

25 May 2007

Annual Return of Children and Staff at Homebased services (RS61H)

Attention: Managers and supervisors at Home-based services

The RS61 annual return is completed by early childhood education services and gives the Ministry of Education a 'snapshot' measure of the number of enrolled children and staff at licensed services. This information contributes to a comprehensive information base on early childhood education in New Zealand and is used in the development of policy and monitoring in early childhood education.

Please find enclosed for each service:

- Two RS61H forms (spare forms are available at: www.educationcounts.edcentre.govt.nz/statistics/ece/index.html);
- One Freepost envelope;
- Guidelines to assist you in answering the questions;
- A listing of Ministry approved RS61 software application products for July 2007 is on page 5 of the guidelines.

Census week is:

- 25 June to 1 July inclusive.

A completed RS61H is due back at the Ministry by 9 July:

- Return a completed and signed form to the Ministry no later than 9 July.
- Keep one completed form on file at your service.

Who to contact for help:

If you have any questions or require further information on completing your form please contact Elena Koudrina, phone (04) 463 8061 or email: ece.statistics@minedu.govt.nz

Where to find ECE statistics:

Results from the July 2006 ECE statistical collection can be viewed on the Ministry's web-site. The address is: www.educationcounts.edcentre.govt.nz

Additional statistical information may be requested by contacting the information officer in the Data Management Unit at: information.officer@minedu.govt.nz

I would like to publicly thank members of the Early Childhood Statistics Monitoring Committee for their advice and recommendations on the revisions to this survey. Thank you for your continued co-operation in completing the survey on time.

Yours sincerely

Echo Brooke-White
Team Leader - Data Management Unit

Guidelines to assist you to complete the RS61H form

What's new for the 2007 Survey

Question on Student Management Systems

This is a new question. If you tick 'Yes' in section A ensure you tick the relevant statement box in section B of this question and provide explanations if you tick 'No' in section C.

Question 25 (Monitoring Free ECE)

The purpose of this question is to obtain early information about how many children *may* be affected by retaining the current limit of six hours' funding per day for Free ECE.

This question is to be completed by ALL services in operation, for more than six hours on any day, regardless of whether the service is intending to offer Free ECE *from 1 July*.

For 3 and 4 year old children who are enrolled for three days or less, the number of hours they are enrolled should be recorded against each day of the census week.

Complete each step

- Step 1: Check the cover page.** Make sure your contact details are accurate. If changes are needed please advise your local ministry office (the phone numbers and addresses for Ministry offices are on the back page of the RS61H).
- Step 2: Complete the survey.** Please read the guidelines below for each question and check the numbers you enter carefully. If you use a computer system to produce some of the tables, attach these to the RS61H form.
- Step 3: Sign the declaration.** Please ensure the '*person who filled out the form*' has signed the declaration. The management contact must also sign the RS61 form.
- Step 4: File a copy of the RS61H.** Make sure you keep a completed copy for your records.
- Step 5: Post the RS61H to the Ministry of Education.** The Freepost number is 159045. The due date is no later than **9 July 2007**.

Guidelines for each question

Question 1 (Enrolment and Attendance)

Please ensure enrolment and attendance rows are completed.

If you have recorded enrolments but no attendance, please briefly indicate why attendance is 'zero'.

If attendance is less than 5 percent of enrolments please briefly indicate the reasons.

Question 3 (Ethnicity) and Question 4 (Duration of weekly enrolment)

The age and gender totals for these questions **must** agree.

Example: if you have 10 one-year-old females recorded for question 3 you must have 10 one-year-old females recorded for question 4. Both questions relate to the same children.

Ethnic group classifications are on page 1 of the form.

Question 4 (Duration of weekly enrolment)

Please ensure the *numbers of children* are recorded in the correct *enrolled hours range*.

Make sure you have recorded the child's total weekly enrolment.

Example: if the child is enrolled for three days a week for eight hours each day then record the child as enrolled for 24 hours for the week.

Note: the term 'up to' also means 'including'.

Example: a child enrolled for a total of 24 hours weekly is to be recorded in the 'more than 21 and up to 24' row.

Question 5 (Iwi affiliation)

The age and gender of the child must agree with a currently enrolled NZ Maori child by age and gender as recorded in question 3.

The iwi affiliation code/s are to be entered along with the date the child first started at your service, their age at 1 July 2007 and their gender, please make sure you record a complete record for each child.

Services are to record iwi affiliation of NZ Maori children who are newly enrolled as from 1 January 2003.

Additionally, if iwi affiliations are known for currently enrolled NZ Maori children who had enrolled at the service prior to 1 January 2003, services are encouraged to record their details as well.

Additional information on iwi data collection and copies of the codes can be located at:

www.minedu.govt.nz/goto/iwidata or email: iwi.data@minedu.govt.nz

Question 6 (Current waiting time)

For each age group please ensure you tick one category.

Question 7 ('Eligible' children waiting to start)

Do not include any children who do not currently meet the eligibility criteria for your service.

For the purpose of this form, to be defined as eligible a child meets the age or other requirements of the service.

Question 8 (Estimated weeks of operation)

Record the number of weeks, counting each part week as one whole week, you expect your service to be operating in the forthcoming year from 1 July 2006 to 30 June 2007 (max 52 weeks).

Staffing Questions in general (Questions 9-19)

Only record child contact hours for part-time staff. Do not record child contact hours for full-time staff.

Ensure the number of part-time staff and their total child contact part-time hours for the census week are recorded in the correct corresponding gender columns.

For this RS61 return, 'part-time' is considered to be less than 25 hours per week.

Question 9 (Permanently-appointed paid senior management staff)

Do not record these senior management staff anywhere else in the RS61 form.

If you have more than one ECE service and your senior management staff work at or for all of them, only record these staff on one of your services RS61 forms. If these staff are recorded on each of your services RS61 forms it will lead to double-counting.

Question 10 (Paid support staff)

‘Support staff’ are primarily engaged in maintenance, cleaning, food preparation and administrative support. If you have more than one ECE service and your support staff are employed to work for all of them please apportion their time accordingly.

Example: to record one support person for three services; record the person as part-time on the RS61 form for each service and apportion their hours accordingly.

Question 11 (Paid specialist staff)

Psychologists, physiotherapists etc are to be recorded in this question.

Question 12 (Usual co-ordinators)

‘Usual’ means the people who would normally be the co-ordinators, therefore do not include day-to-day relievers etc. Record usual co-ordinators by the highest ECE qualification they hold. If your co-ordinators do not hold ECE qualifications or licensing points please record them in the ‘*does not have any ECE qualification*’ category.

Refer to the question footnotes in the form for further explanations about relevant ECE qualifications.

Question 13 (Usual co-ordinators currently in study for ECE teacher education qualifications or other ECE qualifications)

Usual co-ordinators in study are to be recorded in either Table 1 or Table 2 but not in both Tables.

Record each co-ordinator by their highest level of ECE study and their expected year of graduation. Ensure the total number of co-ordinators currently studying does not exceed the total co-ordinators for question 12.

Question 14 (Usual co-ordinators by NZ Teacher Council Registration Board status and qualification)

Co-ordinator totals by qualifications must agree with co-ordinator totals by qualifications in question 12.

Ensure co-ordinators who are not NZTC registered are also recorded in this question.

Refer to the question footnotes in the form for further explanations about NZTC registration status.

Question 15 (Usual co-ordinators by NZ Teachers Council Registration Board status and ethnicity)

Co-ordinator totals by NZTC registration must agree with co-ordinator totals by NZTC status in question 14.

Ensure co-ordinators who are not NZTC registered are also recorded in this question.

Refer to the question footnotes in the form for further explanations about NZTC registration status.

Question 16 (Usual co-ordinators by highest ECE qualification, ethnicity and gender)

Co-ordinator totals by qualification must agree with co-ordinator totals by qualifications in question 12.

Co-ordinator totals by ethnicity must agree with the co-ordinator ethnic totals in question 15.

Question 17 (Permanently-appointed paid co-ordinators at your service during the census week)

For the purpose of the RS61 form **permanently** means ‘an employee in an established position in a non-relieving capacity’.

Question 18 (Recruitment/Appointment of permanently-appointed paid co-ordinators)

Information is required from the past year between 1 July 2006 to 30 June 2007 inclusive.

Include information about co-ordinators who were appointed to your service last year from 1 July 2006 but have since left your service.

Question 19 (Resignation of permanently-appointed paid co-ordinators)

Information is required from the past year between 1 July 2006 to 30 June 2007 inclusive.

If paid co-ordinators did resign from your service please ensure Tables 1, 2 and 3 have been answered.

Question 20 (Highest ECE qualification held by home-based educators)

Record educators by the highest ECE qualification they hold.

Refer to the question footnotes in the form for further explanations about relevant ECE qualifications.

Ensure the number of part-time educators and their total child contact part-time hours for the census week are recorded in the correct columns.

For part-time hours, record the hours care is actually provided.

Example: if care is provided, concurrently, for three children for seven hours per day for each child, for three days a week then record 21 hours for the week.

For the purposes of this RS61H return less than 25 hours per week is considered part-time.

Question 21 (Ethnicity by highest ece qualification held by home-based educators)

Educator totals by qualification and gender must agree with qualification and gender totals in question 20.

Question 22 (Recruitment/Appointment of 'Other' home-based staff)

Educators must be currently employed under the auspices of your services.

The total number of educators cannot be greater than the total number of educators in question 20.

Question 23 (Relationships with local schools)

This question relates to the ECE strategic plan goal of promoting collaborative relationships.

If your service has links with local schools please ensure a 'yes' or 'no' box is ticked for each statement.

If you tick 'yes' for statement (v) please record details of the relationship.

Question 24 (Services additional to ECE provided by your service)

If you tick 'yes' ensure you tick the relevant statement boxes in the sections (i) to (v).

If you tick statement (v) please record details of the other additional services.

Question 25 (Monitoring Free ECE)

Ensure the number of children in the box in section 1 is equal to the total number of children you provide information for in section 2 of this question.

If your service uses Student Management System (SMS) please:

- attach a printout of the table to the form and also;
- send the matching electronic file to ece.statistics@minedu.govt.nz.

Of the software products listed on page 5, only KOMS (Eyde Ltd) doesn't create an electronic file, therefore ECE service that use KOMS, please just attach the printout of the table to the form.

KIDIWINKS did not submit the tables for approval this year, those who use this software application should fill this question manually.

If you have a problem finding the file, please contact your other software providers (INFO-CARE, APT CHILDCARE, FIRSTBASE, CENTAMIS, SUMNER).

Declaration

Please ensure the '*person who filled out the form*' has signed the declaration. The management contact must also sign the RS61 form.

Computer Based Returns for RS61 Annual Return of Children and Staff at Early Childhood Education Services at 1 July 2007

Computer based administration systems can be used to produce many of the tables for the RS61 annual return.

The following application software products have been approved by the Ministry of Education as having complied with Ministry standards for producing look-a-like RS61 tables.

- 3B Network (Ver 2.0) - 3B Weblications Ltd, P O Box 300-247, Albany, North Shore City. Telephone 09 449 1327, Fax 09 449 1335, email: admin@3b.co.nz, Web: www.3b.co.nz
- APT Business Solutions Ltd, (Ver 9), P O Box 1204, Palmerston North. Telephone 0800 747 606, Fax 06 355 2530, email: shane@aptbus.co.nz
- Eyede Ltd, (KOMS - Kindergarten Online Management System v1.3) P O Box 31 012, Lower Hutt. Telephone 04 939 8764, Fax 04 939 6719, Web: www.eyede.com , email: karl@eyede.com
- Info-care Systems Limited (Ver 1.09), 3-92 Churchill Road, Rothesay Bay, Auckland 1311. Telephone 09 479 9553, Web: www.info-care.biz
- Skagerrak Software Limited, (FirstBase V3.1), 317-319 New North Road, Kingsland, Auckland. P O Box 52 241, Kingsland, Auckland. Telephone 09 377 2881, Fax 09 623 4042, email: patrick@first-base.co.nz , Web: www.first-base.co.nz
- Sumner Software (Childcare, Booking+Invoicing package Ver.1 March 2006) 15 Sumnervale Drive, Sumner, Christchurch 8008. Telephone 03 326 5494, Fax 03 326 5408, email: sumnersoftware@paradise.net.nz

Data Accuracy

Please note that the Ministry in approving the application software is not judging the functionality of the software. It is the responsibility of the early childhood service to ensure that the data held and reported by their software system is accurate.

For further information contact: ece.statistics@minedu.govt.nz or the Data Management Unit, Ministry of Education, Private Box 1666, Wellington.