

Chapter 1

How to Use this Handbook

Overview

Introduction

Welcome to the Early Childhood Funding Handbook. The terms used in this Handbook are based in the Education (Early Childhood Services) Regulations 2008. All information and requirements apply to all services whether on the 2008 or 1998 framework. This includes home-based services chartered under the 1992 Home-Based Care Order.

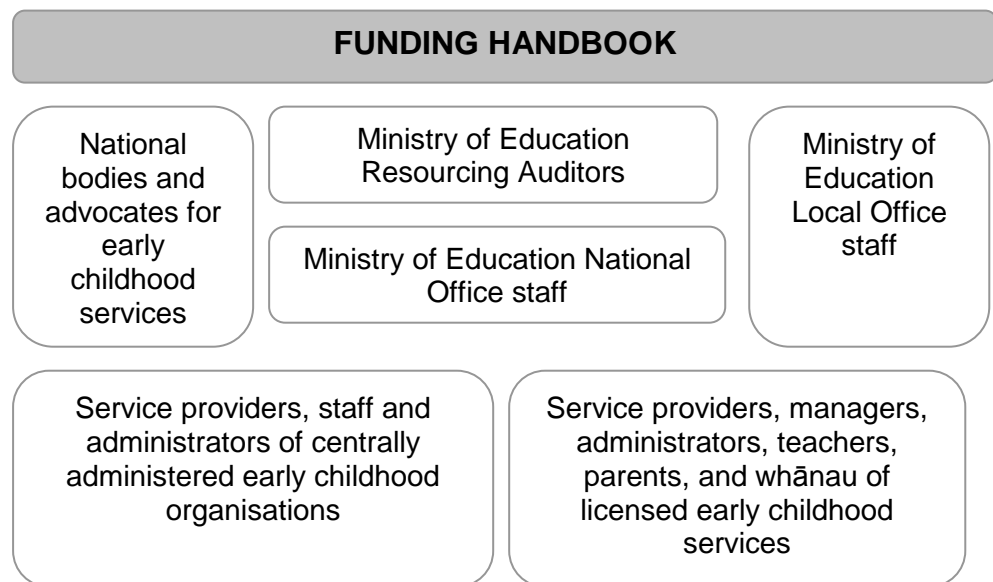
This Handbook is designed to be a ‘one-stop-shop’ for all you need to know about early childhood funding, including:

- 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.

Note: The information in the Funding Handbook does not apply to certificated playgroups or services operating as licence-exempt. These services should contact their Ministry local office for further information.

Who is this Handbook for?

The Early Childhood Funding Handbook is written for the following groups:



Continued on next page



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.

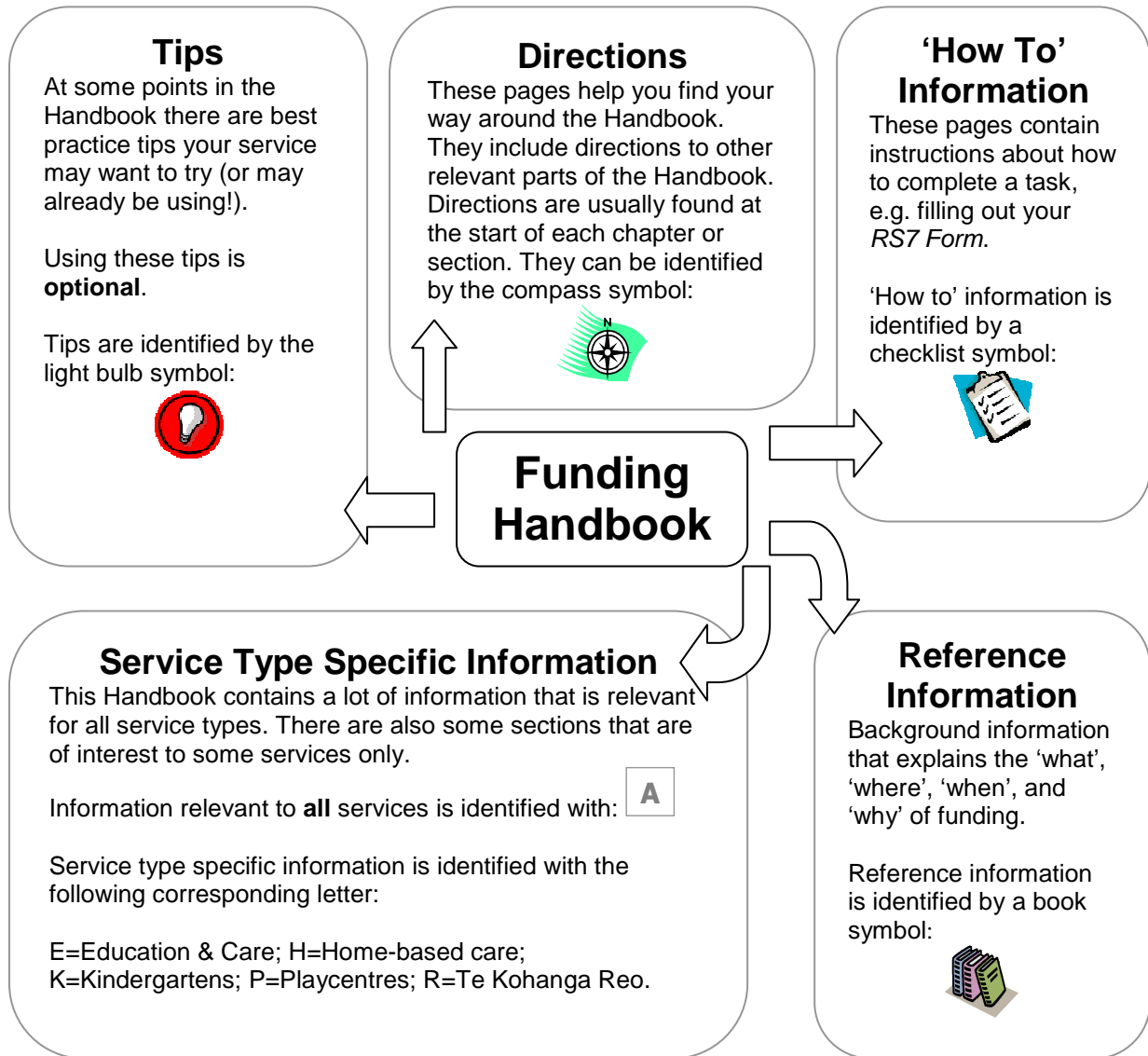
In this chapter This chapter contains the following topics:

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.

Chapter 9

Completing the RS7 Form

9-1 Overview

Introduction

The **RS7** is the main funding form for early childhood services. All early childhood services in order to receive funding (application) **must** complete the form.

Each section of the Handbook has two numbers. The **chapter number** (eg 9) and the **section number** (eg 1).

The information on the RS7 tells the Ministry the number of funded child hours (FCHs) that a service has, and the rate that each FCH will be funded at.

Purpose of the RS7

Payment cycle

The RS7 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 9-1.1 for more information.

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

Do not use pencil


All RS7 forms must be completed in black ink. Do not use pencil.

Returning your RS7

Send your completed RS7 form to:

**The Resourcing Division
Ministry of Education**

Queries



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

If you have any queries, please contact the Resourcing Centre:

Phone: (04) 477 4777
Email: resourcing@education.govt.nz

Page numbers show you the number of the page, and how many pages are in the chapter.

Chapter 9: Completing the RS7 Form

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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...
Absence rules	Sections 6-4 to 6-8
Audits and financial statements	Chapters 11 & 12
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
20 Hours ECE	Chapter 4
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
Registered Teacher Hours	Section 3-B-2
RS7 Form	Chapter 9
Staff Hour Count	Section 3-B-2
Support Grant for Provisionally Registered Teachers	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**.