Chapter 1
How to Use this Handbook

Overview

Introduction
Welcome to the Early Childhood Funding Handbook. This Funding Handbook is issued under section 311(5) of the Education Act 1989. The funding paid to licensed services is paid subject to the terms and conditions set out under this Handbook and must be complied with. The terms used in this Handbook are based in the Education (Early Childhood Services) Regulations 2008.

This Handbook is designed to be a 'one-stop-shop' for all you need to know about early childhood funding, including:

• the Early Childhood Education (ECE) Funding Subsidy
• 20 Hours Early Childhood Education (ECE)
• Equity Funding
• the Annual Top-Up for Isolated Services
• the Support Grant for Provisionally Registered Teachers (removed April 2015).

Note: The information in the Funding Handbook does not apply to certificated playgroups. These services should contact their Ministry regional office for further information.

Who is this Handbook for?
The Early Childhood Funding Handbook is written for the following groups:

FUNDING HANDBOOK

National bodies and advocates for early childhood services

Ministry of Education Resourcing Auditors

Ministry of Education national office staff

Service providers, staff and administrators of centrally administered early childhood organisations

Service providers, managers, administrators, teachers, parents, and whānau of licensed early childhood services

Ministry of Education regional office staff
Overview, Continued

About this chapter
This chapter shows you how to use the Handbook. It explains how the information in the Handbook is presented and where to find the most commonly sought information.

In this chapter
This chapter contains the following topics:

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1-1 How does the Handbook work?

Types of information

This Handbook contains five types of information. The diagram below describes the types of information used and how you can identify the information that is relevant to you.

Tips
At some points in the Handbook there are best practice tips your service may want to try (or may already be using!).

Using these tips is optional.

Tips are identified by the light bulb symbol:

Directions
These pages help you find your way around the Handbook. They include directions to other relevant parts of the Handbook. Directions are usually found at the start of each chapter or section. They can be identified by the compass symbol:

‘How To’ Information
These pages contain instructions about how to complete a task, e.g. filling out your RS7 Return.

‘How to’ information is identified by a checklist symbol:

Funding Handbook

Service Type Specific Information
This Handbook contains a lot of information that is relevant for all service types. There are also some sections that are of interest to some services only.

Information relevant to all services is identified with:

Service type specific information is identified with the following corresponding letter:

E=Education & Care; H=Home-based care; K=Kindergartens; P=Playcentres; R=Te Kōhanga Reo.

Reference Information
Background information that explains the ‘what’, ‘where’, ‘when’, and ‘why’ of funding.

Reference information is identified by a book symbol:
Chapter 1: How to Use this Handbook

1-2 Understanding the page layout

The page

Below is a sample page from this Handbook:

Symbols show the type of information contained in the section.

6-3 Attendance records, Continued

Records must include

Attendance records may be kept in a form to suit the service. However, all services must include all of the following:

- separate sections or columns for children aged under two and for children aged two and over
- the first and last name of each child, clearly identified
- days and times of actual attendance for each child
- a record of any absence, with an ‘a’ when a child does not attend at a time for which they are enrolled
- notes and explanations about attendance, such as when a child is away sick or has attended for more/less hours than they were enrolled AND attendance registers that have been marked by staff on a twice daily basis (or once a day for services that operate only one session).

Services must also keep evidence (e.g. a signed attendance register) that a parent/guardian of each child has regularly examined and confirmed the attendance record.

This needs to be completed:

- Once a month for...
- Once a week for...
- Sessional teacher-led centre-based services.
- Parent/whānau-led services.
- All-day teacher-led centre-based services.
- Home-based education and care services.

The information is laid out in ‘blocks’. Each block has a label, to help you find information quickly.

A tip is highlighted by a light bulb symbol.

They are useful for:

- recording days and times of actual attendance for each child (as described above)
- keeping track of attendances by children who attend on a casual basis
- keeping track of variations in attendance that might indicate a Frequent Absence (see section 6-7).

A template for sign-in/sign-out records is included in Appendix 2.

Daily sign-in/sign-out records that have been signed by each child’s parent/guardian used to meet the attendance record requirement for “evidence that a parent/guardian of each child has regularly examined and confirmed the attendance record” for all services.
1-3 Quick reference directions

Purpose

This section is a ‘quick reference’ list of the most commonly searched for topics in the Handbook.

You may find it useful to move this page to the front of your Handbook so that it is easily accessible.

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Looking for something else?

If you would like information or instructions on a topic not covered here, try the Handbook Table of Contents or Glossary. Examples of funding forms can be found in Appendix 2.