

# Early Childhood Service Discretionary Hours Report

## Early Childhood Service

Service Name in Full

Ministry of Education Service Number

Contact Person for queries about this form

Contact Number

Contact Email

## Instructions

Between 1 June 2022 until 30 September 2022 the Ministry will accept up to 80 discretionary hours per funding period (to maintain current rates of funding) from Education and Care services, casual education and car services and hospital-based services, when certified relievers are not available, provided that the record keeping requirements are met.

For kindergartens, the Ministry will also accept up to 80 discretionary hours per funding period (to maintain current rates of funding) when certificated relievers are not available, provided that the record keeping requirements are met.

With Discretionary Hours, services may record the hours worked by relievers who are Other Teachers as Certified Teacher Hours for the purposes of the Staff Hour Count. Services may choose which hours these apply to.

Funding Period	Reporting Period	Submission with RS7
March	October to January	Early February
July	February to May	Early June
November	June to September	Early October

## How to use discretionary hours

1. List the number of discretionary hours (or parts thereof) that have been used to cover the absence of each certificated teacher for the day.
2. Add together the allowable discretionary hours that have been used to cover the absences of all certificated teachers for the day.
3. Round the total to the nearest whole number. Numbers ending in 0.4 or below should be rounded down to the previous whole number. Numbers ending in 0.5 or above should be rounded up to the next whole number.
4. Service providers must keep evidence of attempts to contact a certificated teacher to cover the absence. These records should be kept at the service for examination by the Ministry's Resourcing auditors during an audit. They do not need to be sent to the Ministry each funding period.
5. Completed forms should be returned to ECE Operational Funding, PO Box 1666, Wellington 6140, or [ECE.Funding@education.govt.nz](mailto:ECE.Funding@education.govt.nz)

## Funding Period

Year						
Funding Round (mark one)	March		July		November	

**Discretionary Hours**

Month 1: _____		Month 2: _____		Month 3: _____		Month 4: _____	
Day	Discretionary Hours	Day	Discretionary Hours	Day	Discretionary Hours	Day	Discretionary hours
01		01		01		01	
02		02		02		02	
03		03		03		03	
04		04		04		04	
05		05		05		05	
06		06		06		06	
07		07		07		07	
08		08		08		08	
09		09		09		09	
10		10		10		10	
11		11		11		11	
12		12		12		12	
13		13		13		13	
14		14		14		14	
15		15		15		15	
16		16		16		16	
17		17		17		17	
18		18		18		18	
19		19		19		19	
20		20		20		20	
21		21		21		21	
22		22		22		22	
23		23		23		23	
24		24		24		24	
25		25		25		25	
26		26		26		26	
27		27		27		27	
28		28		28		28	
29		29		29		29	
30		30		30		30	
31		31		31		31	
<b>Total</b>		<b>Total</b>		<b>Total</b>		<b>Total</b>	

## Declaration

I certify that, to the best of my knowledge, the information contained on this form is true and correct.

**I understand that:**

- 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

**then**

- 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.

By signing this declaration, I am confirming that this funding claim is made in accordance with the conditions outlined in the Early Childhood Education Funding Handbook and that the Ministry can withhold all or some of the funding if there is a breach of any of these conditions.

**Name**

**Signature**

X

**Date**

/

/

**Designation / title**

**Authorised By**