

Chapter 1

How to Use this Handbook

Overview

Introduction

Welcome to the Early Childhood Funding Handbook. This Funding Handbook is issued under section 311(5) of the Education Act 1989. 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.

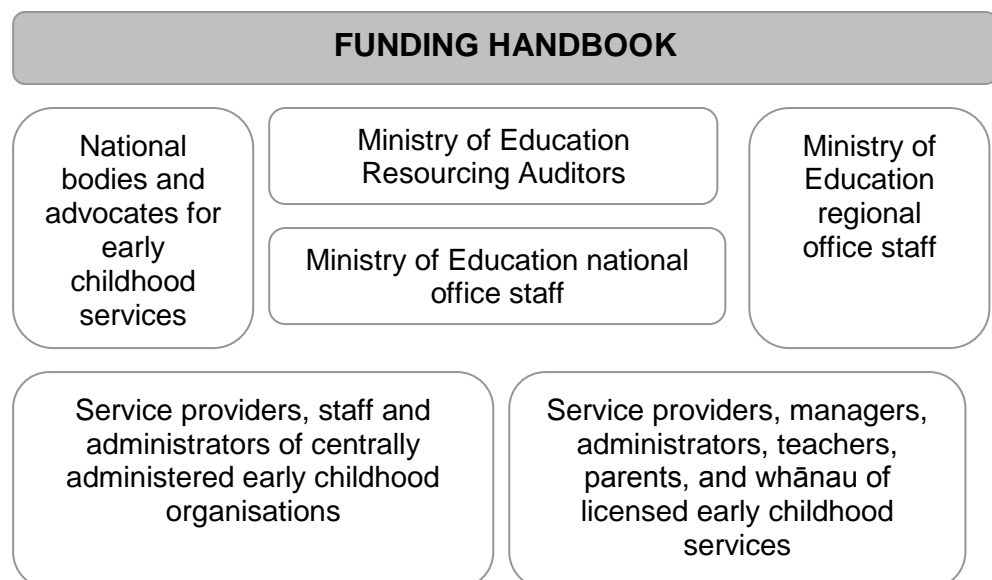
This Handbook is designed to be a ‘one-stop-shop’ for all you need to know about early childhood funding, including:

- the Early Childhood Education (ECE) Funding Subsidy
- 20 Hours Early Childhood Education (ECE)
- Equity Funding
- the Annual Top-Up for Isolated Services
- the Support Grant for Provisionally Registered Teachers (*removed April 2015*).

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

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.

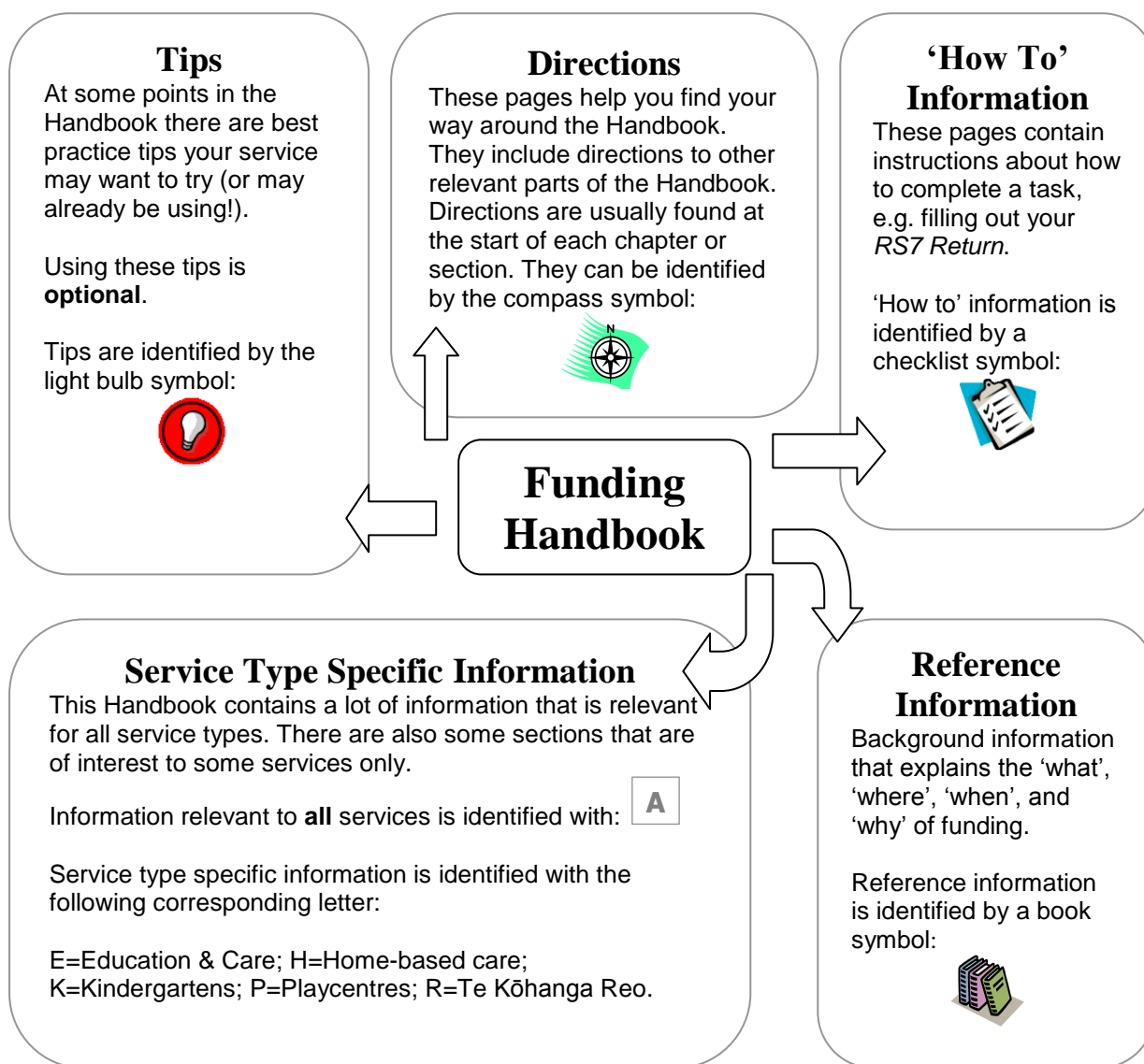
In this chapter This chapter contains the following topics:

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.



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

Records must include

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


- separate records for each child and for children aged over 5 years
- the first and last name of the child
- days and times of attendance
- a record of the times that children attend at a time for which they are enrolled
- notes and explanations about attendance, such as when a child is away sick or late, or when a child attended for more/less hours than they were enrolled **AND**
- attendance registers that have been marked by staff on a twice daily basis (or on a daily basis for services that operate only one session).

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

This needs to be completed:

<ul style="list-style-type: none"> • Session • Service • Parent/Guardian 	<div style="border: 1px solid black; padding: 2px;"> <p>The information is laid out in 'blocks'. Each block has a label, to help you find information quickly.</p> </div>	<p>... a week for...</p> <p>... er-led centre-l</p> <p>... d education an</p>
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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 above)
- keeping track of attendances by children who attend on a casual basis
- keeping track of variations in attendance that might indicate a Frequent Absence (see **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/guardian are used to meet the attendance record requirement for "evidence that a parent/guardian of each child has regularly examined and confirmed the attendance record" for all services.

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**.