

Chapter 9

Completing the RS7 Return

Overview

Introduction The *RS7 Early Childhood Funding Return* (the RS7 Return) is the main funding return for early childhood education (ECE) services.

All ECE services (or the administrators of a service provider) **must** complete the RS7 Return in order to receive funding.

In this chapter This chapter contains the following topics:

Title	Section
Service profile information	9-1
Calculating the ECE Funding Subsidy	9-2
Calculating the 20 Hours ECE Funding	9-3
Calculating the Staff Hour Count	9-4
Calculating advance days	9-5
Attestation of certificated teachers' salaries	9-6
Claiming the Support Grant for Provisionally Registered Teachers (<i>removed April 2015</i>)	9-7
Monitoring progress: teacher registration targets (<i>removed April 2015</i>)	9-8
Monitoring progress: children receiving 20 Hours ECE (<i>removed April 2015</i>)	9-9
Declaration	9-10



Overview, Continued

Purpose of the RS7 Return

The RS7 Return tells the Ministry the number of funded child hours (FCHs) that are funded for each service, and the rate at which each FCH will be funded.

Payment cycle

The RS7 Return is completed three times a year:

- February (payment on the first working day in March).
- June (payment on the first working day in July).
- October (payment on the first working day in November).

See **Section 2-4** for details of the funding cycle.

Providing your RS7 Return to the Ministry

Services provide their RS7 Return to Ministry as follows:

Services connected to ELI submit their RS7 Return electronically via ELI Web or their Student Management System (SMS).

Services not connected to ELI, send their RS7 Return by post, using the paper-based RS7 Return sent to them by the Ministry.

Note: Services completing a paper-based RS7 Return **must** complete and sign the forms in pen. Pencil must not be used. Completed RS7 Returns should be sent:

By Post to

ECE Operational Funding
Ministry of Education
PO Box 1666
Wellington
Fax: (04) 463 8374

By Courier to

ECE Operational Funding
Ministry of Education
Mātauranga House
Level1
33 Bowen Street
Wellington

Queries

If you have any questions about the RS7 Return or need help filling it in, please contact the Resourcing Contact Centre:

Phone: (04) 463 8383/ 0800 ECE ECE
Email: resourcing@education.govt.nz

Continued on next page

Overview, Continued

What will my RS7 look like?

The RS7 Return consists of several different sections.

The RS7 return will contain **only** those sections relevant to you. The table below shows the sections of the RS7 return your service will receive and the pages in this Chapter where instructions can be found:

	Education & Care services, Hospital-based	Sessional Kindergartens	Mixed ¹ & All-Day Kindergartens	Home-Based Care Services	Playcentres
ECE Funding Subsidy Section 9-2	yes	yes	yes	yes	yes
20 Hours ECE funding Section 9-3	yes	yes	yes	yes	yes
Staff Hour Count Section 9-4	yes	no	yes	no	no
Attestation of certificated teachers' salaries Section 9-6	yes	no	no	no	no
Support Grant for Provisionally Registered Teachers	This section was removed April 2015				
Monitoring progress: teacher registration targets Section 9-8	This section was removed April 2015				
Monitoring progress: children receiving 20 Hours ECE Section 9-9	This section was removed April 2015				
Declaration Section 9-10	yes	yes	yes	yes	yes

¹ A mixed service is a service licensed to offer a combination of all day and sessional provision.



9-1 Service profile information

**This section
removed**

This section was removed April 2015.



9-2 Calculating the ECE Funding Subsidy

Introduction This section explains how services can calculate the ECE Funding Subsidy.

Example Throughout this section there are examples of two services calculating their ECE Funding Subsidy.

- Kowhai Street Childcare Centre is an all-day service.
 - Huia Playcentre is a sessional service.
-

2.5 hour sessions A session of 2.5 hours will receive funding for 3 hours.

Before you begin Make sure you have:

- a copy of the enrolment records for every child who attended your service in the previous four months
- a copy of the attendance records for every child who attended your service in the previous four months
- attendance registers to help work out where the absence rules need to be applied.

Remember: You must take into account the Three Week Rule and Frequent Absence Rule when completing your RS7 Return. You can find more information on the absence rules in the sections listed below:

Topic	Section
Three Week Rule for Continuous Absence	6-5
Three Week Rule: extension for extended non-operation	6-6
The Frequent Absence Rule	6-7
The Frequent Absence Rule - examples	6-8
Absence rule exemptions	7-7

9-2 Calculating the ECE Funding Subsidy, Continued

Step 1: Under 2s

Follow the steps below to calculate the FCHs for children aged under two:

Step	Action
1	List the daily number of hours of enrolment for each permanently enrolled child under two years of age.
2	If any children under two years of age attended the service on a casual or conditional basis, list the number of hours each of these children attended.
3	List the number of hours that can be claimed for each child. Note: a maximum of six hours can be claimed each day for each licensed child-place.
4	Add together the claimable hours for each day. This is the Under Twos FCHs for the day.
5	Round the total to the nearest whole number. Numbers ending in 0.5 or above should be rounded up to the next whole number. Numbers ending in 0.4 or below should be rounded down to the previous number.
6	Repeat Steps 4-5 for each day in the month.
7	Write the FCHs for each day in the column labelled "Under 2".
8	Add together the FCHs for Under 2s for the month.
9	Write the total for the month in the box labelled "Total".

Step 1: all-day example

On 1 September, Kowhai Street Childcare Centre had three children under the age of two enrolled in their service. One child under the age of two attended casually.

Enrolled children:

Name	Hours Enrolled	Claimable Hours
Tealu	6	6
John	8	6
Sione	4.5	4.5

Casual children:

Name	Hours Attended	Claimable Hours
Timothy	6.5	6
Total	25	22.5

		ECE Funding Subsidy	
		Under 2	2 & Over
Thu	1	23	

9-2 Calculating the ECE Funding Subsidy, Continued

**Step 1:
sessional
example**

Huia Playcentre operates two sessions per day, each for 2.5 hours:

Note: A session of 2.5 hours will receive funding for 3 hours.

	Number of Under 2s	Total Claimable Hours
Session 1	3	9
Session 2	2	6
Total	5	15

		ECE Funding Subsidy	
		Under 2	2 & Over
Thu	1	15	

9-2 Calculating the ECE Funding Subsidy, Continued

Step 2: Repeat Step 1 (above) for children aged two or over **less any hours for children claimed as 20 Hours ECE.**
2 & overs

Step 2: On 1 September, Kowhai Street Childcare Centre had six children aged two or over enrolled in their service. Four children aged two or over attended casually.
all-day example

Enrolled children:

Name	Hours Enrolled	Claimable Hours
Sione	4.5	4.5
Matthew	8	6
Hanako	6	6
Tama	2.5	2.5
Sarah	3.25	3.25
Kelly	5	5
Casual children:		
Name	Hours Attended	Claimable Hours
Blake	7.5	6
Caitlyn	1.5	1.5
Kahu	8	6
Jose	4	4
Total	50.25	44.75

		ECE Funding Subsidy	
		Under 2	2 & Over
Thu	1	23	45

9-2 Calculating the ECE Funding Subsidy, Continued

**Step 2:
sessional
example**

Huia Playcentre operates two sessions per day, each for 2.5 hours:

	Number of 2 & Overs	Total Claimable Hours
Session 1	12	36
Session 2	13	39
Total	25	75

		ECE Funding Subsidy	
		Under 2	2 & Over
Thu	1	15	75

9-3 Calculating 20 Hours ECE funding

Introduction This section explains how services can calculate 20 Hours ECE Funding.

Before completing the RS7 Return, ensure that you have read **Chapter 4 20 Hours ECE**.

Example Throughout this section there are examples of two services calculating their 20 Hours ECE funding.

- Kowhai Street Childcare Centre is an all-day service.
 - James Cook Kindergarten is a sessional service.
-

2.5 hour sessions

A session of 2.5 hours will receive funding for 3 hours.

2.5 hours will be claimed as 20 Hours ECE hours and 0.5 hours claimed as Plus 10 ECE hours.

Before you begin

Make sure you have:

- a copy of the enrolment records including 20 Hours ECE attestation for every child who received 20 Hours ECE at your service in the previous four months
- a copy of the attendance records for every child who received 20 Hours ECE at your service in the previous four months
- attendance registers to help work out where the absence rules need to be applied.

Remember: You must take into account the Three Week Rule and Frequent Absence Rule when completing your RS7 Return. You can find more information on the absence rules in the sections listed below:

Topic	Section
Three Week Rule for Continuous Absence	6-5
Three Week Rule: extension for extended non-operation	6-6
The Frequent Absence Rule	6-7
The Frequent Absence Rule - examples	6-8
Absence rule exemptions	7-7



9-3 Calculating 20 Hours ECE funding, Continued

Calculating 20 Hours ECE entitlement

Follow the steps below to calculate the 20 Hours ECE Funding:

20 Hours ECE funding includes both the 20 Hours ECE hours and the Plus 10 ECE hours.

Step	Action
1	List the daily number of hours of enrolment for each enrolled child eligible for 20 Hours ECE.
2	If any children eligible for 20 Hours ECE attended the service on a casual basis and received 20 Hours ECE, list the number of hours each of these children attended.
3	List the number of hours that can be claimed for each child. A maximum of six hours per day and 30 hours per week of funding can be claimed per child. <ul style="list-style-type: none">• 20 Hours ECE hours must only be claimed for up to 20 hours per week for each child.• The remainder (up to 30 hours) may be claimed as Plus 10 ECE hours.
4	Add together the claimable hours for each day.
5	Round the totals to the nearest whole number. Numbers ending in 0.5 or above may be rounded up to the next number. Numbers ending in 0.4 or below should be rounded down to the previous number.
6	Repeat Steps 4-5 for each day in the month.
7	Write the totals for each day in the columns labelled "20 Hours ECE hours" and "Plus 10 ECE hours".
8	Add together the daily totals each month.
9	Write the totals for the month in the boxes labelled "Total".

9-3 Calculating 20 Hours ECE funding, Continued

All-day example

On 1 September, Kowhai Street Childcare Centre had five children enrolled and receiving 20 Hours ECE.

Name	Hours Enrolled	20 Hours ECE Hours	Plus 10 ECE hours
Tim	8	6	0
Melanie	6	6	0
Dave	8	4	2
Hayden	4.5	4.5	0
Erin	7	2	4
Total	33.5	22.5	6

		20 Hours ECE Children	
		20 Hours ECE hours	Plus 10 ECE hours
Thu	1	23	6

Sessional example

James Cook Kindergarten operates two sessions per day. Session 1 is for 3 hours and session 2 is for 2.5 hours.

A session of 2.5 hours will receive funding for 3 hours. 2.5 hours will be claimed as 20 Hours ECE hours and 0.5 hours **must** be claimed as Plus 10 ECE hours.

	Number of Free Children	20 Hours ECE hours	Plus 10 ECE hours
Session 1	12	36	0
Session 2	14	35	7
Total	26	71	7

		20 Hours ECE Children	
		20 Hours ECE Hours	Plus 10 ECE Hours
Thu	1	71	7



9-3 Calculating the 20 Hours ECE funding, Continued

Sharing child places

Children may share a child-place during the day.

See **Section 4-2** for information on sharing child places and calculating 20 Hours ECE.

9-4 Calculating the Staff Hour Count

Introduction This section explains how you can transfer the Certificated and Other Teacher hour information from your *Early Childhood Staff Record* to your RS7 Return.

See also Use the table below to find other information referred to in this section:

Topic	Section
Certificated teachers	3-B-2
Certificated Teacher Hours	3-B-2
Regulated (ratio) staff	3-B-2
Staff Record	3-B-2
Example Staff Record	Appendix 2

Mixed and all-day kindergartens

The Staff Hour Count **must** be completed by all kindergartens that operate all-day.

Kindergartens that operate a mixture of all-day and sessional must complete the Staff Hour Count for the days that they operate as all-day.

Mixed provision services

The Staff Hour Count **must** be completed for all days the service operates as teacher-led.

Step 1: daily Certificated Teacher Hours

Follow the steps below to calculate the daily actual Certificated Teacher Hours for your service:

Step	Action
1	For the first day of the funding period, use your Staff Record to total the actual hours worked by ECE qualified certificated and New Zealand qualified certificated primary teachers who were being counted towards regulated (ratio) staff.
2	Round the total to the nearest hour. For example: 68 hours and 30 minutes would be rounded to 69 hours whereas 68 hours and 29 minutes would be rounded to 68 hours.
3	Write the total in the column labeled “yes”, in the box for the first day of the funding period.
4	Repeat steps 1-3 for each day in the first month of the funding period.



9-4 Calculating the Staff Hour Count, Continued

Step 1: all-day example

On 1 September, Rimu Road Crèche had two certificated teachers (Hine and Susan) working. Hine was counted towards regulated (ratio) staff for 7 hours and 35 minutes. Susan was counted towards regulated ratio staff for 4 hours.

11 hours and 35 minutes can be rounded to 12 hours.

		ECE Qual. & Cert.	
		Yes	No
1		12	

Step 1: sessional example

On 1 September, Moana Valley Preschool held two sessions. At the morning session, two certificated teachers (Chris and Leilani) were working. Each counted towards regulated (ratio) staff for 3 hours.

At the afternoon session, one certificated teacher (Leilani) was working. Leilani was counted towards regulated (ratio) staff for a further 3 hours.

Moana Valley Preschool had 9 Certificated Teacher Hours for 1 September.

		ECE Qual. & Cert.	
		Yes	No
1		9	
2			

Step 2: daily Other Teacher Hours

Repeat the formula from Step 1 for the hours worked by Other Teachers who were being counted towards regulated (ratio) staff.

Write the total in the column labeled "No", in the box for the first day of the funding period.

Repeat for each day in the first month of the funding period.

		ECE Qual. & Cert.	
		Yes	No
1		12	15
2			



9-4 Calculating the Staff Hour Count, Continued

**Step 3:
monthly
Certificated
Teacher
Hours**

Add together all the Certificated Teacher Hours in the column labeled 'yes' for the first month of the funding period.

Write the total in the box labeled "Total" at the bottom of the "Yes" column.

**Step 4:
monthly Other
Teacher
Hours**

Add together all the Other Teacher Hours in the column labeled "No" for the first month of the funding period.

Only count Other Teacher Hours required to meet the **regulated (ratio) staff requirements**.

Write the total in the box labeled "Total" at the bottom of the "No" column.

**Step 5:
complete the
rest of the
RS7 Return**

Repeat steps 1 to 4 for each month in the funding period.

The Ministry will calculate the proportion of Certificated Teacher Hours and determine the funding rate for your service.

Tip



You may like to calculate the proportion of Certificated Teacher Hours in advance of receiving your funding advice notice. The calculation is:

$$\frac{\text{Total Certificated Teacher Hours for the four month period (rounded)}}{\text{Total Certificated Teacher Hours + Other Teacher Hours for the four month period (rounded)}} \times 100\%$$

9-5 Calculating Advance Days

Description Advance Days determine the number of days per month for which your service will receive advance funding.

Advance funding is calculated separately for the days your service is operating as All-Day and operating as Sessional. Only complete the advance days column relevant to your service's operating structure.

Calculating Advance Days Follow the steps below to calculate the number of days that advance funding will be paid for:

Do not count public holidays, even if the service will be open. Public holidays are not funded in advance.

Step	Action
1	Use a calendar to count up the number of days the service will be open and operating as all-day during each of the next four months.
2	Write the number of days the service will be open and operating as all-day for each month in the boxes provided.
3	Use a calendar to count up the number of days the service will be open and operating as sessional during each of the next four months.
4	Write the number of days the service will be open and operating as sessional for each month in the boxes provided.

Example There is a maximum of 22 operational days in September.

The Anniversary Day Holiday for Huia Playcentre and Kowhai Street Childcare Centre's region is on September 27. The services cannot claim advance funding for this day.

Huia Playcentre is a sessional service. They claim **21 days** advance funding in the Sessional column.

Kowhai Street Childcare Centre operates all-day on Monday, Wednesday and Friday, and Tuesday and Thursday as sessional. They claim **12 days** in the all-day column, and **9 days** in the sessional column.

9-6 Attestation of certificated teachers' salaries

Policy Higher funding rates for education and care services are only available to services that agree to pay all primary and ECE qualified and certificated teachers employed by their service at least at the Q1, Q2, Q3 and Q3+ entry levels specified on the [Ministry of Education's website](#).

Rationale Ensuring that certificated teachers are recognised and rewarded for their qualifications will contribute to increasing the number of certificated teachers working in early childhood education.

Attestation on the RS7 Return The RS7 Return is used to determine the rate at which each teacher-led centre-based service is paid.

This box requires the signatory to attest that their service pays **all** certificated teachers employed by their service **at least** at the levels stated on the [Education.govt.nz](#) website

If you answer...	your rate will be...
yes	determined by the proportion of Certificated Teacher Hours for the previous four months.
no	automatically set to the lowest level of funding.

In answering yes to this question, services are not required to offer the terms of the early Childhood Collective Agreement of Aotearoa New Zealand.

Example An example of the required attestation is shown below:

Attestation of Certificated Teachers' Salaries
<p>Is your service paying all employed certificated teachers at least at the level identified on the Education.govt.nz website?</p> <p>By answering 'yes' to this question, your service is identified as meeting this funding condition. Your service will, therefore, have access to higher levels of funding.</p> <p>By answering 'no' to this question, your service is identified as not meeting this funding condition. Your service will, therefore, be paid at the lowest level of funding.</p> <p>Note: This funding condition applies to days on which your service operates as teacher-led.</p>
<p>(tick one only) <input type="radio"/> Yes <input type="radio"/> No</p>



9-7 Claiming the Support Grant for Provisionally Registered Teachers

This section removed

This section was removed in April 2015.



9-8 Monitoring Progress: Teacher Registration

**This section
removed**

This section was removed in April 2015.



9-9 Monitoring progress: number of children

**This section
removed**

This section was removed in April 2015.



9-10 Declaration

RS7 Returns must have a completed Declaration

All RS7 Returns must be accompanied by a completed Declaration. The wording of this Declaration is shown below.

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 current *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.

- If you are completing a paper-based RS7 Return, this Declaration will be *signed*. Paper-based RS7 Returns must be completed in pen and signed in order to be processed for funding. Do not use pencil anywhere on your RS7 Return.
 - If you are completing an electronic RS7 Return, this Declaration will be *submitted*.
-