
<td>5</td>
<td>If you have used half hour blocks, convert these blocks into whole hours.</td>
</tr>
<tr>
<td>6</td>
<td>Add up the total actual hours worked each day by certificated teachers who were counted towards regulated (ratio) staff requirements. Write this number down.</td>
</tr>
<tr>
<td>7</td>
<td>Add up the total hours worked each day by Other Teachers who were counted towards regulated (ratio) staff requirements. Write this number down.</td>
</tr>
<tr>
<td>8</td>
<td>These totals are your Staff Hour Count.</td>
</tr>
</tbody>
</table>
### 3-B-2 Teacher-led education and care services,

Continued

<table>
<thead>
<tr>
<th>Recording breaks/absences</th>
<th>Breaks/absences of 15 minutes or more must be recorded on the Staff Record to maintain transparency, and may be counted as one discretionary hour.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Breaks/absences under 15 minutes</strong> do not need to be recorded on the Staff Record.</td>
</tr>
<tr>
<td></td>
<td>Services <strong>must</strong> record the hours covered by Other Teachers as Other Teacher Hours on the Staff Record and Staff Hour Count for breaks/absences over 15 minutes.</td>
</tr>
<tr>
<td></td>
<td>Refer to the <strong>Glossary</strong> in this Handbook for definition of discretionary hours.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certificated teacher absences and discretionary hours</th>
<th>Services should maintain a list of certificated relievers who are available when certificated teachers are absent.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>An increase to discretionary hours will apply from 1 October 2019 until 31 May 2020. During this time the Ministry will accept up to <strong>60 discretionary hours per funding period</strong> (to maintain current rates of funding) when certificated relievers are not available, provided that the record keeping requirements described in this section are met. The previous allocation was <strong>60 hours per funding period</strong>.</td>
</tr>
<tr>
<td></td>
<td>Between 1 October 2019 and 31 May 2020 services may record the hours worked by relievers who are Other Teachers as Certificated Teacher Hours for the purposes of the Staff Hour Count for 60 hours during the funding cycle. Services may choose which hours these apply to – they do not have to apply to the first 60 hours.</td>
</tr>
<tr>
<td></td>
<td>From February 2020, services will be required to submit a record of the number of discretionary hours they have used in a funding period to the Ministry. If no hours have been used, then no submission is required.</td>
</tr>
<tr>
<td></td>
<td>Refer to the <strong>Glossary</strong> in this Handbook for definition of discretionary hours.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How to use discretionary hours</th>
<th><strong>List</strong> the number of discretionary hours (or parts thereof) that have been used to cover the absence of each certificated teacher for the day.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Add</strong> together the allowable discretionary hours that have been used to cover the absences of all certificated teachers for the day.</td>
</tr>
<tr>
<td></td>
<td><strong>Round</strong> the total to the nearest whole number. Numbers ending in 0.5 or above should be rounded up to the next whole number. Numbers ending in 0.4 or below should be rounded down to the previous whole number.</td>
</tr>
</tbody>
</table>
3-B-2 Teacher-led education and care services,
Continued

Discretionary hours: record keeping
Service providers **must** keep evidence of attempts to contact a certificated teacher to cover the absence.

These records should be kept at the service for examination by the Ministry’s Resourcing Auditors during an audit. They do not need to be sent to the Ministry each funding period.

Signing the Staff Record
The Staff Record **must** be signed (in full) at the end of each week by each regulated (ratio) staff member as a **true and correct record of their actual hours worked** for that week.

Staff Record Template
A sample Staff Record is provided in Appendix 2. You may use this as a template for your service’s Staff Record or design your own provided the information required in the Staff Record (see section above) is included.
3-B-2 Teacher-led education and care services, Continued

Follow the diagram below to see an example of how a service’s Staff Hour Count is used to determine their funding rate.

**Kowhai St. Childcare Centre** records the daily number of Certificated Teacher Hours and Other Teacher Hours on their Staff Record.

**Kowhai St.** transfers the daily Certificated Teacher Hours and Other Teacher Hours for the funding period from their Staff Record to the Staff Hour Count section of their RS7 Return.

**Kowhai St.** provides its RS7 Return to the Ministry of Education.

**The Ministry** calculates the service’s proportion of Certificated Teacher Hours for the funding period.

**The Ministry** places the service on a rate depending on its operating structure and percentage of Certificated Teacher Hours for the funding period.

**The Ministry** pays Kowhai St’s funded child hours (FCHs) at the corresponding under 2 and 2 & over rate for their operating structure and percentage of Certificated Teacher Hours.
3-B-2 Teacher-led education and care services, Continued

Example: November funding period
1. Kowhai Street Childcare Centre completes their November RS7 Return with their Certificated Teacher Hours and regulated (ratio) staff hours for June, July, August and September.
2. The Ministry calculates that the percentage of Certificated Teacher Hours for June - September for Kowhai Street Childcare Centre was 67%.
3. Kowhai Street is placed on the 50-79% funding rate.
4. Kowhai Street’s wash-up funding for June, July, August and September is paid at the 50-79% funding rate.
5. Kowhai Street’s advance funding for November, December, January and February is paid at the 50-79% funding rate.

Example: March funding period
1. Kowhai Street Childcare Centre completes their March RS7 Return with their Certificated Teacher Hours and regulated (ratio) staff hours for October, November, December and January.
2. The Ministry calculates that the proportion of Certificated Teacher Hours for October – January was 82%.
3. Kowhai Street’s wash-up funding for October, November, December and January is paid at the 80%+ funding rate.
4. Kowhai Street’s advance funding for March, April, May and June is paid at the 80%+ funding rate.

Process for change of funding rate
Services do not need to apply for a change of rate.

Each service’s funding rate is calculated by the Ministry at the time of each funding round. Wash-up funding will be paid at the new funding rate.

Services that employ a certificated teacher between funding rounds must budget funds to cover the period before the higher funding rate takes effect.

For more information on how to calculate the Staff Hour Count refer to Section 9-4.
3-B-2 Teacher-led education and care services,
Continued

**Record keeping**

Services must keep the following documentation:

- a copy of the current practising certificate of each certificated teacher
- copies of ECE qualifications for all staff members
- a Staff Record (that has recorded the actual hours worked by all regulated (ratio) staff) for every day the service is operating
- signature sheets where regulated (ratio) staff have signed (in full) at the end of each week that the Staff Record is a true and correct record of their actual hours worked for that week
- records that verify that each certificated teacher counted towards Certificated Teacher Hours was employed by the service at that time
- records that verify the pay rate at which each certificated teacher is paid.

Documentation (including copies of practising certificates) **must be kept for seven years.**

**Staff record template**

A sample Staff Record is provided in Appendix 2.

You may use this as a template for your Early Childhood Staff Record, or design your own (as long as the information above is included).

**More record keeping information**

Use the following table to find further information about record keeping and financial reporting requirements:

<table>
<thead>
<tr>
<th>If you are looking for…</th>
<th>See Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Record keeping requirements for 20 Hours ECE</td>
<td>4-4</td>
</tr>
<tr>
<td>An overview of the record keeping requirements for all services</td>
<td>11-1</td>
</tr>
<tr>
<td>Information on funding claim audits and record keeping audits</td>
<td>11-2</td>
</tr>
<tr>
<td>Information or instructions for financial reporting</td>
<td>12</td>
</tr>
</tbody>
</table>
### 3-B-3 Hospital-based services

#### Introduction
Hospital-based services are teacher-led education and care services that provide education and care to children under the age of six who are receiving health services within premises under the control of the Ministry of Health.

This section explains:
- participation in hospital-based services
- notional rolls for hospital-based services
- adult:child ratios
- record keeping requirements for hospital-based services.

#### Participation
In hospital-based services, ‘participation’ is used instead of ‘attendance’ to reflect the different circumstances of the children that are accessing the service.

To be counted as participating in a hospital-based service a child must be admitted to the hospital, or be attending the hospital as an outpatient for visits following an admission **and** be interacting with an adult providing education and care **or** be taking part in an activity initiated by an adult providing education and care **or** be in an activity room.

Children may **not** be counted as participating when they are in emergency attendance, in an operating theatre, in a neonatal unit or are taking part in an activity initiated by a person other than an adult providing education and care.

#### Notional rolls
Hospital-based services are entitled to a notional roll because of the fluctuations in roll that the service is likely to encounter.

See Section 7-4 Notional Rolls for further information.

#### Adult:child ratio
The required adult:child ratios are based on the number of children participating **at any one time** at the service.

For more information on the adult:child ratios refer to the Education (Early Childhood Services) Regulations 2008.
### 3-B-3 Hospital-based services, Continued

<table>
<thead>
<tr>
<th>Record keeping requirements</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital-based services must keep the same staff records as other teacher-led education and care services.</td>
<td></td>
</tr>
<tr>
<td>The nature of hospital-based services means that many of the other teacher-led education and care record keeping requirements may not work for them. The list below explains the records required by hospital-based services:</td>
<td></td>
</tr>
<tr>
<td>Daily ward lists with a record of the names and ages of children eligible to participate.</td>
<td></td>
</tr>
<tr>
<td>Attendance records which include the full name and age of each child that participated at any time during the day and the location of attendance (ward or playroom).</td>
<td></td>
</tr>
<tr>
<td>Where sign-in/sign-out sheets are not used by a service, a snapshot of actual attendance in the playroom and ward (where appropriate) is recorded for an average week in March and July. Attendance time is marked in half hour slots noting the names of children participating in the playroom and the ward. A sample form can be found in Appendix 2.</td>
<td></td>
</tr>
<tr>
<td>Ministry auditors must be provided access to hospital records for verification purposes.</td>
<td></td>
</tr>
<tr>
<td>For more information see Chapter 11.</td>
<td></td>
</tr>
</tbody>
</table>
Introduction
Licensed home-based early childhood education (ECE) services provide education and care for up to four children under the age of six in either a caregiver/educator’s home, the child’s own home or a home nominated by the child’s parent.

This section explains:
- funding rates for home-based ECE services
- the difference between standard and quality funding rates
- when to change the service’s funding rate.

Funding rates
There are two funding rates for home-based ECE services.

**Standard rate** – this is the funding rate applicable for licensed home-based ECE services. These services must meet the requirements of the Education (Early Childhood Services) Regulations 2008.

**Quality rate** – a higher funding rate is available to services that meet requirements additional to those specified in the Education (Early Childhood Services) Regulations 2008.

For more information on the Regulations see: [www.legislation.govt.nz](http://www.legislation.govt.nz)
3-B-4 Home-based ECE services, Continued

Funding claim exceptions

Funding must not be claimed for:

- an educator’s own children
- children who are present in the home but not enrolled in the home-based service or
- children enrolled at school.

If an enrolled child is absent from a home-based service and the educator, by contractual agreement, is not paid for absent children, the service provider cannot claim funding for that child for that day.

If, however, the caregiver/educator, by contractual agreement, is paid for absent children, the service provider can claim funding for an absent child and the absence rules will apply.

See Section 6-4 for more information on the absence rules.

For funding purposes, an educator’s ‘own’ children includes children living with the educator in the educator’s home.

‘Own’ children does not include children who are placed with the educator as part of a Department of Child, Youth and Family (CYF) care arrangement, where the Chief Executive Officer of CYF is their legal guardian, and where CYF have referred the children and/or educator to a home-based service provider.²

² For audit purposes service providers must retain a copy of the referral letter from CYF to show that the care arrangement has been approved and that funding can be claimed.
Family members as educators

A home-based education and care service can claim funding for a child where the educator is a member of that child’s family and is living with the child in the child’s home only if all of the following requirements are met:

1. the educator is part of a licensed home-based service, and
2. the home is available for use by children who are not part of the educator’s family, and
3. at least one child who is not a member of the educator’s family attends the home.

A home-based service can only claim funding for the child who is a family member for the hours a child who is not a family member attends the home.

For example: If a child who is not a family member attends the home for education and care for 15 hours per week, then the home-based service may claim 15 hours per week for each child who is a part of the educator’s family. Other children who are not part of the educator's family may attend at different times in order to claim up to a maximum of 30 hours per week per child providing that the maximum number of children in home is not exceeded.

Note: In exceptional circumstances, in isolated communities, (3) may be waived by the Ministry regional office.

Definition of family members

A family member is any member of the family other than the parent or caregiver of the child. Please refer to the section Funding Claim Exceptions for more information.

Home-based education and care declaration

Services are required to have a signed declaration for each child to indicate whether the educator who will be providing education and care for the child is a member of that child’s family.

This declaration is part of the enrolment agreement example and can be found in Appendix 2.

Coordinator requirements: all services

Each home-based ECE service must have its own named coordinator or coordinators.

All coordinators must be ECE qualified certificated teachers.
3-B-4 Home-based ECE services, Continued

**Quality rate requirements** To be eligible for quality funding rates, home-based ECE services **must** meet the requirements of one of the following options:

<table>
<thead>
<tr>
<th>Service size</th>
<th>Coordinator requirements</th>
<th>Educator Requirements</th>
<th>Note: Educator requirements</th>
<th>Note: The Ministry will only accept qualifications (listed in the table above) for home-based ECE quality funding if these are listed on the New Zealand Register of Quality Assured Qualifications.</th>
<th>Note: A full or part ECE qualification gained prior to 1 July 2011 will continue to be recognised for quality funding purposes until the end of the educator’s contractual agreement with the home-based service.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1</td>
<td>Maximum of 60 children</td>
<td>Coordinators must meet the Quality rate requirements: coordinators</td>
<td>In addition to the educator requirements for Option 1, educators can be New Zealand Qualified primary school teachers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Option 2</td>
<td>Maximum of 80 children</td>
<td>Coordinators must meet the Quality rate requirements: coordinators</td>
<td>In addition to the educator requirements for Option 2, educators can be New Zealand Qualified primary school teachers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service size</td>
<td>Maximum of 60 children</td>
<td>Coordinators must meet the Quality rate requirements: coordinators</td>
<td>In addition to the educator requirements for Option 1, educators can be New Zealand Qualified primary school teachers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinator requirements</td>
<td>Coordinators must meet the Quality rate requirements: coordinators</td>
<td>Coordinators must meet the Quality rate requirements: coordinators</td>
<td>In addition to the educator requirements for Option 2, educators can be New Zealand Qualified primary school teachers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Educator Requirements</td>
<td>All educators in the service have completed one of the following: at least 5 credits at a minimum of a Level 4 ECE qualification listed on the New Zealand Register of Quality Assured Qualifications</td>
<td>All educators in the service have completed one of the following: at least 15 credits at a minimum of a Level 4 ECE qualification listed on the New Zealand Register of Quality Assured Qualifications</td>
<td>In addition to the educator requirements for Option 2, educators can be New Zealand Qualified primary school teachers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: Educator requirements</td>
<td>In addition to the educator requirements for Option 1, educators can be New Zealand Qualified primary school teachers.</td>
<td>In addition to the educator requirements for Option 2, educators can be New Zealand Qualified primary school teachers.</td>
<td>In addition to the educator requirements for Option 2, educators can be New Zealand Qualified primary school teachers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: The Ministry will only accept qualifications (listed in the table above) for home-based ECE quality funding if these are listed on the New Zealand Register of Quality Assured Qualifications.</td>
<td></td>
<td></td>
<td>In addition to the educator requirements for Option 2, educators can be New Zealand Qualified primary school teachers.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: A full or part ECE qualification gained prior to 1 July 2011 will continue to be recognised for quality funding purposes until the end of the educator’s contractual agreement with the home-based service.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
3-B-4 Home-based ECE services, Continued

Quality rate requirements: coordinators

Coordinators of home-based ECE services receiving quality rate funding:
- must be locally based (i.e. available, in person, within normal commuter distances and times for that location) and
- must be on duty for the times specified in the table below, including over the lunch period.

Coordinators must not provide cover for more than one service at a time.

<table>
<thead>
<tr>
<th>Services operating for more than six hours per day must have a coordinator who is...</th>
<th>Services operating for six hours or less per day must have a coordinator who is...</th>
</tr>
</thead>
<tbody>
<tr>
<td>• on duty between 8:30am-4:30pm Monday to Friday and&lt;br&gt; • on-call to supervise home-based care before 8:30am, after 4:30pm and on weekends when education and care is provided by the service during these hours.</td>
<td>• on duty for the hours that children attend the service.</td>
</tr>
</tbody>
</table>

For funding purposes, “on duty” means that coordinators are:
- mainly focused on, and involved in, supervising quality environments for educators and children in their service
- able to instantly respond to educators and parents in their service ‘person-to-person’ (i.e. in person or by phone).

‘On duty’ does not include times when the coordinator cannot respond instantly to educators and parents in person or by phone.
### 3-B-4 Home-based ECE services, Continued

**Relief coordinators**

When a coordinator of a service funded at the quality rate is unable to be on duty, another coordinator must be on duty during the absence.

The relief coordinator must also meet the coordinator requirements.

---

**Coordinator absences**

The Ministry will fund up to five discretionary situations at the quality funding rate, per funding period, when a coordinator is not available if:

- the service size specified by the service’s quality rate option was not exceeded and
- the record keeping requirements described in this section are kept.

The standard funding rate will apply from the date of the sixth absence.

Services may apply to return to quality level funding at any time using the *EC11 Form*.

---

**Educator absences**

When an educator is not available (for example, due to illness), funding cannot be claimed if no care is provided. If there is a replacement educator, funding can be claimed only for the educator who provided alternative care. Funding cannot be claimed:

- for the educator who was not available
- if the parent/guardian chooses not to place their child in the care of the alternative caregiver/educator.

---

**When to change funding rates**

Use the following table to find out when and how to change a home-based ECE service’s funding rate:

<table>
<thead>
<tr>
<th>If the service provider…</th>
<th>and…</th>
<th>then…</th>
<th>using…</th>
</tr>
</thead>
<tbody>
<tr>
<td>is funded at the standard rate</td>
<td>the service can meet the requirements of one of the quality rate options</td>
<td>you may apply to change to the quality funding rate</td>
<td><em>the EC11 Form.</em></td>
</tr>
<tr>
<td>is funded at the quality rate</td>
<td>the service can no longer meet the quality rate requirements</td>
<td>you <strong>must</strong> apply to return to the standard funding rate</td>
<td><em>the EC11 Form.</em></td>
</tr>
<tr>
<td>is funded at the quality rate</td>
<td>there has been a change in coordinator, but the service continues to meet one of the quality rate options</td>
<td>you <strong>must</strong> inform the Ministry of Education regional office of the change</td>
<td><em>the EC11/A Form.</em></td>
</tr>
</tbody>
</table>

**Note:** Funding rate changes are effective from the date the *EC11 Form*, with evidence of the educator’s qualification attached, is received by the Ministry.
Christmas coverage: options for all services

There are three service delivery options for home-based ECE services during the Christmas period.

The options are identified in the table below.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Service closes over the Christmas period.</td>
</tr>
<tr>
<td>2</td>
<td>Service continues to operate as normally organised over the Christmas period.</td>
</tr>
<tr>
<td>3</td>
<td>Local services can be ‘reconstituted’ to make up a single service for up to two weeks if:</td>
</tr>
<tr>
<td></td>
<td>• all parents, educators, and coordinators associated with the affected services are given two weeks notice of the change taking place</td>
</tr>
<tr>
<td></td>
<td>• the requirements of the Education (Early Childhood Services) Regulations 2008 are still met by the service</td>
</tr>
<tr>
<td></td>
<td>• the total number of children in the reconstituted service does not exceed the maximum service size of 80</td>
</tr>
<tr>
<td></td>
<td>• trained and named coordinators are on duty for all hours children are receiving education and care</td>
</tr>
<tr>
<td></td>
<td>• all parents and educators that will be associated with the reconstituted service are provided with accurate contact information for the rostered coordinators at least two weeks before the service starts operating</td>
</tr>
<tr>
<td></td>
<td>• clear records are kept that include:</td>
</tr>
<tr>
<td></td>
<td>❖ the names of rostered coordinators</td>
</tr>
<tr>
<td></td>
<td>❖ the actual times and dates each coordinator worked</td>
</tr>
<tr>
<td></td>
<td>❖ names of educators and the children for whom they provided education and care</td>
</tr>
<tr>
<td></td>
<td>❖ the actual dates and times that each child was cared for over the period that the service was reconstituted.</td>
</tr>
</tbody>
</table>
3-B-4 Home-based ECE services, Continued

**Record keeping**

All home-based ECE services **must** keep records for audit purposes and in a place where they can be easily accessed by the coordinator.

The relevant records **must** be provided at the site of the audit when an audit is taking place.

Services not able to supply records to the Ministry’s Resourcing Auditors in support of funding at the quality rate will be returned to the standard funding rate.

For information regarding what records your service needs to keep see Chapter 11 of this Handbook.

**More record keeping information**

Use the following table if you would like further information about record keeping and financial reporting requirements:

<table>
<thead>
<tr>
<th>If you would like…</th>
<th>See Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information on 20 Hours ECE</td>
<td>4</td>
</tr>
<tr>
<td>Record keeping requirements for 20 Hours ECE</td>
<td>4-4</td>
</tr>
<tr>
<td>An overview of the record keeping requirements for all services</td>
<td>11-1</td>
</tr>
<tr>
<td>Information on funding claim audits and record keeping audits</td>
<td>11-2</td>
</tr>
<tr>
<td>Information or instructions for financial reporting</td>
<td>12</td>
</tr>
</tbody>
</table>
Section 3C

Parent/whānau-led services

Overview

Introduction

Parent/whānau-led services include licensed playcentres and licensed kōhanga reo. They provide education and care for children under the age of six.

The information in the Funding Handbook does not apply to certificated playgroups or services operating as licence-exempt. These services should contact their Ministry regional office for further information.

In this chapter

This chapter contains sections that are relevant to all licensed parent/whānau-led services. In addition, there are sections that are specific to either licensed playcentres or licensed kōhanga reo.

You will need to read the sections for all parent/whānau-led services and the section that is specific to your service type.

In this section

This section contains the following topics:

<table>
<thead>
<tr>
<th>Title</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>General information for all parent/whānau-led services</td>
<td>3-C-1</td>
</tr>
<tr>
<td>Quality funding rates for parent/whānau-led services</td>
<td>3-C-2</td>
</tr>
<tr>
<td>Playcentres</td>
<td>3-C-3</td>
</tr>
<tr>
<td>Te kōhanga reo</td>
<td>3-C-4</td>
</tr>
</tbody>
</table>
3-C-1 General information for all parent/whānau-led services

Introduction
This section explains:

- funding rates for parent/whānau-led services
- the difference between standard and quality funding rates
- when and how to apply for a change in funding rate.

Funding rates
There are two funding rates for parent/whānau-led ECE services.

**Standard rate** – this is the funding rate applicable for licensed parent/whānau-led ECE services. These services must meet the requirements of the Education (Early Childhood Services) Regulations 2008.

**Quality rate** – a higher funding rate is available to services that meet requirements additional to those specified in the Education (Early Childhood Services) Regulations 2008.

For more information on the Regulations see: [www.legislation.govt.nz](http://www.legislation.govt.nz)

For more information on the quality rate, services should refer to Section 3-C-2.

The Funding Rate Table
The Funding Rate Table shows the funding rates for each type of service. A copy of the table is included with this Handbook (Appendix 1).

The Funding Rate Table will be updated with any change in funding rates.

Mixed Provision
Services can be licensed to provide both teacher-led and parent-led education and care during any week, but only one kind of provision on each day.

The funding rules for parent-led days are explained in this chapter. The funding rules for teacher-led days are explained in Section 3-B.

For more information about mixed provision contact your Ministry regional office.
3-C-1 General information for all parent/whānau-led services, Continued

Record keeping

All parent/whānau-led services must meet the record keeping requirements set out in Section 11-1.

Parent/whānau-led services that receive quality level funding must meet the record keeping requirements described in Section 3-C-2.

More record keeping information

Use the following table if you would like further information about record keeping and financial reporting requirements:

<table>
<thead>
<tr>
<th>If you would like…</th>
<th>See Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>An overview of the record keeping requirements for all services</td>
<td>11-1</td>
</tr>
<tr>
<td>Information on funding claim audits and record keeping audits</td>
<td>11-2</td>
</tr>
<tr>
<td>Information or instructions for financial reporting</td>
<td>12</td>
</tr>
</tbody>
</table>
3-C-2 Quality funding rates for parent/whānau-led services

Introduction
This section explains:

- options for quality funding rates that are available for all parent/whānau-led services
- on duty requirements for parents/whānau at services receiving quality funding rates
- what to do when trained parents/whānau are absent
- what to do when trained parents/whānau leave the service
- record keeping requirements for parent/whānau-led services receiving quality funding rates.

Options for quality rates
Parent/whānau-led services that wish to become eligible for funding at the quality rates must meet the requirements of one of the quality rate options.

Playcentres and kōhanga reo have several different sets of requirements they may choose to meet. Some of these options are unique to either playcentres or kōhanga reo. These options are outlined in the specific section for that service type.

On duty requirements for parents/whānau
All services receiving quality funding rates must have parents/whānau with the required training on duty at all times (see Section 3-C-3 for licensed playcentre requirements or Section 3-C-4 for kōhanga reo requirements).

On duty means working and involved with the children for all the hours that the service is open for children.

On duty does not mean just being on the premises or solely involved in administration.

Parent/whānau records
Services receiving quality level funding must maintain a record of trained parents/whānau for all periods the service is open.

The record must include trained parents/whānau:
- names and
- qualifications and
- arrival and departure times and
- breaks when the parent/whānau member was not on duty.

Records must be kept for seven years.
3-C-2 Quality funding rates for parent/whānau-led services, Continued

Changes to qualified parents/whānau

Services receiving quality funding rates must notify their Ministry regional office when trained parents/whānau change.

<table>
<thead>
<tr>
<th>If changes to parents/whānau means…</th>
<th>service management must…</th>
<th>and…</th>
</tr>
</thead>
<tbody>
<tr>
<td>eligibility for quality funding rates is maintained</td>
<td>complete an EC11/A Form and forward to your Ministry regional office</td>
<td>funding will continue at the quality rate.</td>
</tr>
<tr>
<td>eligibility for quality funding rates is not maintained</td>
<td>complete an EC11 Form and return to your Ministry regional office</td>
<td>funding will return to the standard rate.</td>
</tr>
</tbody>
</table>

Parent/whānau absences

Services are expected to maintain a list of trained relievers who are available when trained parents/whānau are absent.

The Ministry will fund up to five ‘discretionary situations’ at the quality funding rate, per funding period, when a trained reliever is not available if quality level adult:child ratios were still met and the record keeping requirements described in this section are kept.

Standard funding rates will apply from the date of the sixth absence.

Services may apply to return to quality level funding at any time using the EC11 Form.
### Discretionary situations

A discretionary situation may be either a session or a full-day of operation depending on the operating structure of the service.

<table>
<thead>
<tr>
<th>If...</th>
<th>then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>trained relievers are available but your option cannot be maintained e.g. when the trained reliever holds a different qualification to the usual parent/whānau member</td>
<td>your service may meet the requirements for an alternative option for that day.</td>
</tr>
<tr>
<td>Service management must document the reason why the option could not be met and keep evidence to show that the alternative option was met.</td>
<td></td>
</tr>
<tr>
<td>trained relievers are not available and this is the first, second, third, fourth or fifth day/session in the current funding period where trained relievers have not been available</td>
<td>service management must:</td>
</tr>
<tr>
<td></td>
<td>• keep evidence of the reason for the qualified staff members absence and</td>
</tr>
<tr>
<td></td>
<td>• keep evidence of attempts to contact qualified relievers e.g. email records and</td>
</tr>
<tr>
<td></td>
<td>• keep evidence to show that quality level adult:child ratios were met.</td>
</tr>
<tr>
<td>trained relievers are not available and this is the sixth day/session in the current funding period where qualified relievers have not been available</td>
<td>service management must immediately apply to return to standard level funding <em>(EC11 Form)</em></td>
</tr>
<tr>
<td>trained relievers are not available and there are not enough parents/whānau (trained or untrained) in attendance to meet the regulated adult:child ratio requirements</td>
<td>service management must close the service until regulated adult:child ratio requirements can be met.</td>
</tr>
</tbody>
</table>
### 3-C-2 Quality funding rates for parent/whānau-led services, Continued

#### Record keeping requirements

Services receiving quality level funding **must** keep:

- staffing records as described in this section **and**
- copies of qualifications for trained parents/whānau **and**
- evidence of reasons for trained parents/whānau members’ absences, attempts to contact relievers, and that quality level adult:child ratios were maintained **and**
- copies of completed EC11, EC11/A application forms or a letter from the Ministry confirming the funding rate change (where necessary) as evidence that the service has not claimed quality level funding for more than five days/sessions of trained parents/whānau members’ absence.

Records **must** be available for inspection by authorised Education Review Office and Ministry of Education auditing staff.

Services that fail to provide the above records on request may be returned to standard funding rates.

Records **must** be kept for seven years.

#### More record Keeping information

Use the following table if you would like further information about record keeping and financial reporting requirements:

<table>
<thead>
<tr>
<th>If you would like…</th>
<th>See Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>An overview of the record keeping requirements for all services</td>
<td>11-1</td>
</tr>
<tr>
<td>Information on funding claim audits and record keeping audits</td>
<td>11-2</td>
</tr>
<tr>
<td>Information or instructions for financial reporting</td>
<td>12</td>
</tr>
</tbody>
</table>
Introduction

Playcentres are services where families manage and implement early childhood education (ECE) programmes for children under six years of age, or for specific groups within this age range. All playcentres are affiliated to a New Zealand Playcentre Association.

This section explains:
- funding conditions for playcentres
- requirements for quality funding rates
- record keeping requirements for playcentres.

Applying for funding

Instructions for completing the RS7 Return can be found in Chapter 9 of this Handbook.

Supervision

Playcentres are required to use a supervision plan approved by their playcentre association.

In order to receive funding at the standard rate, all licensed playcentres must meet both the following minimum supervision requirements and the minimum qualifications for group supervision.

Supervision requirements

- Each playcentre must belong to an association affiliated with the New Zealand Playcentre Federation Incorporated.
- Each playcentre must be organised, equipped, and managed on a cooperative basis.
- Programmes must be partly provided by parents of the children attending the session.
- Each session must have no more than 30 children in attendance.
- The maximum adult:child ratio is 1:5.
- All children under the age of two and a half years must be accompanied by a parent or caregiver.
The Playcentre Education Diploma Curriculum 2000 is the Playcentre qualification approved by the New Zealand Playcentre Federation Inc. and NZQA at level 6 on the curriculum framework.

- There are eight different possible combinations of these courses that will meet the minimum supervision requirements for licensing for group supervision in playcentres. These options are identified in the table below.
- Playcentres may choose Option 1, or any one of Options 2 to 8. The course combinations were available from 1 August 2001. From January 2002 these combinations were mandatory.

Please note: each session should include one person for each of the certificates included in the option. As these are the Minimum Qualification Requirements for Group Supervision it is not possible for one person to hold all certificates.

<table>
<thead>
<tr>
<th>Qualifications for supervision purposes</th>
<th>Minimum combinations of qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Or: Option 2</em> Playcentre Sessions: Course 3 Certificate, and Playcentre Sessions: Course 3 Certificate</td>
<td></td>
</tr>
<tr>
<td><em>Or: Option 3</em> Playcentre Practice: Course 4 Certificate, and Introducing Playcentre: Course 1 Certificate</td>
<td></td>
</tr>
<tr>
<td><em>Or: Option 4</em> Playcentre in Context: Course 5 Certificate, and Introducing Playcentre: Course 1 Certificate</td>
<td></td>
</tr>
<tr>
<td><em>Or: Option 5</em> The Playcentre Education Diploma: Course 6, and Introducing Playcentre: Course 1 Certificate</td>
<td></td>
</tr>
<tr>
<td><em>Or: Option 6</em> National Playcentre Certificate, and Introducing Playcentre: Course 1 Certificate</td>
<td></td>
</tr>
<tr>
<td><em>Or: Option 7</em> Playcentre Federation Association Certificate, and Introducing Playcentre: Course 1 Certificate</td>
<td></td>
</tr>
<tr>
<td><em>Or: Option 8</em> New Zealand Playcentre Federation Inc. Certificate, and Introducing Playcentre: Course 1 Certificate</td>
<td></td>
</tr>
</tbody>
</table>

*Originally published in the Education Circular 2001/16.*

Please direct any questions about the qualifications for Playcentres to your playcentre association contact person or your Ministry regional office.
### Options for quality funding rates

To be eligible for the quality funding rates, licensed playcentres must meet the requirements of the minimum supervision requirements and one of the options from the table below.

Where two or more different qualifications are required they must be held by **separate** people.

<table>
<thead>
<tr>
<th>Qualifications requirements</th>
<th>Option 1</th>
<th>Option 2</th>
<th>Option 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>One parent/whānau member with:</td>
<td>One parent/whānau member present with:</td>
<td>At least three parents/whānau members present with the NZ Playcentre Education Diploma Curriculum 2000 certificates at a minimum of these levels:</td>
<td></td>
</tr>
<tr>
<td>❖ a Diploma of Teaching (ECE) or</td>
<td>❖ a Playcentre in Context: Course 5 Certificate or</td>
<td>❖ one parent/whānau member with The Playcentre Way: Course 2 Certificate</td>
<td></td>
</tr>
<tr>
<td>❖ Education Council approved ECE teaching qualification or</td>
<td>❖ the Playcentre Diploma in Early Childhood and Adult Education</td>
<td>❖ one parent/whānau member with Playcentre Sessions: Course 3 Certificate</td>
<td></td>
</tr>
<tr>
<td>❖ a qualification held to be equivalent to the Diploma of Teaching (ECE) as a result of an application to NZQA prior to 1 January 1995 or</td>
<td>❖ one parent/whānau member present with:</td>
<td>❖ one parent/whānau member with Playcentre Practice: Course 4 Certificate.</td>
<td></td>
</tr>
<tr>
<td>❖ an overseas ECE teaching qualification assessed by the NZQA as being equivalent to an Education Council approved ECE teaching qualification or</td>
<td>❖ a Playcentre Practice: Course 4 Certificate or equivalent.</td>
<td>Plus one parent/whānau member in training for every three families enrolled.</td>
<td></td>
</tr>
<tr>
<td>❖ a New Zealand Free Kindergarten Diploma.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Discretionary situations for Playcentres

Playcentres receiving *quality* funding should refer to Section 3-C-2 of this handbook for information on discretionary situations.

Playcentres receiving *standard* funding may be eligible to be funded for five discretionary situations per funding period, where they do not meet the minimum qualifications for group supervision, but all other licensing requirements are met. Playcentres must contact their regional Ministry office for information on this process.
3-C-3 Playcentres, Continued

Changing funding rates
Use this table to find out when and how to change your licensed playcentre’s funding rate:

<table>
<thead>
<tr>
<th>If a playcentre…</th>
<th>and…</th>
<th>then…</th>
<th>using…</th>
</tr>
</thead>
<tbody>
<tr>
<td>is funded at the standard rate</td>
<td>can meet the requirements of one of the quality options</td>
<td>you may apply to be funded at the quality rate</td>
<td>the EC11 Form.</td>
</tr>
<tr>
<td>is funded at the quality rate</td>
<td>can no longer meet the requirements of any of the quality options</td>
<td>you must apply to return to the standard funding rate</td>
<td>the EC11 Form.</td>
</tr>
<tr>
<td>is funded at the quality rate</td>
<td>has had a change in parents/whānau involved in leading the ECE programme, but still meets the requirements of one of the quality options</td>
<td>you must inform your Ministry of Education regional office of the change</td>
<td>the EC11/A Form.</td>
</tr>
</tbody>
</table>

Funding rate changes for quality rate funding are effective from the date the EC11 Form is received by the Ministry.

Record keeping
The table below shows the record keeping requirements for Playcentres:

<table>
<thead>
<tr>
<th>If your playcentre…</th>
<th>you must…</th>
</tr>
</thead>
<tbody>
<tr>
<td>is funded at the standard rate</td>
<td>❖ have enrolment records for each child and keep attendance records to show the hours each child attended.</td>
</tr>
<tr>
<td>is funded at the quality rate</td>
<td>❖ have enrolment records for each child and keep attendance records to show the hours each child attended plus meet the record keeping requirements for quality funding rates (see Section 3-C-2 for further details).</td>
</tr>
</tbody>
</table>
3-C-4 Te kōhanga reo

Introduction

Te kōhanga reo is a total immersion te reo Māori whānau programme for mokopuna under six years of age.

The operation and administration of individual kōhanga reo is the responsibility of kōhanga whānau, in accordance with Te Kōhanga Reo National Trust Kaupapa (Policies) under the stewardship of the Te Kōhanga Reo National Trust Board.

The Ministry of Education recognises the Trust Board as the guardians of kōhanga reo kaupapa and as the stewards of the kōhanga reo movement.

Te Korowai

Te Korowai is the cloak that warms the kaupapa of kōhanga reo. The four Pou of Te Korowai cloak the dreams and aspirations of the Māori people for their mokopuna and for future generations.

The four Pou of Te Korowai are:
- total immersion in te reo Māori in te kōhanga reo daily operations
- whānau decision-making, management and responsibilities
- accountability
- the health and well-being of the mokopuna and the whānau.

Te Kōhanga Reo National Trust Board and the Ministry of Education signed Te Korowai on behalf of all kōhanga reo on 2 October 1995.

Te Korowai acts as the understanding between Te Kōhanga Reo National Trust Board and the Ministry of Education.

Tūtohinga

Individual kōhanga reo whānau are required to prepare a tūtohinga following guidelines set down by the Trust Board. The tūtohinga is signed by te kōhanga reo whānau and the Trust Board.

Licensed kōhanga reo are eligible to receive the ECE Funding Subsidy (whānau may recognise this as ‘Kaupapa Funding’) as well as 20 Hours ECE funding.

Licensed kōhanga reo are also eligible to receive Equity Funding and the Annual Top-up for Isolated Services (ATIS) from the Ministry of Education.
3-C-4 Te kōhanga reo, Continued

Principles of attendance in te kōhanga reo

Te kōhanga reo has important elements to ensure total immersion in te reo Māori and full participation of mokopuna.

One of these elements is that mokopuna attend kōhanga reo on a full-time basis.

Accountability

The third pou of Te Korowai is accountability. This includes accountability to the Government.

Accountability to the Government means that whānau provide good administration and financial accountability in expenditure of public funds, such as funding from the Ministry of Education.

Accountability to the Ministry of Education is achieved primarily through the maramataka. The maramataka is produced and administered by the Trust.

Kōhanga reo whānau need to refer to the maramataka.

‘Kaupapa Funding’ (Funding Subsidy) rates

Licensed kōhanga reo are eligible for licensed funding rates (these are called ‘standard’ funding rates by the Ministry of Education).

Kōhanga reo that can also meet the quality funding requirements on the following page are eligible for quality funding rates.

Contact the Trust

Please contact the Trust for more information on how kōhanga whānau can meet the requirements of the quality funding rate.
3-C-4 Te kōhanga reo, Continued

‘Kaupapa Funding’ (ECE Funding Subsidy) rates (continued)

<table>
<thead>
<tr>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ratio requirement</strong> – Under Twos</td>
<td>1:4</td>
</tr>
<tr>
<td><strong>Ratio requirement</strong> – Two &amp; Overs</td>
<td>1:6</td>
</tr>
<tr>
<td><strong>Qualifications requirements</strong></td>
<td></td>
</tr>
<tr>
<td>✓ One person with Whakapakari Tohu or ✓ One person in the final year of Whakapakari Tohu plus one other person with Attestation or ✓One person in the final year of the Whakapakari Tohu plus one in four families undertaking training in Te Ara Tuatahi or Te Ara Tuarua.</td>
<td>✓ Two persons with Whakapakari Tohu or ✓ Two persons in the final year of Whakapakari Tohu plus one other person with Attestation or ✓ One person with Whakapakari Tohu plus one person in the final year of Whakapakari Tohu plus one person with Attestation.</td>
</tr>
</tbody>
</table>

---

**Record keeping requirements**

Evidence of Whakapakari Tohu qualifications and/or final year status Maramataka.

---

**Relationship between Te Kōhanga Reo and Te Whāriki**

The foundation for learning programmes for mokopuna in kōhanga reo is Te Whāriki, the Ministry of Education's curriculum for early childhood education.

Part B of Te Whāriki defines learning outcomes for mokopuna and sets out the ways in which the principles and strands of the curriculum can be put into practice in each kōhanga. It is the Maori section of Te Whāriki that is most relevant to kōhanga reo.
### 3-C-4 Te kōhanga reo, Continued

| Qualification information | Tino Rangatiratanga Whakapakari Tohu is the teaching qualification recognised by the Trust Board for whānau involved in kōhanga reo. The Ministry of Education acknowledges the right of the Trust Board to set the Tino Rangatiratanga Whakapakari Tohu as the teaching qualification for te kōhanga reo kaiako. Kōhanga whānau are also supported to undertake training in Te Ara Tuatahi and Te Ara Tuarua to support the acquisition and use of te reo Māori by whānau in the home and in the kōhanga reo. |
| Attestation | Kōhanga whānau can also be attested. Attestation was originally introduced as an interim measure for whānau who were for example native speakers: this was in order to give the Trust time to establish its own qualification (i.e. Tino Rangatiratanga Whakapakari Tohu). Attestation should be continued to acknowledge the skills of whānau who enrol their tamariki in kōhanga reo. |
3-C-4 Te kōhanga reo

He Whakaaturanga
Ngā kōhingahunga mai te kore ki raro mai o te ono tau e rumakihi ana i roto i te reo Māori me ōna tikanga. Ko te Kōhanga Reo tēnei. He Hōtaka Whānau Reo Māori tēnei.

Na wai ngā haepapa mō ngā whakahaere whānui o ia kōhanga whānau, mō ia ra, ia wiki, ia marama, ia tau? Nā ia Kōhanga whānau. Kei a wai te tino whakatutukitanga mō ngā (Kaupapa here) e hāngai ana ki ngā kōhanga whānau; kei Te Poari Matua o ngā Kōhanga Reo tērā; hei kaitiaki, hei tuari rātou mō te whakawhanaketanga o te paeroa mō ngā Kōhanga Reo whānau.

E tautoko ana te Tāhuhu o te Mātauranga i ēnei tikanga.

Te Korowai
He whakaruruahutanga te Korowai mō te Kōhanga Reo; He matakitetanga mō āneherā, mō te iwi me ngā whakatupuranga.

Ngā Totorohanga o Te Korowai
- Ia ra; he toromotanga i roto i te reo.
- Ngā haepapa whānui katoa; mā te whānau e hāpai.
- Ngā whakahoki; mā te whānau e karawhiu.
- Ngā wāhanga tokotoru ā tinana; a te whānau me ngā mokopuna.

I te tau 1995 i te rua o ngā rā o Whiringa-ā-nuku ka hainatahitia mō ngā Kōhanga Reo; Te Korowai, e Te Poari Matua mō ngā Kōhanga Reo me te Tāhuhu o te Mātauranga.

He whakaeatanga aratohu Te Korowai mō te Poari Matua me te Tāhuhu o te Mātauranga.

Tūtohinga
Ka oti te Tūtohinga o ia Kōhanga Reo whānau; e ai ki ngā aratohu o te Poari Matua, ka haina ā tahitia e rātou.

Ka āhei te whānau te tona raihana; mai i te Tāhuhu, i muri mai i te hainatanga o te Tūtohinga. Ko te tikanga; kua whakatutukihia katoa, ngā hiahia i waenganui i Te Kōhanga Reo whānau me te Poari. Nō reira, nā te mea kua whiwhi te Kōhanga Reo whānau i tō rātou tūtohinga me tō rātou raihana, kua wātea rātou ki te tono pūtea i raro i ngā Kaupapa kua whakaritea mō ēnei tūmomo pūtea. Mai te Tāhuhu e āhei katoa ana ngā Kōhanga Reo kua raihanatia ki te whiwhi Pūtea whakaūrite me ngā Pūtea tāpiri ā tau mō ngā ratonga tūhahā.
### 3-C-4 Te kōhanga reo, roanga atu o ngā kōrero

<table>
<thead>
<tr>
<th>He mātāpono mō te urunga ki ngā Kōhanga Reo</th>
<th>E hūanga-nui anō tā Te Kōhanga Reo kia āhei tonu ai te whakarumaki i roto i te Reo Māori, ā, kia pūmau rawa te urunga o ngā mokopuna. Kotahi o ngā hūanga nei e mea ana me mātua ū te pumautanga ō <em>te haere tonu o ngā mokopuna mō ia wā, mō ia rā.</em></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tona ake whakataua</td>
<td>Me hoatu anō ki te kāwanatanga tōna ake; e ai ki tētahi wāhanga o Te Korowai. Ko ngā haepapa mō ngā whakahaere me ngā pūtea i anga mai i te kāwanatanga ara i te Tāhuhu o te Mātauranga hoki. Mā ngā aromatawaitanga hāngaitia ai ki te maramata, e mōhio ai te Tāhuhu o te Mātauranga pēnā kō tika te Kaupapa ki wā rātou hiahia. Kō te Poari e hanga ana i te maramata, ko rātou hoki kei te whakahaere. Me tirotiro anō Te Kōhanga Reo i te maramata.</td>
</tr>
</tbody>
</table>
| Pūtea Kaupapa Tātai (Tāpiri Pūtea) | E toru ngā tairite pūtea mō ngā Kōhanga Reo. E āhei ana ngā Kōhanga whiwhi tūtōhinga ki te tono utunga itihiro kore. (He whakatau pūtea paerewa) te ingoa te Tāhuhu o te Mātauranga mō ngā *whakatau pūtea raihana* e āhei ai ngā kōhanga kua raihanaita ki te whiwhi. Ka āhei ngā Kōhanga Reo ki te whiwhi *whakatau pūtea kounga* ina ka taea e rātou ngā hiahia pūtea kounga kei te whārangī atu i tēnei; me tono ki te Poari mō ngā mōhihio.
### 3-C-4 Te kōhanga reo, roanga atu o ngā kōrero

**Pūtea Kaupapa (Pūtea Tāpiri) whakatau (ka haere tonu)**

<table>
<thead>
<tr>
<th>Ara Tuatahi</th>
<th>Ara Tuarua</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ngā ritenga e hangai ai – mō ngā tamariki i raro iho i te rua tau</strong></td>
<td>Ko te 1:4</td>
</tr>
<tr>
<td></td>
<td>Ko te 1:5</td>
</tr>
<tr>
<td><strong>Ngā ritenga e hangai ai - mō ngā tamariki rua tau me runga ake</strong></td>
<td>Ko te 1:6</td>
</tr>
<tr>
<td></td>
<td>Ko te 1:6</td>
</tr>
<tr>
<td><strong>Ko ngā ritenga tohu me eke</strong></td>
<td></td>
</tr>
<tr>
<td>❖ <strong>Kotahi</strong> tangata kua whihi i te Tohu Whakapakari, <strong>atu i tērā</strong></td>
<td>❖ <strong>Kia tokorua</strong> ngā tangata kua whihi i te Tohu Whakapakari, <strong>atu i tērā</strong></td>
</tr>
<tr>
<td>❖ <strong>Kotahi</strong> tangata kua tae ki te tau mutunga o te Tohu Whakapakari me te tangata anō; kua whihi Tohu Whakamana, <strong>atu i tērā</strong></td>
<td>❖ <strong>Kia tokorua</strong> ngā tangata kua tae ki te tau mutunga o Te Tohu Whakapakari, <strong>tāpiri atu ki tērā</strong>, he tangata anō kua whihi Tohu Whakamana, <strong>atu i tērā</strong></td>
</tr>
<tr>
<td>❖ <strong>Kotahi</strong> tangata kua tae ki te tau mutunga o te Tohu Whakapakari, <strong>tāpiri atu ki tērā</strong>, kotahi whānau i ngā whānau e whā e whakangungu ana i Te Ara Tuatahi i Te Ara Tuarua rānei</td>
<td>❖ <strong>Kotahi</strong> tangata kua whihi i Te Tohu Whakapakari, <strong>atu i tērā</strong></td>
</tr>
</tbody>
</table>

**Ngā pīrangi pūrangi mauhanga**

He kitenga mō ngā whiwhingā Tohu Whakapakari me/te tūnga rānei mō tetau mutunga

He maramataka
3-C-4 Te kōhanga reo, roanga atu o ngā kōrero

Te whanaungatanga i waenganui i te Kōhanga Reo me Te Whāriki

Kei te wāhanga B 6 Te Whāriki e whakakaturia ana ngā tohutohu mō ngā mokopuna e whakatakokotia ana ngā huarahi e whakatinanahia ai ngā mātāporo me ngā whenu o te marautanga ki roto i ngā Kōhanga. Ko te wāhanga Māori o Te Whāriki e hāngai nui ana ki ngā Kōhanga Reo.

Mōhiohio Tohu

Ko te Tohu Whakapakari Tino Rangatiratanga te ritenga akoranga e whakaetia e te Poari Matua ngā wānau o ngā Kōhanga Reo. Ko te Poari Matua e whakarite ana i te Tohu Whakapakari Tino Rangatiratanga hei ritenga akoranga mō ngā Kaiako o Te Kōhanga Reo.

Kei te tautoko te Tāhuhu o te Mātauranga i tēnei tikanga. E tautokohia ana ngā wānau o Te Kōhanga Reo kia uru atu ki ngā kura whakangungu ā Te Ara Tuatahi me Te Ara Tuarua hei āwhina i te whakawhanaketanga mō te kōrero i te reo Māori o te wāhanga ki roto i ngā kainga me ngā Kōhanga Reo.

Tohu Whakamana

Ka tae te wāhanga Kōhanga te whiwhi Tohu Whakamana.

Ko ngā mea matatau i te Reo i whakawhiwhia ki te Tohu Whakamana hei timatanga noa iho kia whai wā te Poari ki te hanga i tō rātou ake tohu (aianei, ko te Tohu Whakapakari Tino Rangatiratanga tērā).

Me haere tonu te Tohu Whakamana mō aianei, hei whakāturanga i ngā pukenga mō ngā mea o te wāhanga i rehita ana ia rātou tamariki ki roto i ngā Kōhanga Reo.

---

i Kaiako with attestamant have been attested by whānau as to their competency in te reo Māori and their suitability to work with kōhanga mokopuna.


iii Kua aromatawhia e te wānau ngā kaiako whiwhi Tohu Whakamana mō tō rātou tohungatanga i te reo Māori me tō rātou pai ki te mahi me ngā mokopuna o te Kōhanga Reo.