

25 May 2007

## **Annual Return of Children and Staff at Casual Education and Care services (RS61E)**

### **Attention: Managers and Supervisors at Casual Education and Care 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 RS61E forms (spare forms are available at: [www.educationcounts.edcentre.govt.nz/statistics/ece/index.html](http://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 4 of the guidelines.

#### **Census week is:**

25 June to 1 July inclusive.

#### **A completed RS61E 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](mailto: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](http://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](mailto: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 RS61E 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.

### 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 RS61E).
- 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 RS61E 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 RS61E.** Make sure you keep a completed copy for your records.
- Step 5: Post the RS61E 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 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 for the forthcoming year from 1 July 2006 to 30 June 2007 (max of 52 weeks).

#### Question 9 (Language of communication)

Please record the language or languages of communication used by teaching staff during the formal programme and give the proportion of **all** teachers' total time spent using that language. For example: if English is the only language, record 100 percent.

If multiple languages are used specify each language and record the proportion of all teachers total time using that language.

## **Staffing Questions in general (Questions 10-20)**

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 10 (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 11 (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. For 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 12 (Paid specialist staff)**

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

### **Question 13 (Usual teaching staff)**

'Usual' means the people who would normally be teaching, therefore do not include day-to-day relievers etc. Record usual teaching staff by the highest ECE qualification they hold.

If your staff 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 14 (Usual teaching staff currently in study for ECE teacher education qualifications)**

Usual teaching staff in study are to be recorded in either Table 1 or Table 2 but not in both Tables.

Record each teacher by their highest level of ECE study and their expected year of graduation.

Ensure the total staff currently studying does not exceed the staff total for question 13.

### **Question 15 (Usual teaching staff by NZ Teacher Council Registration Board status and qualification)**

Staff totals by qualifications must agree with staff totals by qualifications in question 13.

Ensure teachers 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 teaching staff by NZ Teachers Council Registration Board status and ethnicity)**

Staff totals by NZTC registration status must agree with staff totals by NZTC status in question 15.

Ensure teachers 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 17 (Usual teaching staff by highest ECE qualification, ethnicity and gender)**

Staff totals by qualification must agree with staff totals by qualifications in question 13.

Staff totals by ethnicity must agree with the ethnic staff totals in question 16.

**Question 18 (Permanently-appointed paid teaching staff 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 19 (Recruitment/Appointment of permanently-appointed paid teaching staff)**

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

Also include information about teaching staff who were appointed to your service last year from 1 July 2006 but have since left your service.

**Question 20 (Resignation of permanently-appointed paid teaching staff)**

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

If paid teaching staff did resign from your service please ensure Tables 1, 2 and 3 have been answered.

**Question 21 (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 (vi) please record details of the relationship.

**Question 22 (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 22 (Services additional to ECE provided by your service)**

Do not complete this question

**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](mailto:admin@3b.co.nz), Web: [www.3b.co.nz](http://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](mailto: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](http://www.eyede.com) , email: [karl@eyede.com](mailto: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](http://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](mailto:patrick@first-base.co.nz) , Web: [www.first-base.co.nz](http://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](mailto: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](mailto:ece.statistics@minedu.govt.nz) or the Data Management Unit, Ministry of Education, Private Box 1666, Wellington.