

# 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.

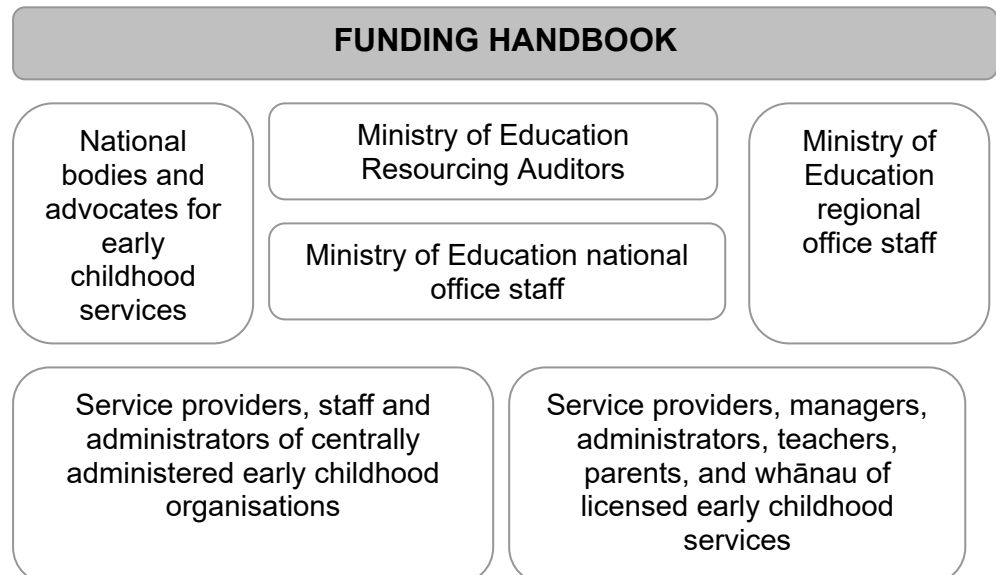
This Handbook is designed to be a 'one-stop-shop' for all you need to know about early childhood funding, including:

- 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:





## Overview, Continued

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### 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.

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**In this chapter** This chapter contains the following topics:

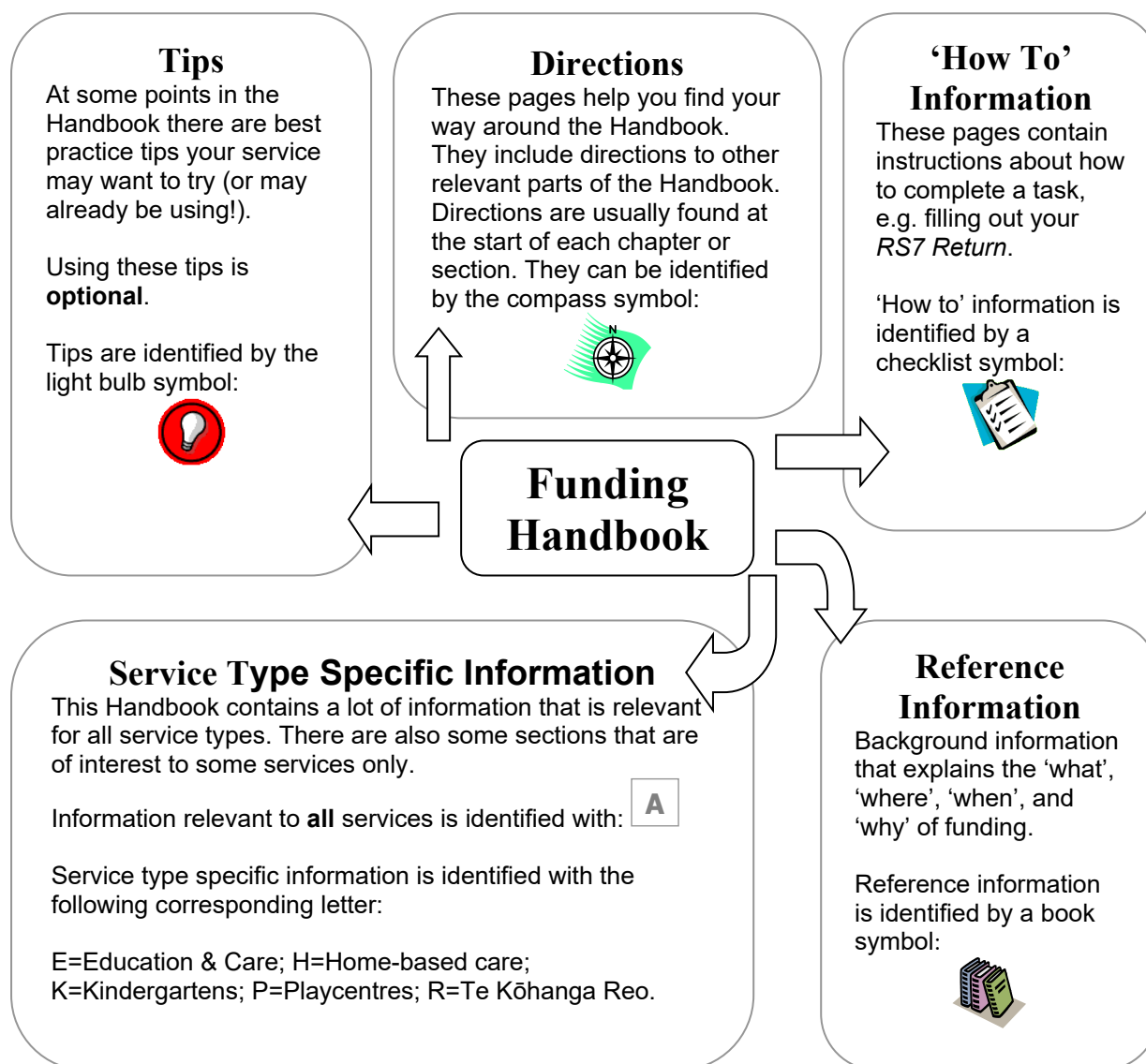
Title	Section
How does the Handbook work?	1-1
Understanding the page layout	1-2
Quick reference directions	1-3

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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.



# 1-2 Understanding the page layout

## The page

Below is a sample page from this Handbook:

A


**Symbols** show the **type** of information contained in the section.

### 6-3 Attendance records, Continued

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**Records must include**

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

- separat...
- over
- the fir...
- days &...
- a recc...
- 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 parent of each child has regularly examined and confirmed the attendance record.

This needs to be completed:

- Sess...
- servi...
- Pare...


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

a week for...

ter-led centre-l

l education and

**Tip**



A **tip** is highlighted by a light bulb symbol.

...e a good way of recording the dates and times of

They are useful for:

- 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 Absenc

**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 <i>For teacher-led education and care services</i> <i>For home-based ECE services</i> <i>For parent/whānau-led services</i>	Chapter 3 Section 3-B-2 Section 3-B-4 Section 3-C
Enrolment Records	Section 6-1
Equity Funding	Chapter 10
Quality funding rates/options <i>For home-based ECE services</i> <i>For parent/whānau-led services</i>	Section 3-B-4 Section 3-C-2
RS7 Return	Chapter 9
Staff Hour Count	Section 3-B-2
Support Grant for Provisionally Registered Teachers ( <i>This section removed in April 2015</i> )	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**.