

# Chapter 9

## Completing the RS7 Form

### Overview

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

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

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**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 registered teachers' salaries	9-6
Claiming the Support Grant for Provisionally Registered Teachers	9-7
Monitoring progress: teacher registration targets	9-8
Monitoring progress: children receiving 20 Hours ECE	9-9
Declaration	9-10

*Continued on next page*



## Overview, Continued

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### Purpose of the RS7

The *RS7* 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.

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### 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 2-4** for details of the funding cycle.

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### Use pen only

All *RS7* forms **must** be completed and signed in pen.

Do not use pencil.

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### Returning your RS7

Send your completed *RS7 Form* to:

The Resourcing Division  
Ministry of Education  
PO Box 1666  
Wellington  
Fax: (04) 463 8374

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### Queries

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

Phone: (04) 463 8383

Email: [resourcing@minedu.govt.nz](mailto:resourcing@minedu.govt.nz)

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## Overview, Continued

### What will my RS7 look like?

The *RS7 Form* consists of several different sections.

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

	Education & Care services, Hospital-based	Sessional Kindergartens	Mixed <sup>1</sup> & All-Day Kindergartens	Home-Based Care Services	Playcentres
<b>Service profile information</b> Section 9-1	yes	yes	yes	yes	yes
<b>ECE Funding Subsidy</b> Section 9-2	yes	yes	yes	yes	yes
<b>20 Hours ECE funding</b> Section 9-3	yes	yes	yes	yes	yes
<b>Staff Hour Count</b> Section 9-4	yes	no	yes	no	no
<b>Attestation of registered teachers' salaries</b> Section 9-6	yes	no	no	no	no
<b>Support Grant for Provisionally Registered Teachers</b> Section 9-7 <b>until 1 July 2011</b> (relates to month of June 2011 only)	yes	yes	yes	yes	no
<b>Monitoring progress: teacher registration targets</b> Section 9-8	yes	no	yes	no	no
<b>Monitoring progress: children receiving 20 Hours ECE</b> Section 9-9	yes	yes	yes	yes	yes
<b>Declaration</b> Section 9-10	yes	yes	yes	yes	yes

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



## 9-1 Service profile information

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**Introduction** Your 'service profile information' is filled in automatically by the Ministry before the form is sent to you.

Your service profile information includes:

- the management contact details
  - the service location address.
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**Management contact details**

The person named as your service's management contact will be sent all funding information (including forms) from the Ministry of Education.

If any of the contact details are incorrect, please write the correct details in the box labelled "Please show any corrections below".

If the name of your management contact has changed or will be changing, please contact your Ministry local office immediately.

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**Service location address**

This section includes the:

- name and address of the service
- funding information for the service
- equity funding eligibility information for the service
- the bank account to which the service's funding will be paid.

If...	contact...
the name of the service has changed	your Ministry local office immediately.
the service is operating or intending to operate at a different address	your Ministry local office immediately.
you have been sent the <i>RS7 Form</i> for the wrong service	the Resourcing Division Contact Centre immediately.
the operating structure of your service has changed or will be changing (e.g. from sessional to all-day)	your Ministry local office immediately.
the bank account number for your service has changed	complete an <i>RS2 Form</i> and forward to the Ministry's Resourcing Division immediately.  See <b>Section 8-1</b> for details.

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## 9-2 Calculating the ECE Funding Subsidy

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

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

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**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 Form*. 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

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## 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 enrolled child under two years of age.
2	If any children under two years of age attended the service on a casual basis, list the number of hours each of these children attended.
3	List the number of hours that can be claimed for each child.  <b>Note:</b> 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 may 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
<b>Total</b>	25	<b>22.5</b>

		ECE Funding Subsidy	
		Under 2	2 & Over
<b>Thu</b>	1	23	

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## 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
<b>Total</b>	<b>5</b>	<b>15</b>

		ECE Funding Subsidy	
		Under 2	2 & Over
<b>Thu</b>	1	15	

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## 9-2 Calculating the ECE Funding Subsidy, Continued

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

**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.

**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
<b>Total</b>	<b>50.25</b>	<b>44.75</b>

**Casual children:**

Name	Hours Attended	Claimable Hours
Blake	7.5	6
Caitlyn	1.5	1.5
Kahu	8	6
Jose	4	4
<b>Total</b>	<b>50.25</b>	<b>44.75</b>

		ECE Funding Subsidy	
		Under 2	2 & Over
<b>Thu</b>	1	23	45

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## 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
<b>Total</b>	<b>25</b>	<b>75</b>

		ECE Funding Subsidy	
		Under 2	2 & Over
<b>Thu</b>	1	15	75

## 9-3 Calculating 20 Hours ECE funding

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

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

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**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.

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### 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 Form*. 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

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## 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	<p>List the number of hours that can be claimed for each child.</p> <p><b>A maximum of six hours per day and 30 hours per week of funding can be claimed per child.</b></p> <ul style="list-style-type: none"> <li>• 20 Hours ECE hours must only be claimed for up to 20 hours per week for each child.</li> <li>• The remainder (up to 30 hours) may be claimed as Plus 10 ECE hours.</li> </ul>
4	Add together the claimable hours for each day.
5	<p>Round the totals to the nearest whole number.</p> <p>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.</p>
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”.

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### 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
<b>Total</b>	<b>33</b>	<b>22.5</b>	<b>6</b>

		20 Hours ECE Children	
		20 Hours ECE hours	Plus 10 ECE hours
<b>Thu</b>	<b>1</b>	<b>23</b>	<b>6</b>

**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
<b>Session 1</b>	12	36	0
<b>Session 2</b>	14	35	7
<b>Total</b>	<b>26</b>	<b>71</b>	<b>7</b>

		20 Hours ECE Children	
		20 Hours ECE Hours	Plus 10 ECE Hours
<b>Thu</b>	<b>1</b>	<b>71</b>	<b>7</b>

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## 9-3 Calculating the 20 Hours ECE funding, Continued

### Sharing child places

Children may share a child-place during the day.

In this situation, services may claim up to six hours 20 Hours ECE Funding per eligible child **plus** up to six hours ECE Subsidy Funding per child-place.

### Example of sharing child places

The following example shows how a service could claim funding where a child receiving 20 Hours ECE shares a child-place with an Under Two child.

- Melanie is receiving 20 Hours ECE and is enrolled for five hours on Monday to Friday, from 8am to 1pm.
- Erin is one-year-old and is enrolled for four hours on Monday to Friday, from 1pm to 5pm.

Child	Hours	Monday	Tuesday	Wednesday	Thursday	Friday
Erin	Under 2 hours	4	4	4	4	4
Melanie	20 Hours ECE hours	5	5	5	5	
	Plus 10 ECE hours					5
	Total hours claimed per day	9	9	9	9	9



## 9-4 Calculating the Staff Hour Count

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

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

Topic	Section
Registered teachers	3-B-2
Registered 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 Registered Teacher Hours

Follow the steps below to calculate the daily actual Registered 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 registered and New Zealand qualified registered 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.

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## 9-4 Calculating the Staff Hour Count, Continued

### Step 1: all-day example

On 1 September, Rimu Road Crèche had two registered 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. & Reg		
	Yes	No
1	12	

### Step 1: sessional example

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

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

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

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

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## 9-4 Calculating the Staff Hour Count, Continued

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**Step 3:  
monthly  
Registered  
Teacher  
Hours**

Add together all the Registered 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.

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**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.

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**Step 5:  
complete rest  
of RS7**

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

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

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**Tip**



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

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

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## 9-5 Calculating Advance Days

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**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.

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**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 <b>will be open and operating as all-day</b> 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 <b>will be open and operating as sessional</b> 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.

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**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.

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## 9-6 Attestation of registered 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 registered teachers employed by their service at least at the Q1, Q2, Q3 and Q3+ entry levels in the current Early Childhood Collective Agreement<sup>2</sup>.

This information can also be found in the *Attestation: Registered Teachers' Salaries* at [www.minedu.govt.nz/circulars](http://www.minedu.govt.nz/circulars).

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

**Attestation on the RS7** The *RS7 Form* 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** registered teachers employed by their service **at least** at the levels stated in the current Education Circular *Attestation: Registered Teachers' Salaries*. This circular can be found at [www.minedu.govt.nz/circulars](http://www.minedu.govt.nz/circulars).

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

**Example** Registered teachers employed by Kowhai Street Childcare Centre are paid at the levels stated in the current Education Circular *Attestation: Registered Teachers' Salaries*.

Attestation of Registered Teachers' Salaries	
Is your service paying <b>all</b> employed registered teachers <b>at least at the level</b> identified in the current Education Circular <i>Attestation: Registered Teachers' Salaries</i> ?	
By answering ' <b>yes</b> ' to this question, your service is identified as meeting this funding condition. Your service will, therefore, have access to higher levels of funding.	
By answering ' <b>no</b> ' 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.	
<b>Note:</b> This funding condition applies to days on which your service operates as teacher-led.	
(tick one only) <input type="radio"/> Yes <input type="radio"/> No	

<sup>2</sup> The Consenting Parties Early Childhood Agreement is negotiated by NZEI Te Riu Roa and a group of ECE employers.



## 9-7 Claiming the Support Grant for Provisionally Registered Teachers

**Description** The Support Grant for Provisionally Registered Teachers (PRT Support Grant) provides additional funding for teacher-led services that are required to meet the teacher registration requirements.

For the purposes of the PRT Support Grant, 'provisionally registered teachers' **does not include** New Zealand qualified primary teachers.

**Rule** The PRT Support Grant for provisionally registered teachers can be claimed up to four times over a two year period, or until the teacher becomes fully registered – whichever comes first.

**Eligibility** For further information on the PRT Support Grant, including eligibility criteria, please see **Section 5-2**.

### Completing the RS7 for June 2011

Follow these instructions to claim the PRT Support Grant for **June 2011**

Step	Action								
1	Add together the number of provisionally registered teachers employed and paid by your service for the first month indicated. <table border="1" data-bbox="619 1245 1449 1590"> <thead> <tr> <th>If a teacher...</th> <th>then...</th> </tr> </thead> <tbody> <tr> <td>started (or became provisionally registered) part-way through June 2011</td> <td>You cannot claim for them.</td> </tr> <tr> <td>left (or achieved full registration) part-way through June 2011</td> <td>claim for the whole month of June 2011</td> </tr> <tr> <td>is permanently employed on a part-time basis in the month of June 2011</td> <td>claim the support grant as if the teacher was employed on a full-time basis.</td> </tr> </tbody> </table>	If a teacher...	then...	started (or became provisionally registered) part-way through June 2011	You cannot claim for them.	left (or achieved full registration) part-way through June 2011	claim for the whole month of June 2011	is permanently employed on a part-time basis in the month of June 2011	claim the support grant as if the teacher was employed on a full-time basis.
If a teacher...	then...								
started (or became provisionally registered) part-way through June 2011	You cannot claim for them.								
left (or achieved full registration) part-way through June 2011	claim for the whole month of June 2011								
is permanently employed on a part-time basis in the month of June 2011	claim the support grant as if the teacher was employed on a full-time basis.								
2	Write the total number for June 2011 in the box provided.								
3	List the names of the provisionally registered teachers you claimed the grant for in the space provided.								

*Continued on next page*



## 9-7 Claiming the Support Grant for Provisionally Registered Teachers, Continued

### Example

Mt Thomas Kindergarten had four provisionally registered teachers employed at various times over the funding period.

Name	June
Sarah	✓
Rangimarie	✓
Chris	x
Tanya	✓
<b>Total</b>	<b>3</b>

### Support Grant for Provisionally Registered Teachers

Only claim for those provisionally registered teachers who:

- are paid employees and
- receive additional support aimed at achieving full registration status.

	Funding Month
	June 2011
<b>Number of Provisionally Registered Teachers</b>	<b>3</b>

<b>Teacher Name:</b>	Sarah
	Rangimarie
	Tanya

**From July 2011**

Further Information is available on [www.lead.ece.govt.nz](http://www.lead.ece.govt.nz)



## 9-8 Monitoring Progress: Teacher Registration

**Introduction** The Ministry needs to monitor the **number** of staff in education and care services who are registered teachers.

**Purpose** A key function of the Ministry of Education is to report to government on the progress made by education and care services towards achieving the teacher registration requirements (see **Section 3-B-1** for further details of the targets).

The teacher registration requirements question on the *RS7 Form* provides the Ministry with data on the number of registered teachers working in education and care services at three times during the year.

**Point in time** This section of the *RS7 Form* measures the **number** of registered early childhood teachers employed and paid by teacher-led services at a particular point in time.

**This will not affect funding** This section of the *RS7 Form* is for statistical purposes only. It will be used to monitor progress towards the teacher registration requirements only.

**Information provided will not influence the funding for the service.**

**Example** Here is an example of a completed teacher registration box.

<b>Teacher Registration Targets: Numbers of Teaching Staff</b>			
This question refers to all teaching staff usually employed in your service to deliver education and care programmes during the week of <b>Monday, 7 December – Friday, 11 December 2009</b> . <i>This question is used for statistical purposes only and does not impact upon funding.</i> You should count part-time and full-time teachers, and you should include the Person(s) Responsible. You should not count day-to-day relievers, nor any staff not directly involved with teaching children.			
How many teaching staff (as a number) are:	<b>ECE Qualified</b>	<b>Not ECE Qualified</b>	<b>Total</b>
<b>Registered Teachers?</b> (that is, holders of current Practising Certificates)	1	0	1
<b>Unregistered Teachers?</b> (that is, are not holders of current Practising Certificates)	1	1	2
<b>Total</b>	2	1	3
			All Usual Teachers



## 9-9 Monitoring progress: number of children

**Introduction** The Ministry needs to monitor the **number** of children receiving ECE Funding Subsidy and 20 Hours ECE.

**Purpose** The Number of Children question on the *RS7 Form* provides the Ministry with data on the number of children who have access to, and are receiving the ECE Funding Subsidy and 20 Hours ECE three times during the year.

**Point-in-time** This section of the *RS7 Form* measures the **number** of children receiving ECE Funding Subsidy and 20 Hours ECE at a particular point in time.

**This will not affect funding** This section of the *RS7 Form* is for statistical purposes only.  
**Information provided will not influence the funding for the service.**

**Completing the RS7** Count the number of children who received ECE Funding Subsidy and 20 Hours ECE at your service during the week specified.

Include both enrolled and casual children, as well as children that were enrolled to attend but were absent.

**Example** Here is an example of a completed Number of Children

<b>Number of Children</b>					
How many children claimed in your service during the week of _____? Only count each child once during this week.					
	<b>Subsidy Funding</b>		<b>20 Hours ECE</b>		
		2 & Over (not receiving 20			
	Under 2	Hours ECE)		3 years	4 years
Number of Children	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



## 9-10 Declaration

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**All RS7s must be signed**

The Declaration at the end of the *RS7* **must** be signed.

*RS7* forms that have not been signed will not be processed for funding.

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**Use pen only**

The Declaration **must** be completed and signed in pen.

**Do not** use pencil anywhere on the *RS7* form.

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**Example**

Here is an example of a completed Declaration:

Declaration	
<b>Declaration</b> 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 status, I will undertake to ensure that the balance of any grant will be repaid to the Ministry. <p>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 (2010).</p>	
Name	Mereanna Smith
Contact No	(01) 234 5678
Signature	
Date	1 / 6 / 10
Designation	Manager, Kowhai Street Childcare Centre

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