

# EC11 Application for Change of Quality/Standard Funding Rate for Early Childhood Services

1. New early childhood services are automatically placed on standard rate funding. This form should be completed if you wish to change to quality rate funding.
2. New and existing services can change to and from quality rate funding using this form.
3. Quality rate funding is applicable only to **parent-led** and home-based services. Quality rate does not affect funding rates for any other types of services.
4. Services must meet the required criteria at the time of applying. Applications **will not** be approved retrospectively.
5. Applications from Kōhanga Reo must be processed and endorsed by Te Kōhanga Reo National Trust **before** being sent to the Ministry.
6. Send the completed forms to your local office. To find the Local office addresses, go to the Ministry website at [www.education.govt.nz](http://www.education.govt.nz) and click on 'Contact us'.

## Early Childhood Service

**Service Name in Full**

**Ministry of Education Service Number**

**Te Kōhanga Reo National Trust Number**

*(where applicable)*

**Service Address**

## Funding Level

I am applying to move to *(tick one only)*:

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**Standard rate**

Effective from:

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**Quality rate**

Effective from:

Effective date for Quality rate cannot be before the form is received by the Ministry of Education. It may be in the future.

**If applying for quality rate, please complete the following section based on the following criteria**

*(complete the section that applies to your service)*

**Playcentres** (Qualifications—refer to Ch 3-C-3 the Early Childhood Funding Handbook for details of available options) *(tick one only)*

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Option 1

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Option 2

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Option 3

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Option 4

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Option 5

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Option 6

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Option 7

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Option 8

**Kōhanga** (Qualifications and enhanced staff ratios options—refer to Ch 3-C-4 the Early Childhood Funding Handbook for details of available options) *(tick one only)*

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Option 1

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Option 2

## Qualified Staff, Parents, Whānau

### Certified copies of staff, parents/whānau qualifications must be attached to this form<sup>1</sup>

Attach another sheet listing the staff, parents/whānau details if there is not enough space here.

Names of trained persons who meet quality criteria	Names of their qualifications which meet the criteria	Level of qualification <sup>2</sup>	Hours of employment						
			Mo	Tu	We	Th	Fr	Sa	Su

<sup>1</sup> Photocopies of certified copies are acceptable as long as they are no more than a year old. The Ministry reserves the right to sight all original qualifications or request for copies of qualifications to be specifically certified

#### <sup>2</sup> Level of qualification:

Kōhanga Reo – please include 'final year' etc where applicable.

Playcentres – please add 'Course Three' or 'Course Four', 'PEA' etc as applicable.

## Record Keeping

The service management will maintain a staffing record for all periods that the service is open.

The record will clearly indicate the names of the trained staff, parents/whānau; their qualifications; the days and hours (ie the times of arrival and times of departure) worked by each person.

The record will be available for inspection by authorised Education Review Office and Ministry of Education staff. Copies of qualifications will be available for inspection at all times.

The Funding Handbook may require additional records to be kept for different service types.

(please tick box)

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I have read and understand the record keeping requirements.

## Declaration

To be completed by the management or whānau of the named service.

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

I confirm that this service meets the required criteria for staffing qualifications and ratios at all times that it is operating; refer to the Early Childhood Funding Handbook for further details.

I certify that the information in this application is correct.

Name

Signature

X

Date

/ /

Position Held

## Office use only

Date the application was received by the Ministry – this is the Effective-from-date for Quality Rating applications

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Kōhanga only – endorsed by the National Trust

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Application entered into system

Date entered:

/ /

Officer's initial: