

RS7 Early Childhood Funding Return

Management Contact Details

This is the address for all funding forms.

Concatenated Name:

Organisation Name:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

Tel:

Fax:

Email:

If the Management Contact and / or Service Details are incorrect please contact your Ministry of Education Regional Office to complete an EC8 *Application to Amend a Licensed 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.

You must use pen to complete this form.

A copy of this form **must** be retained in the service for audit purposes.

You must complete and post the original form to be received no later than to:

ECE Operational Funding, Ministry of Education at: 33 Bowen Street, Wellington Central, Wellington 6011 or PO Box 1666, Wellington 6140.

If you have any queries, you can call the Resourcing Contact Centre on 0800 ECE ECE (0800 323 323) or e-mail:

ECE.Funding@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 your Ministry of Education Regional Office urgently [Refer to Early Childhood Handbook for contact details].

Service Name:

Tel:

Service Address:

Fax:

Email

Service Funding Information

Organisation Name:

Type of EC Service:

Pay Unit Number:

Provision Type:

Regional Office:

Licence Class:

Equity Funding Information

Low Socio-economic:

Special Needs:

Language:

Isolation:

Bank Account Number

Funds for this will be deposited to the following account. If this is NOT correct, please complete an RS2 (Change of Bank Account) Form.

Bank and Branch

Account Number

Suffix

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
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

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
Total				Total				Total	

For Info Only: Indicate the reason for any one-off closures using the following abbreviations:	
SC	Service Closed
NF	Not Funded
TOD	Teacher Only Day
HP	Holiday Period
SH	Statutory Holiday
UNI	University Holiday
NPRR	Not Meeting Person Responsible Requirement
SD	Substitute/Extra Day
AD	Anniversary Day
EC	Emergency Closure. Copy of Regional Office confirmation letter to be attached

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
Total				Total				Total	

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
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
				0	0
				0	0
				0	0
				0	0

Attestation of Certificated Teachers' Salaries	
<p>Is your service paying all employed certificated teachers at least at the level identified on the Education.govt.nz website? By answering 'yes' to this question, your service is identified as meeting this funding condition. Your service will, therefore, have access to higher levels of funding. By answering 'no' to this question, your service is identified as not meeting this funding condition. Your service will, therefore, be paid at the lowest level of funding. Note: This funding condition applies to days on which your service operates as teacher-led.</p>	
(tick one only) <input type="radio"/> Yes <input type="radio"/> No	

Declaration									
<p>I certify that, to the best of my knowledge, the information contained on this form is true and correct.</p>									
<p>I understand that:</p> <ul style="list-style-type: none"> • if I have made a false statement or • if I have failed to answer all the 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 Ministry of Education of changes that may affect funding claims or rates 									
<p>then</p> <ul style="list-style-type: none"> • 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. 									
<p>By signing this declaration, I am confirming that this funding claim is made in accordance with the conditions outlined in the current <i>Early Childhood Education Funding Handbook</i> and that the Ministry can withhold all or some of the funding if there is a breach of any of these conditions.</p>									
<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Name</td> <td><input type="text"/></td> </tr> <tr> <td>Contact Number</td> <td><input type="text"/></td> </tr> <tr> <td>Designation/title</td> <td><input type="text"/></td> </tr> <tr> <td>Date</td> <td><input type="text"/></td> </tr> </table>		Name	<input type="text"/>	Contact Number	<input type="text"/>	Designation/title	<input type="text"/>	Date	<input type="text"/>
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