

# RS61P Annual Return of Children and Staff at Licensed Playcentres at 1 July 2008

Management Contact Name  
Street  
Box  
Suburb  
Town/City

Early Childhood service number:  
Name:  
Postal address: Street/PO Box:  
Suburb:  
City:  
Postal code:  
Telephone number:  
Fax number:  
Location Address: Street:  
Suburb:  
City:

Management contact: Telephone no:  
Fax number:  
Service e-mail:  
Other details: Authority/Ownership:  
Association/Group:  
Definition:  
Special character:  
Type of service:  
Ministry local office:

## **IMPORTANT:**

**How to complete the RS61 form:** refer to question footnotes as well as the notes and guidelines in the accompanying letter. For assistance contact [ece.statistics@minedu.govt.nz](mailto:ece.statistics@minedu.govt.nz) or Telephone (04) 463 8061.

### **Latest date a completed and signed form is due:**

- **Playcentre: return two copies of this form to your Association no later than Monday 7<sup>th</sup> July 2008**
- **Association: to forward one copy of the form to the Ministry no later than Monday 21<sup>st</sup> July 2008**

If any Playcentre information printed on this page is incorrect please provide corrected details to your local Ministry office, refer to the last page of this form for their contact details.

**Purpose of this Return:** The information collected from this return contributes to a comprehensive information base on early childhood education in New Zealand, and is used in the development of policy and monitoring early childhood education. Information on ethnicity and gender is collected to enable the Ministry to monitor whether these groups have equal access to early childhood education.

**Information Privacy:** This return does not identify individual children or individual adults. Child and adult names remain confidential to the service.

**Definition of Terms used in this Form**

- **Regular Roll:** Children enrolled at your service on a regular ongoing basis.
- **Casual Attendance:** Children who attended during the week, but are not booked to attend your service on a regular ongoing basis.

**Ethnicity:** Statistics New Zealand defines Ethnicity as “the ethnic group or groups that people identify with or feel they belong to. Ethnicity is a measure of cultural affiliation, as opposed to race, ancestry, nationality or citizenship. Thus, ethnicity is self-perceived and people can affiliate with more than one ethnic group.” This information is used to monitor the participation, retention and achievement of different ethnic groups in the New Zealand population.

For the purposes of the roll returns, children must be reported in one ethnic group only. The Ministry uses the same system of priority reporting that has been used by Statistics New Zealand.

To determine which ethnic group to report for a particular child, **start at the top** of the ethnicity list below and use the first ethnicity that applies to this child, then look to the right-hand columns for the ethnic group for the relevant roll return tables.

**Note:** The Pasific Peoples group has been designed to ensure Pasific groups are recorded.

**Example:** Ethnicity recorded as Tongan/Niuean, assign to Niuean.

| Code or meaning on student's enrolment form or record |                       | Report students in one group only |
|---|-----------------------|-----------------------------------|
| Code  | Ethnicity list        | Ethnic group                      |
| 211   | Māori                 | Māori                             |
| 351   | Tokelauan             | Tokelauan                         |
| 361   | Fijian                | Fijian                            |
| 341   | Niuean                | Niuean                            |
| 331   | Tongan                | Tongan                            |
| 321   | Cook Island Māori     | Cook Island Māori                 |
| 311   | Samoan                | Samoan                            |
| 371   | Other Pacific Peoples | Other Pacific Peoples             |
| 411   | Filipino              | Southeast Asian                   |
| 412   | Cambodian             |                                   |
| 413   | Vietnamese            |                                   |
| 414   | Other Southeast Asian |                                   |
| 431   | Indian                | Indian                            |
| 421   | Chinese (Taiwanese)   | Chinese                           |

|     |                    |   |
|-----|--------------------|---|
| 441 | Sri Lankan         | Other Asian                             |
| 442 | Japanese           |   |
| 443 | Korean             |   |
| 444 | Other Asian        |   |
| 511 | Middle Eastern     | Middle Eastern, Latin American, African |
| 521 | Latin American     |   |
| 531 | African            |   |
| 611 | Other ethnicity    | Other Ethnicity                         |
| 999 | Not stated         |   |
| 128 | Australian         | Other European                          |
| 121 | British /Irish     |   |
| 127 | German             |   |
| 122 | Dutch              |   |
| 123 | Greek              |   |
| 124 | Polish             |   |
| 125 | South Slav         |   |
| 126 | Italian            |   |
| 129 | Other European     |   |
| 111 | NZ European/Pākehā | NZ European/Pākehā                      |

**Iwi Affiliation:** Iwi authorities are increasingly interested in the educational participation and achievement of their children. Including iwi affiliation in the return will provide information at a statistical level that will allow iwi, services and the Ministry to understand current opportunities and challenges and to focus effort in the areas of greatest need.

For more information use the Ministry of Education, Education Counts website:

<http://www.educationcounts.govt.nz> (Search for Iwi codes)

**Student Management Systems**

**A** Are your children records kept on a computerised student management system?

No  → Go to next page

Yes  → Go to B

**B** Please tick the type of student management system used at your service:

| ✓ | Name of SMS          | Version |
|---|----------------------|---------|
|   | KOMS                 |         |
|   | INFO-CARE            |         |
|   | APT CHILDCARE        |         |
|   | FIRSTBASE            |         |
|   | CENTAMIS             |         |
|   | KIDIWINKS            |         |
|   | SUMNER               |         |
|   | Other, please state: |         |

**C** Are print-out tables from your student management system attached to this form?

Yes  → Go to next page

No  → Please explain why not

Please explain why your SMS tables are not attached

**Early Childhood Education Broadband Access by ECE service at the service**

Purpose of this question is to determine the type of access to the internet and to identify any barriers to broadband access.

The key benefit for services is the identification of the status of broadband use to enable the ECE ICT Framework Implementation Programme to update and tailor ICT support for the ECE sector.

**A. Does your service have internet access?**

Yes   Go to B

No   Go to C

**B. How are you accessing the internet?**

Dial up  Go to question C

Broadband

**C. If your service does not have broadband/ internet what are the barriers to access? Tick all that apply.**

Ongoing cost of usage                       Computer capability                       Lack of service in your area

Wiring/connection costs                       N/A service philosophical choice                       Other, please specify below

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**QUESTION 1: Regular<sup>1</sup> roll enrolment and attendance, and Casual<sup>1</sup> attendance**

For the week 23 June to 29 June 2008, record on a daily basis:

- (1) the number of children on your regular roll;
- (2) their daily attendance; and
- (3) the number of daily casual attendees (if any).

|                             | Day   | Mon 23/6 | Tue 24/6 | Wed 25/6 | Thu 26/6 | Fri 27/6 | Sat 28/6 | Sun 29/6 |
|-----------------------------|---|----------|----------|----------|----------|----------|----------|----------|
| (1) REGULAR ROLL ENROLMENT  | Number of children on the regular roll for each day       |          |          |          |          |          |          |          |
| (2) REGULAR ROLL ATTENDANCE | Number of children on the regular roll attending each day |          |          |          |          |          |          |          |
| (3) CASUAL ATTENDEES        | Casual attendance each day                                |          |          |          |          |          |          |          |

If you have recorded enrolments but no attendance, please indicate why attendance is 'zero'.  
 If attendance is less than 5% of enrolments please indicate the reasons.

Please indicate briefly:

1. Refer to "Definition of Terms" on the reverse of the front page.

**QUESTION 2: Regular roll by age, gender and ethnicity<sup>1</sup>**

**All age and gender totals for questions 2 and 3 must agree.**

For the week 23 June to 29 June 2008, record the age, gender, and ethnicity of all children on your regular roll.

| Age of Children in Years<br>at 1 July 2008<br><br>Ethnic group classification <sup>1</sup> | Number of Children by Ethnic Group |            |        |            |         |            |         |            |         |            |         |            | Total number<br>of children |
|--|------------------------------------|------------|--------|------------|---------|------------|---------|------------|---------|------------|---------|------------|-----------------------------|
|  | Under 1 year                       |            | 1 year |            | 2 years |            | 3 years |            | 4 years |            | 5 years |            |                             |
|  | Male                               | Femal<br>e | Male   | Femal<br>e | Male    | Femal<br>e | Male    | Femal<br>e | Male    | Femal<br>e | Male    | Femal<br>e |                             |
| Māori  |                                    |            |        |            |         |            |         |            |         |            |         |            |                             |
| Tokelauan  |                                    |            |        |            |         |            |         |            |         |            |         |            |                             |
| Fijian   |                                    |            |        |            |         |            |         |            |         |            |         |            |                             |
| Niuean   |                                    |            |        |            |         |            |         |            |         |            |         |            |                             |
| Tongan   |                                    |            |        |            |         |            |         |            |         |            |         |            |                             |
| Cook Islands Māori   |                                    |            |        |            |         |            |         |            |         |            |         |            |                             |
| Samoaan  |                                    |            |        |            |         |            |         |            |         |            |         |            |                             |
| Other Pacific Peoples  |                                    |            |        |            |         |            |         |            |         |            |         |            |                             |
| South East Asian (e.g. Vietnamese)   |                                    |            |        |            |         |            |         |            |         |            |         |            |                             |
| Indian   |                                    |            |        |            |         |            |         |            |         |            |         |            |                             |
| Chinese  |                                    |            |        |            |         |            |         |            |         |            |         |            |                             |
| Other Asian (e.g. Japanese, Korean)  |                                    |            |        |            |         |            |         |            |         |            |         |            |                             |
| Middle Eastern, Latin American and African   |                                    |            |        |            |         |            |         |            |         |            |         |            |                             |
| Other Ethnicity (Sth & Central American Indian, Not Stated)                                |                                    |            |        |            |         |            |         |            |         |            |         |            |                             |
| NZ European/Pakeha   |                                    |            |        |            |         |            |         |            |         |            |         |            |                             |
| Other European (e.g. British, Greek)   |                                    |            |        |            |         |            |         |            |         |            |         |            |                             |
| Age and gender totals  |                                    |            |        |            |         |            |         |            |         |            |         |            |                             |

1. Refer to "Definition of Terms" for ethnic group classification on the reverse of the front page..

**ALL age and gender totals for questions 2 and 3 must agree.**

**QUESTION 3: Regular roll by duration of weekly enrolment**

All age and gender totals for questions 2 and 3 must agree.

For the week 23 June to 29 June 2008, record the number of regular roll children by the total number of enrolled hours.

**Note:** For the purpose of this return the term 'up to' also means 'including'.

**Example:** A child enrolled for 15 hours weekly is to be recorded in the "more than 12 and up to 15" row.

| Age of Children in Years<br>at 1 July 2008<br><br>Enrolled hours during<br>the week 23 June to 1 July 2008 | Number of Children by Duration of Weekly Enrolment |        |        |        |         |        |         |        |         |        |         |        | Total number<br>of children |  |
|--|--|--------|--------|--------|---------|--------|---------|--------|---------|--------|---------|--------|-----------------------------|--|
|  | Under 1 year                                       |        | 1 year |        | 2 years |        | 3 years |        | 4 years |        | 5 years |        |                             |  |
|  | Male   | Female | Male   | Female | Male    | Female | Male    | Female | Male    | Female | Male    | Female |                             |  |
| 3 hours or less  |  |        |        |        |         |        |         |        |         |        |         |        |                             |  |
| more than 3 and up to 6  |  |        |        |        |         |        |         |        |         |        |         |        |                             |  |
| more than 6 and up to 9  |  |        |        |        |         |        |         |        |         |        |         |        |                             |  |
| more than 9 and up to 12   |  |        |        |        |         |        |         |        |         |        |         |        |                             |  |
| more than 12 and up to 15  |  |        |        |        |         |        |         |        |         |        |         |        |                             |  |
| more than 15 and up to 18  |  |        |        |        |         |        |         |        |         |        |         |        |                             |  |
| more than 18 and up to 21  |  |        |        |        |         |        |         |        |         |        |         |        |                             |  |
| more than 21 and up to 24  |  |        |        |        |         |        |         |        |         |        |         |        |                             |  |
| more than 24 and up to 27  |  |        |        |        |         |        |         |        |         |        |         |        |                             |  |
| more than 27 and up to 30  |  |        |        |        |         |        |         |        |         |        |         |        |                             |  |
| more than 30 and up to 33  |  |        |        |        |         |        |         |        |         |        |         |        |                             |  |
| more than 33 and up to 36  |  |        |        |        |         |        |         |        |         |        |         |        |                             |  |
| more than 36 and up to 39  |  |        |        |        |         |        |         |        |         |        |         |        |                             |  |
| more than 39 and up to 42  |  |        |        |        |         |        |         |        |         |        |         |        |                             |  |
| more than 42 and up to 45  |  |        |        |        |         |        |         |        |         |        |         |        |                             |  |
| more than 45 and up to 48  |  |        |        |        |         |        |         |        |         |        |         |        |                             |  |
| more than 48 and up to 51  |  |        |        |        |         |        |         |        |         |        |         |        |                             |  |
| more than 51 and up to 55  |  |        |        |        |         |        |         |        |         |        |         |        |                             |  |
| more than 55 hours   |  |        |        |        |         |        |         |        |         |        |         |        |                             |  |
| Age and gender totals  |  |        |        |        |         |        |         |        |         |        |         |        |                             |  |

ALL age and gender totals for questions 2 and 3 must agree.

**QUESTION 4: Iwi affiliation<sup>1</sup> of currently enrolled children recorded as NZ Māori , in question 3.**

For each currently enrolled NZ Māori please record below the date they first started at your service, tick their age at 1 July 2008 and their gender, then record up to three iwi affiliation codes.

|          | Date the child first started at your service (Month and Year) | Age at 1 July 2008 <sup>2</sup> |        |         |         |         |         | Gender <sup>2</sup> |        | Iwi affiliation codes <sup>1</sup> |                 |                 |
|----------|---|---------------------------------|--------|---------|---------|---------|---------|---------------------|--------|------------------------------------|-----------------|-----------------|
|          |   | Under 1 year                    | 1 Year | 2 years | 3 years | 4 years | 5 years | Male                | Female | Iwi affiliation                    | Iwi affiliation | Iwi affiliation |
| Example  | January 2004  |                                 |        |         |         | ✓       |         |                     | ✓      | 0600                               | 0702            | 2013            |
| Child 1  |   |                                 |        |         |         |         |         |                     |        |                                    |                 |                 |
| Child 2  |   |                                 |        |         |         |         |         |                     |        |                                    |                 |                 |
| Child 3  |   |                                 |        |         |         |         |         |                     |        |                                    |                 |                 |
| Child 4  |   |                                 |        |         |         |         |         |                     |        |                                    |                 |                 |
| Child 5  |   |                                 |        |         |         |         |         |                     |        |                                    |                 |                 |
| Child 6  |   |                                 |        |         |         |         |         |                     |        |                                    |                 |                 |
| Child 7  |   |                                 |        |         |         |         |         |                     |        |                                    |                 |                 |
| Child 8  |   |                                 |        |         |         |         |         |                     |        |                                    |                 |                 |
| Child 9  |   |                                 |        |         |         |         |         |                     |        |                                    |                 |                 |
| Child 10 |   |                                 |        |         |         |         |         |                     |        |                                    |                 |                 |
| Child 11 |   |                                 |        |         |         |         |         |                     |        |                                    |                 |                 |
| Child 12 |   |                                 |        |         |         |         |         |                     |        |                                    |                 |                 |
| Child 13 |   |                                 |        |         |         |         |         |                     |        |                                    |                 |                 |
| Child 14 |   |                                 |        |         |         |         |         |                     |        |                                    |                 |                 |
| Child 15 |   |                                 |        |         |         |         |         |                     |        |                                    |                 |                 |
| Child 16 |   |                                 |        |         |         |         |         |                     |        |                                    |                 |                 |
| Child 17 |   |                                 |        |         |         |         |         |                     |        |                                    |                 |                 |

Child list continues on the following page

1. Statistics NZ: New Zealand Standard Classification of Iwi (2000) for statistical purposes only. Access iwi codes on: [www.minedu.govt.nz](http://www.minedu.govt.nz) (search for Iwi codes) or email: [iwi.data@minedu.govt.nz](mailto:iwi.data@minedu.govt.nz) or contact the National Office, Ministry of Education. Contact details are on page 19 of this form.
2. The age and gender totals cannot be greater than age and gender totals for question 2.

**Age and gender totals cannot be greater than NZ Māori age and gender totals for Question 2.**

**Continued: QUESTION 4: Iwi affiliation of currently enrolled children recorded as NZ Māori in question 3**

Age and gender totals cannot be greater than NZ Māori age and gender totals for Question 2.

|          | Date the child first started at your service (Month and Year) | Age at 1 July 2008 <sup>2</sup> |        |         |         |         |         | Gender <sup>2</sup> |        | Iwi affiliation codes |                 |                 |
|----------|---|---------------------------------|--------|---------|---------|---------|---------|---------------------|--------|-----------------------|-----------------|-----------------|
|          |   | Under 1 year                    | 1 Year | 2 years | 3 years | 4 years | 5 years | Male                | Female | Iwi affiliation       | Iwi affiliation | Iwi affiliation |
| Example  | January 2004  |                                 |        |         |         | ✓       |         |                     | ✓      | 0600                  | 0702            | 2013            |
| Child 18 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 19 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 20 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 21 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 22 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 23 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 24 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 25 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 26 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 27 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 28 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 29 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 30 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 31 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 32 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 33 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 34 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 35 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 36 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 37 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 38 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 39 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 40 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 41 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 42 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 43 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |
| Child 44 |   |                                 |        |         |         |         |         |                     |        |                       |                 |                 |

**Note: If you have more than 44 NZ Māori children currently enrolled please attach a page with their details, as above - thank you.**

**QUESTION 5: Current waiting time**

**Each age group must have one 'current waiting time' category box ticked.**

For each age group, tick one category box to indicate how long a child **wanting to start today** would have to wait to attend your Playcentre.

**Note:** If your service does not provide services for children of the specified age, please tick the "Do not provide for children aged ... years" box

| If an <b>under one-year-old</b> child wanted to start at your Playcentre today, how long would they have to wait before they could start attending? | Current waiting time for under 1-year-old         |                 |                 |                                      |                                       |  |                     |
|---|---|-----------------|-----------------|--------------------------------------|---------------------------------------|--|---------------------|
|   | Do not provide for children aged less than 1 year | No waiting time | 1 month or less | More than 1 month and up to 3 months | More than 3 months and up to 6 months | More than 6 months and up to 12 months | More than 12 months |
| Tick one category box only  |   |                 |                 |                                      |                                       |  |                     |

| If a <b>one-year-old</b> child wanted to start at your Playcentre today, how long would they have to wait before they could start attending? | Current waiting time for 1-year-olds    |                 |                 |                                      |                                       |  |                     |
|--|---|-----------------|-----------------|--------------------------------------|---------------------------------------|--|---------------------|
|  | Do not provide for children aged 1 year | No waiting time | 1 month or less | More than 1 month and up to 3 months | More than 3 months and up to 6 months | More than 6 months and up to 12 months | More than 12 months |
| Tick one category box only   |   |                 |                 |                                      |                                       |  |                     |

| If a <b>two-year-old</b> child wanted to start at your Playcentre today, how long would they have to wait before they could start attending? | Current waiting time for 2-year-olds     |                 |                 |                                      |                                       |  |                     |
|--|--|-----------------|-----------------|--------------------------------------|---------------------------------------|--|---------------------|
|  | Do not provide for children aged 2 years | No waiting time | 1 month or less | More than 1 month and up to 3 months | More than 3 months and up to 6 months | More than 6 months and up to 12 months | More than 12 months |
| Tick one category box only   |  |                 |                 |                                      |                                       |  |                     |

| If a <b>three-year-old</b> child wanted to start at your Playcentre today, how long would they have to wait before they could start attending? | Current waiting time for 3-year-olds     |                 |                 |                                      |                                       |  |                     |
|--|--|-----------------|-----------------|--------------------------------------|---------------------------------------|--|---------------------|
|  | Do not provide for children aged 3 years | No waiting time | 1 month or less | More than 1 month and up to 3 months | More than 3 months and up to 6 months | More than 6 months and up to 12 months | More than 12 months |
| Tick one category box only   |  |                 |                 |                                      |                                       |  |                     |

| If a <b>four-year-old</b> child wanted to start at your Playcentre today, how long would they have to wait before they could start attending? | Current waiting time for 4-year-olds     |                 |                 |                                      |                                       |  |  |
|---|--|-----------------|-----------------|--------------------------------------|---------------------------------------|--|--|
|   | Do not provide for children aged 4 years | No waiting time | 1 month or less | More than 1 month and up to 3 months | More than 3 months and up to 6 months | More than 6 months and up to 12 months |  |
| Tick one category box only  |  |                 |                 |                                      |                                       |  |  |

**Each age group must have one 'current waiting time' category box ticked.**

**QUESTION 6: Number of eligible<sup>1</sup> children waiting to start attending your Playcentre**

At 23 June 2008, did you have children who were eligible to start, but were waiting for a place to become available?

No  → Go to Question 7 below

Yes  → Give details below

Record by age the number of eligible<sup>1</sup> children waiting to start at 23 June 2008.

| Age of Child<br>at 23 June 2008 |              |        |         |         |         |                             |
|---------------------------------|--------------|--------|---------|---------|---------|-----------------------------|
|                                 | Under 1 Year | 1 year | 2 years | 3 years | 4 years | Total number of<br>children |
| Age totals                      |              |        |         |         |         |                             |

1.To be defined as eligible, a child must meet age or other requirements of the Playcentre.

**QUESTION 7: Estimated number of weeks your Playcentre will be operating from 1 July 2008 to 30 June 2009**

In the year from 1 July 2008 to 30 June 2009, how many weeks do you expect your Playcentre to be operating for early childhood education?  
(Count each part week as one whole week.)

→

(estimated operating weeks - max 52)



**QUESTION 9: Highest Playcentre qualification held<sup>1</sup> by paid and unpaid adults who are designated<sup>2</sup> to be on duty**

For the week 23 June to 29 June 2008, record the number of adults, paid and unpaid, who are designated<sup>2</sup> to be on duty by the **highest Playcentre** qualification they hold.

Number of adults who are designated to be on duty (paid and unpaid) by highest Playcentre qualification held.

| Highest Playcentre qualification held <sup>1</sup> by Adults who are designated <sup>2</sup> to be on duty.                                 | PAID ADULTS                         |        |  |        | UNPAID ADULTS                         |        |  |        |
|---|-------------------------------------|--------|--|--------|---------------------------------------|--------|--|--------|
|   | Total number of paid adults on duty |        | TOTAL <sup>3</sup> child contact hours worked per week |        | Total number of unpaid adults on duty |        | TOTAL <sup>3</sup> child contact hours worked per week |        |
|   | Male                                | Female | Male   | Female | Male                                  | Female | Male   | Female |
| NZ Playcentre Federation Inc. Certificate   |                                     |        |  |        |                                       |        |  |        |
| Playcentre Federation Association Certificate   |                                     |        |  |        |                                       |        |  |        |
| Playcentre National Certificate   |                                     |        |  |        |                                       |        |  |        |
| The Playcentre Education Diploma: Course 6  |                                     |        |  |        |                                       |        |  |        |
| Playcentre in Context: Course 5 Certificate   |                                     |        |  |        |                                       |        |  |        |
| Playcentre Practice: Course 4 Certificate   |                                     |        |  |        |                                       |        |  |        |
| Playcentre Sessions: Course 3 Certificate   |                                     |        |  |        |                                       |        |  |        |
| The Playcentre Way: Course 2 Certificate  |                                     |        |  |        |                                       |        |  |        |
| Introducing Playcentre: Course 1 Certificate  |                                     |        |  |        |                                       |        |  |        |
| A former <sup>4</sup> Playcentre qualification. (the adult on duty must not be recorded against any of the above Playcentre qualifications) |                                     |        |  |        |                                       |        |  |        |
| Other adults who are designated to be on duty <u>and</u> are not included above <u>and</u> do not hold a Playcentre qualification           |                                     |        |  |        |                                       |        |  |        |
| Totals  |                                     |        |  |        |                                       |        |  |        |

1. Must hold the actual certificate for the qualification.
2. Only count the adults who are rostered/organised to be on duty and are rostered/organised to be **primarily engaged** in the education and care of the children on the sessions. Do not include visitors or parents staying to settle their children.
3. By paid adults and by unpaid adults and by qualification, add the child contact hours worked by all adults who are organised to be on duty during this week. For example, if there were ten unpaid adults on duty holding a Playcentre National Certificate and each worked 2.5 hours per day for 3 days they would have collectively worked 75 hours for the week,  $10 \times 2.5 \times 3 = 75$  child contact hours.
4. Part 1 or Part 2 or Part 3 or Part 4 awarded prior to 2001.

**ANSWER this question.  
THEN go to Question 10 if any of the above Adults also hold another non-Playcentre ECE qualification or licensing points,  
OTHERWISE, go to Question 11**

**QUESTION 10: Highest non-Playcentre ECE teaching qualification or licensing points held by Adults who are designated<sup>1</sup> to be on duty**

For the week 23 June to 29 June 2008, record the number of adults, paid and unpaid, who are designated to be on duty by the **highest non-Playcentre ECE teaching qualification they hold.**

**Number of adults who are designated to be on duty (paid and unpaid) by highest non-Playcentre ECE teaching qualification or licensing points held.**

| Highest non-Playcentre ECE teaching qualification or licensing points held by Adults who are designated <sup>1</sup> to be on duty.   | PAID ADULTS                         |        |  |        | UNPAID ADULTS                         |        |  |        |
|---|-------------------------------------|--------|--|--------|---------------------------------------|--------|--|--------|
|   | Total number of paid adults on duty |        | TOTAL <sup>2</sup> child contact hours worked per week |        | Total number of unpaid adults on duty |        | TOTAL <sup>2</sup> child contact hours worked per week |        |
|   | Male                                | Female | Male   | Female | Male                                  | Female | Male   | Female |
| Has a Masters of Education or other post-graduate ECE qualification <sup>3</sup> <b>and also has</b> an ECE teaching qualification <sup>4,5</sup> approved by the NZ Teachers Council (NZTC) <sup>6</sup> |                                     |        |  |        |                                       |        |  |        |
| Has a Masters of Education or other post-graduate ECE qualification <sup>3</sup> <b>but does not also have</b> an ECE teaching qualification <sup>4,5</sup> approved by the NZTC <sup>6</sup>             |                                     |        |  |        |                                       |        |  |        |
| Has an ECE teaching qualification eg; Bachelor, Diploma or Graduate Diploma, approved by the NZTC <sup>6</sup>  |                                     |        |  |        |                                       |        |  |        |
| Has another <sup>5</sup> ECE teaching qualification approved by the NZTC <sup>6</sup>   |                                     |        |  |        |                                       |        |  |        |
| Has any other ECE teaching qualification or certificate <sup>7</sup> <b>not</b> approved by the NZTC <sup>6</sup> , or holds licensing points   |                                     |        |  |        |                                       |        |  |        |
| Does not have any ECE teaching qualification <b>but</b> has another <sup>8</sup> teaching qualification approved by the NZTC  |                                     |        |  |        |                                       |        |  |        |
| Totals  |                                     |        |  |        |                                       |        |  |        |

1. Only count the adults who are rostered/organised to be on duty and are rostered/organised to be **primarily engaged** in the education and care of the children on the sessions. Do not include visitors or parents staying to settle their children.
2. By paid adults and by unpaid adults and by qualification, add the child contact hours worked by all adults who are organised to be on duty during this week. For example, if there were ten unpaid adults on duty holding a Diploma and each worked 2.5 hours per day for 3 days they would have collectively worked 75 hours for the week,  $10 \times 2.5 \times 3 = 75$  child contact hours.
3. Includes: Master of Teaching and Learning with a major in ECE or Early Years; Advanced Dip. Tchg (ECE); Higher Dip. Tchg (ECE).
4. An ECE teaching qualification e.g. Bachelor, Diploma or Graduate Diploma.
5. Other ECE qualifications include: a NZQA equivalent qualification gained before 1995; a NZFKU Diploma; or an overseas qualification recognised by NZQA to be equivalent to a Diploma of Teaching (ECE).
6. Approved by the NZ Teachers Council means the holder of the qualification can become a registered teacher.
7. Includes: National Certificate in ECE and Care (level 5); PIECCA Diploma; Diploma of Tchg. (ECE) not recognised by the NZTC i.e. Seacoh, Chrysalis, Creative Learning Environment qualifications.
8. Primary or Secondary teaching qualification.

**QUESTION 11: Currently studying for ECE teaching qualifications including Playcentre qualifications**

For the week 23 June to 29 June 2008, were any of the adults on duty, recorded in Question 9, currently studying for ECE teaching qualifications including Playcentre qualifications?

- No  → Go to question 12 if you have paid staff.  
Go to question 13 if you do not have paid staff.
- Yes  → Give details below.

1. Number of **paid adults** on duty and currently studying for ECE teaching qualifications including Playcentre qualifications.  
(cannot be greater than the total number of paid adults in question 9)

→   
Paid

2. Number of **unpaid adults** on duty and currently studying for ECE teaching qualification including Playcentre qualifications.  
(cannot be greater than the total number of unpaid adults in question 9)

→   
Unpaid

**When answered:**

If in question 9 you have recorded paid staff at your Playcentre now go to question 12.

If in question 9 you have NOT recorded paid staff at your Playcentre now go to question 13.

**QUESTION 12: PAID adults<sup>1</sup> who are organised to be on duty, by ethnicity<sup>2</sup> and gender**

No  → Go to question 13

Did your Playcentre record paid adults on duty in question 9?

Yes  → Record details below

For the week 23 June to 29 June 2008, record the number of paid adults<sup>1</sup> who are organised to be on duty by ethnicity and gender.

| Ethnic <sup>2</sup> group classification                    | Number of paid adults who are organised to be on duty for the week 23 June to 29 June 2008 |             |               |
|---|--|-------------|---------------|
|   | Paid Male  | Paid Female | Ethnic totals |
| Māori   |  |             |               |
| Tokelauan   |  |             |               |
| Fijian  |  |             |               |
| Niuean  |  |             |               |
| Tongan  |  |             |               |
| Cook Islands Māori  |  |             |               |
| Samoaan   |  |             |               |
| Other Pacific Peoples                                       |  |             |               |
| South East Asian (e.g. Vietnamese)                          |  |             |               |
| Indian  |  |             |               |
| Chinese   |  |             |               |
| Other Asian (e.g. Japanese, Korean)                         |  |             |               |
| Middle Eastern, Latin American and African                  |  |             |               |
| Other Ethnicity (Sth & Central American Indian, Not Stated) |  |             |               |
| NZ European/Pakeha  |  |             |               |
| Other European (e.g. British, Greek)                        |  |             |               |
| Total paid adults on duty                                   |  |             |               |

**Total paid staff must agree with question 9 paid staff totals.**

1. Only count the paid adults who are designated to be primarily engaged in the education and care of the children. 2. Refer to "Definition of terms" for ethnic group classification - on the reverse of the front page..

**QUESTION 13: Relationships with local schools**

Does your Playcentre provide or make available links with local schools? No  → Go to question 14

Yes  → See below, tick either 'yes' or 'no' to each question

( i ) Is your Playcentre located on school grounds? Yes  No

( ii ) Do you share the facilities at any of your local schools? Yes  No

( iii ) Do you provide transition visits to/from any local schools (i.e. new entrant classes) ? Yes  No

( iv ) Do any of the local schools support the recruitment of children into your Playcentre? Yes  No

( v ) Do you provide information to parents/caregivers on any local schools (i.e. prospectuses, pamphlets, news-sheets, information packs)? Yes  No

( vi ) Do you have relationships with schools other than any of the above relationships? (if 'yes' please specify below) Yes  No

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**Make sure you have ticked either 'yes' or 'no' when answering questions (i) to (vi).**

**QUESTION 14: Services additional to Early Childhood Education provided by your Playcentre**

Does your Playcentre provide or make available any services other than early childhood education?

No



**Go to Page 17 and sign the declaration**

Yes



**See below, tick the relevant boxes**

( i ) Out-of-school care and recreation (e.g. OSCAR) services

( ii ) Child health services provided or made available on site:

- visiting doctor
- visiting nurse
- immunisation
- ear checks
- eye checks
- Well Child visits
- dental health visits

( iii ) Does your Playcentre liaise with other agencies to provide services for individual parents and children?

- counselling
- iwi social services
- community workers
- children's supervised access
- GSE/accredited service provider
- social workers and/or CYFS workers

( iv ) Parenting programmes and information:

- parent education programmes (eg. focusing on child learning and development, child health etc.)
- provision of information (eg. pamphlets, booklets on parenting and child development)

( v ) **Other** (please specify)

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**When completed go to page 17 and sign the declaration.**

# DECLARATION

**This completed form must be signed by the *person who filled out the form and the management contact***

I certify that, to the best of my knowledge, the information contained in this form is true and correct in every particular.

|   |                    |               |                       |
|---|--------------------|---------------|-----------------------|
| .....<br>Person who filled out the form | .....<br>Signature | .....<br>Date | .....<br>Phone number |
| .....<br>Management contact             | .....<br>Signature | .....<br>Date | .....<br>Phone number |

**NOTE:** Playcentres 'management contact' to sign in the space above or sign the Management Contact Declaration Form for multiple forms.

*We appreciate your co-operation and assistance in completing this form — thank you.*

## INSTRUCTIONS FOR THE RETURN OF THIS COMPLETED FORM

**Playcentre:**

- Return 2 copies of the form **to your association office** no later than Monday 7<sup>th</sup> July 2008.
- The third copy is for your Playcentre files.

**Association:**

- The association office is to forward 1 copy of the form to the Data Management Unit no later than Monday 21<sup>st</sup> July 2008.

## Checklist

Use this list to help you check that you have completed all requirements for this Roll Return.

| <b>RS61 Checklist for July 2008</b>   |  | ✓ |
|---|--|---|
| <b>Contact details</b> on the front page of this form have been checked and amended as required.  |  |   |
| <b>Every</b> question on the RS form is complete, <b>including</b> those not printed from your SMS.   |  |   |
| Computer-generated tables, have been <b>checked</b> by the Manager and are attached.<br><i>(If print quality is poor, please transfer figures to RS form.)</i>  |  |   |
| Where tables have been completed manually, <b>totals have been calculated</b> for each row and each column.   |  |   |
| Totals have been <b>checked for consistency</b> between questions as detailed below <ul style="list-style-type: none"> <li>• <b>Question 2 – Regular roll by age, gender and ethnicity:</b> The total number of children must agree with the totals of these children in Question 3. Numbers of children by age and gender must also agree in Question 2 &amp; 3.</li> <li>• <b>Question 4 – Iwi affiliation of currently enrolled children:</b> Age and gender totals cannot be greater than Māori age and gender totals for Question 2.</li> <li>• <b>Question 7 – Estimated number of weeks:</b> Number of weeks service in operation.</li> <li>• <b>Question 9 – Highest Playcentre qualification held by paid and unpaid adults who are designated to be on duty.</b> Total child contact hours per week are provided.</li> <li>• <b>Question 12 – Paid adults who are organised to be on duty, by ethnicity and gender.</b> Total paid staff must agree with question 9 paid staff totals.</li> </ul> |  |   |
| A copy of the RS form and copies of the computer-generated-tables are <b>filed for your records.</b>  |  |   |
| The Manager has <b>checked</b> and <b>signed</b> both forms.  |  |   |
| <b>You are now ready to post in this form – THANK YOU</b>   |  |   |

| <b>MINISTRY USE ONLY</b> |      |          |  |               |      |          |
|--------------------------|------|----------|--|---------------|------|----------|
| Task                     | Date | Initials |  | Task          | Date | Initials |
| Received                 |      |          |  | DE Part 2     |      |          |
| DE Part 1                |      |          |  | Edits         |      |          |
| Pt 1 & 2<br>Checked      |      |          |  | 1-to-1 checks |      |          |
| Service called           |      |          |  | Completed     |      |          |

## MINISTRY LOCAL OFFICES

Any changes to information on the cover page of this form should be forwarded to your local Ministry of Education office.

|  |   |   |
|--|---|---|
| <b>Auckland:</b> Level 3 & 4, Eden 5 Building<br>12-18 Normandy Road<br>Mt Eden<br>Private Bag 92644<br>Auckland<br>Phone: (09) 632 9400<br>Fax: (09) 632 9401 | <b>Invercargill:</b> 78 Doon Street<br>Private Bag 90 122<br>Invercargill<br>Phone: (03) 211 3610<br>Fax: (03) 211 3611                       | <b>Rotorua:</b> Level 4<br>1144 Pukaki Street<br>P O Box 1749<br>Rotorua<br>Phone: (07) 349 7399<br>Fax: (07) 349 7398                              |
| <b>Christchurch:</b> 39 Princess Street<br>Private Box 2522<br>Christchurch<br>Phone: (03) 378 7300<br>Fax: (03) 378 7302                                      | <b>Lower Hutt :</b> Level 3<br>19 Market Grove<br>P O Box 30177<br>Lower Hutt<br>Phone: (04) 463 8699<br>Fax: (04) 463 8698                   | <b>Wanganui:</b> 93 Ingestre Street<br>Private Bag 3012<br>Wanganui<br>Phone: (06) 349 6300<br>Fax: (06) 349 6301                                   |
| <b>Dunedin :</b> 414 Moray Place<br>P O Box 1971<br>Dunedin<br>Phone: (03) 471 5200<br>Fax: (03) 471 5201  | <b>Napier:</b> Ground Floor, Bower Building<br>19 Bower Street<br>P O Box 147<br>Napier<br>Phone: (06) 833 6730<br>Fax: (06) 833 6731         | <b>Whangarei:</b> The Money Factory<br>10 Awaroa River Road, Onerahi<br>Private Bag 9015<br>Whangarei<br>Phone: (09) 436 8900<br>Fax: (09) 436 8901 |
| <b>Hamilton:</b> 150 Victoria Street<br>Private Bag 3011<br>Hamilton<br>Phone: (07) 858 7130<br>Fax: (07) 858 7131   | <b>Nelson :</b> 2 <sup>nd</sup> floor<br>Aon House<br>241 Hardy Street<br>P O Box 282<br>Nelson<br>Phone: (03) 546 3470<br>Fax: (03) 546 3471 | <b>National Office:</b> 45 - 47 Pipitea Street<br>P O Box 1666<br>Thorndon<br>Wellington<br>Phone: (04) 463 8000<br>Fax: (04) 463 8001              |

## RS61 CONTACT ECE PERSON AT NATIONAL OFFICE

For further information on completing this RS61 return contact:

Elena Koudrina  
Telephone collect: (04) 463 8061  
Fax: (04) 463 8088  
Email: [ece.statistics@minedu.govt.nz](mailto:ece.statistics@minedu.govt.nz)

**RETURN Postal Address:**  
Free Post Authority Number 159045  
Data Management Unit  
Ministry of Education  
Private Box 1666  
WELLINGTON