

4. Days of Operation

Enter the first five months from the date that the service was licensed. For each month:

- Enter the number of days the service will operate as Teacher-led (TL) All Day (A) and Sessional (S) and enter the number of days the service will operate as Parent-led (PL).

Month										
Provision Type: Teacher-led (TL) & Parent-led (PL)	TL	PL	TL	PL	TL	PL	TL	PL	TL	PL
Licence Class: All Day (A) & Sessional (S)	A	S	A	S	A	S	A	S	A	S
Forecasted days open										

5. Estimated Number of Children Attending and Estimated Hours

For each day of a chosen week i.e. during a week that you identify as being an average week in the period:

- Estimate the average number of children per day for: Under 2, 2 & Over, 20 Hours ECE and Plus 10.
- Estimate the total number of hours you will claim funding per day for: Under 2, 2 & Over, 20 Hours ECE and Plus 10.
- Estimate the total number of children who will receive 20 Hours ECE over the week.

- Note:**
- You may claim funding up to:
 - 6 hours per day for Under 2 and / or 2 & Over per licensed childplace
 - 6 hours per day for 20 Hours ECE and / or Plus 10 **per eligible child**
 - You may claim a maximum of:
 - 20 hours per week for 20 Hours ECE per eligible child
 - 30 hours per week for 20 Hours ECE + Plus 10 per eligible child
 - 30 hours per week for Under 2 and / or 2 & Over **per licensed childplace**
 - Numbers expected to attend **must not** exceed the maximum number on your licence
 - The estimated average number of children must not exceed 75% of the licence maximum**
 - The ministry retains the right to reduce any advance funding paid to your service
 - The ministry retains the right to request proof and evidence to support the numbers claimed on this RS3 form
 - Any overpayments that occur due to over-claims on this RS3 form are repayable to the ministry immediately

Funding effective date for the change

Day of Week		Mon	Tue	Wed	Thur	Fri	Sat	Sun
Subsidy Under 2	Children							
	Hours							
Subsidy 2 & Over	Children							
	Hours							
20 Hours ECE	Children							
	Hours							
Plus 10	Children							
	Hours							

6a. Proportion of Registered Teachers (Estimated Staff Hour Count)

Teacher-led, centre-based Education and Care service or a Kindergarten (with an All Day or Mixed licence) **MUST complete this section.**

If your service is Home-based, Parent/Whānau-led, Playcentre or a Kindergarten (with a Sessional licence) **Go to Section 7.**

Proportion of Registered Teachers:

Your funding rate depends on the proportion of regulated (ratio) staff hours that are worked by staff who are ECE qualified or Primary qualified and holders of current practising certificates. For details about how this is usually calculated, and what hours to include, see the ECE Funding Handbook, which is available from www.lead.ece.govt.nz

The estimated staff hour count data for All Day Kindergartens is applicable to their "All Day" days only.

Follow the steps below to calculate your proportion of registered teachers for your first funding claim:

In the following table:

1. Estimate the number of regulated ratio hours worked by teachers during the first five months.
2. Total the hours under each heading (A and B) for both All Day and Sessional days; add these totals to find a grand total of All Day and Sessional hours (C).

Month	Operating Status	Estimated hours worked by ECE or Primary qualified and registered teachers	Estimated hours worked by all other ratio teachers	
	All Day			
	Sessional			
	All Day			
	Sessional			
	All Day			
	Sessional			
	All Day			
	Sessional			
Total	All Day	= A	= B	= C (A+B)
	Sessional	= A	= B	= C (A+B)

3. Calculate the **All Day** percentage $\frac{A}{C} \times 100 =$ %

4. Calculate the **Sessional** percentage $\frac{A}{C} \times 100 =$ %

This percentage figure will be used to place your service into one of the following funding bands: 0-24%, 25-49%, 50-79% and 80%+
A higher band will give you a higher hourly funding rate per child hour.

6b. Registered Teacher Pay Rates

Services that want to access higher funding rates must pay all employed registered teachers at least at the level identified in the current Education Circular *Attestation: registered teachers' salaries*. Refer to the ECE Funding Handbook for further information.

Kindergartens are excluded from the registered teachers Pay Rates attestation.

Once opened, will your service pay all employed registered teachers at least at the level identified in the current Education Circular *Attestation: registered teachers' salaries*.

Yes

No

7. Declaration

**To be completed by the management or whanau of the named service or kohanga reo.
You must complete the declaration in full or your application will not be processed.**

I certify that, to the best of my knowledge, the information contained on this form is true and correct in every particular and I agree that in the event of the service closing, or loss of license and / or charter status, I will undertake to ensure that the balance of any grant will be repaid to the Ministry.

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.

Name	
Signature	X
Date	/ /
Designation	

Ministry of Education use only:

Local Office acknowledgement

Resourcing Division processing:

Name	
Signature	X
Date	/ /

	Date	Initial	Checked
Data Entered			
Sent to Finance			