

Chapter 1 How to Use this Handbook

Overview

Introduction

Welcome to the Early Childhood Funding Handbook. This Funding Handbook is issued under section 548(5) of the Education and Training Act 2020. 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

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

Ministry of Education regional 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



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:

Title	Section
How does the Handbook work?	1-1
Understanding the page layout	1-2
Quick reference directions	1-3



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:





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 include all of the following:

- separa over
- Each section of the Handbook has two

and for children aged

- the first The chapter number (eg 6) and the davs a section number (eg 3).

attend at a time for w

- a reco are enrolled
- notes and explanations about attendance, such as when a child is away sick or I attended for more/less hours than they were enrolled AND
- attendance registers that have been marked by staff on a twice daily basis (or or for services that operate only one session).

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

This needs to be completed:

Sess servi

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

a week for...

ner-led centre-l

education and

A tip is highlighted by a light bulb symbol.

e a good way of recording the dates and times of

3CI VICC3.



- recording days and times of actual attendance for each child (as described abo
- · keeping track of attendances by children who attend on a casual basis
- keeping track of variations in attendance that might indicate a Frequent Absence 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/guard used to meet the attendance record requirement for "evidence that a parent/guard child has regularly examined and confirmed the attendance record" for all service

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Chapter 6 Recording Enrolment, Attendance and Absence

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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.

For information on	See
20 Hours ECE	Chapter 4
Absence rules	Sections 6-4 to 6-8
Audits and financial statements	Chapters 11 & 12
Certificated Teacher Hours	Section 3-B-2
ECE Funding Subsidy	Chapter 3
For teacher-led education and care services	Section 3-B-2
For home-based ECE services	Section 3-B-4
For parent/whānau-led services	Section 3-C
Enrolment Records	Section 6-1
Equity Funding	Chapter 10
Quality funding rates/options	
For home-based ECE services	Section 3-B-4
For parent/whānau-led services	Section 3-C-2
RS7 Return	Chapter 9
Staff Hour Count	Section 3-B-2
Support Grant for Provisionally Registered Teachers (This section removed in April 2015)	Section 5-2

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**.