

25 May 2007

Annual Return of Children and Staff at Playcentres (RS61P)

Attention: Managers and Supervisors at Playcentres

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 RS61P forms (spare forms are available at: www.educationcounts.edcentre.govt.nz/statistics/ece/index.html);
- 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.

AND for each Association:

- 1 Management contact declaration form and attached listing of playcentres within the association.
- 1 Insert RS61SP (a one page, pink form).

Census week is:

25 June to 1 July inclusive.

A completed RS61P is due:

- **Playcentre:** return two completed forms to your association no later than 9 July 2007.
- Keep one completed form on file at your Playcentre.
- **Association:** to forward a copy of the form to the Ministry no later than 23 July 2007.

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 RS61P 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 RS61P.** Make sure you keep a completed copy for your records.
- Step 5:** **Post the RS61E to your association no later than 9 July 2007.** The Freepost number is 159045. The due date is no later than **9 July 2007**.
Association: to forward a copy of the form to the Ministry no later than 23 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 2 (Ethnicity) and Question 3 (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 2 you must have 10 one-year-old females recorded for question 3. Both questions relate to the same children.

Ethnic group classifications are on page 1 of the form.

Question 3 (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 four days a week for 2.5 hours each day then record the child as being enrolled for 10 hours for the week.

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

Example: a child enrolled for a total of six hours weekly is to be recorded in the 'more than 3 and up to 6' row.

Question 4 (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 playcentre, their age at 1 July 2007 and their gender, please make sure you record a complete record for each child.

Playcentres are required to record iwi affiliation information 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 your playcentre prior to 1 January 2003, you 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 5 (Current waiting time)

For each age group please ensure you tick one category.

Question 6 ('Eligible' children waiting to start)

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

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

Question 7 (Estimated weeks of operation)

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

Question 8 (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.

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 9-12)

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 (Highest Playcentre qualification held)

Record adults designated to be on duty by the highest playcentre qualification they hold.

If any of the adults designated to be on duty do not hold a Playcentre qualification please record them in the category '*Other adults who are designated to be on duty and are not included above and do not hold a Playcentre qualification*'.

Note: If any of the adults designated to be on duty hold a NON-Playcentre ECE qualification or licensing points also record them in question 10. **Otherwise,** go to question 11.

Question 10 (Highest NON-Playcentre qualification held)

Record adults designated to be on duty by the highest NON-Playcentre qualification they hold.

Question 11 (Currently studying for ECE qualification including Playcentre qualifications)

Paid staff cannot be greater than paid adults in question 9.

Unpaid staff cannot be greater than unpaid adults in question 9.

Question 12 (Paid adults on duty by ethnicity)

Total paid adults must agree with total paid adults in question 9.

Question 13 (Relationships with local schools)

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

If your playcentre 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 14 (Services additional to ECE provided by your Playcentre)

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.

Declaration

Please ensure the '*person who filled out the form*' has signed the declaration.

The management contact may either, sign the individual RS61 form or, for multiple returns, sign the Management Contact declaration 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.