

Annual ECE Return (Census) – 18 -22 June 2018

Please ensure the following has been done before completing the Annual ECE Return (Census).

- Sign in Sheets have been completed.
- Staff Hour Counts are completed.
- All children have been allocated an NSN.

1 – Click Reports



The screenshot shows the software interface with a top navigation bar containing 'Favourites', 'Common', 'Children', 'Employees', 'Centre', 'Billing', 'Reports', and 'Utilities'. The 'Reports' menu is circled in orange. Below the navigation bar, the main content area displays 'Notice Board' for 'Birchville Kindergarten' on '6/20/2018 05:37'. A red banner contains the text 'Please click here to view a video clip of version 3.00'. Below that, a 'Tip of the day' box states: 'When a child leaves your centre, Parent Portal information is deleted 28 days after the child leaves. Remind parents to print/download any information they wish to keep before the 28 day period is up.'

2 – Click MoE Reports



The screenshot shows the software interface with the 'Reports' menu open. The 'MoE Reports' option is circled in orange. The main content area displays 'ECE Return' for 'Adventure Kindergarten-5537'. It includes instructions: 'Please ensure the following has been done:' followed by a list: 'Record child attendance for the return week', 'Update staff details', and 'Ensure all children have been allocated an NSN'. Below this, a text box states: 'The data collected in this return provides information about your ECE service that is not collected elsewhere. The Ministry of Education requires advance notice of the dates of the ECE Return. Please click here for further information on the Ministry of Education website'. At the bottom, there is a date selection field for 'ECE Return Week' set to 'Mon 25 Jun 2018' with 'Continue' and 'Cancel' buttons.

3 – Click ECE Return (Census)

- Change ECE Return Week date to 18 Jun 2018
- Click Continue



The screenshot shows the software interface with the 'Reports' menu open. The 'ECE Return (census)' option is circled in orange. The main content area displays 'ECE Return' for 'Birchville Kindergarten-5315'. It includes the same instructions as the previous screenshot. The 'ECE Return Week' date selection field is now set to 'Mon 18 Jun 2018' and is also circled in orange. 'Continue' and 'Cancel' buttons are visible at the bottom.

4 - Choose the appropriate Wait Times for your service

- Click Continue

You are trying to submit your ECE Return before the return week is over. Only proceed if your ECE Return contains complete information.

Wait Times at Your Service

Waiting times provide an indication of how long children wanting to start attending an ECE service would have to wait before the service could take them in. For each age group, select one option to indicate how long a child wanting to start today would have to wait to attend your service.

A child under one-year-old? Do not provide for this age group

A one-year-old child? Do not provide for this age group

A two-year-old child? Please select

A three-year-old child? Please select

A four-year-old child? Please select

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5 – Teaching Languages at Your Service

- Choose the languages and percentage times. Times must add up to 100%
- Click Continue

Teaching Languages at Your Service

Teaching languages include all spoken languages and signed languages of communication used during the formal programme in your service. Please specify the language or languages of communication and the proportion of all teachers' total time spent using that language or languages during the selected week.

Language	Percentage time used
	%
	%
	%
	%
	%

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6 - Staff Data: Staff that Did Work during the week 18 – 22 June

- a- Click on the Staff member's name that **Did Work** during this week
- b- **Staff Activity** – Click on the appropriate role – Click Continue
- c- Select **Highest ECE Qualification**
- d- **Ethnicity** (Check this is correct)
- e- Ensure **all** the appropriate boxes have been ticked. (See table below)

<input type="checkbox"/>	Does this person hold a current, practising certificate from the Education Council?
<input type="checkbox"/>	Is this person paid for this role at your service?
<input type="checkbox"/>	Is this person permanently appointed in this role?
<input type="checkbox"/>	Is this full time in this role? (A person working in this role working 25 hours or more is considered full-time)

- f- **Contact times** – Ensure these are correct
- g- Click Continue
- h- Staff Member will be **Included** in the data
- i- Complete for all staff **that worked** during 18 – 22 June

7 - Staff Data: Staff that Did Not Work during the week of 18 – 22 June

- j- Click on the Staff member's name that **Did Not Work**
- k- Do not tick any of the boxes (Table above)
- l- Click Continue.
- m- Staff member will be **Not Included** in the data