He Whānau Manaaki o Tararua
Free Kindergarten Association Incorporated

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

- Sign in Sheets marked in Infocare (actual attendance)
- Staff Hour Counts are completed.
- All children have been allocated an NSN.

1. Go to the "Reports" link in the menu bar, click on "MoE Reports" and then click "ECE Return (census)"

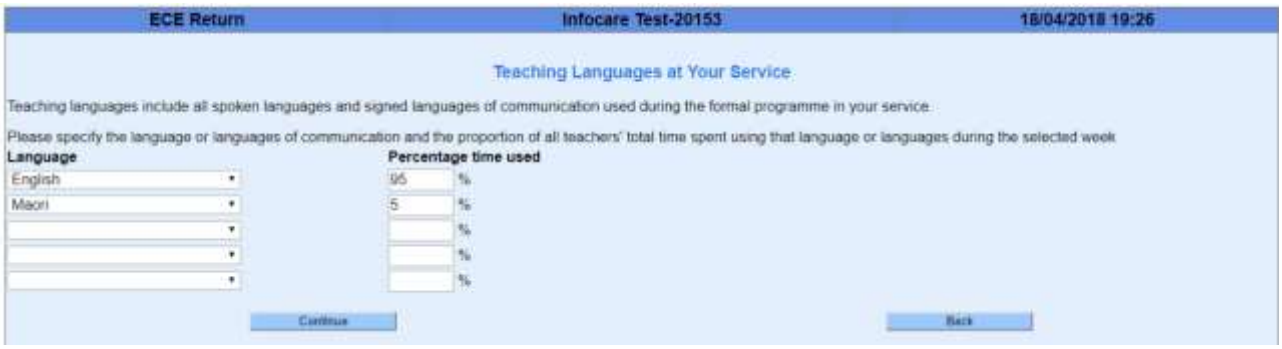
2. The "ECE Return Week" date will be prepopulated 22 June 2020.
    - Click Continue

3. **Read the instructions for completing the screen in relation to waiting list times for children selecting the options relevant for your centre**

4. Once you have made the selections specific to your centre, click "Continue"

4. **Read the instructions for completing the next screen in relation to languages used in your centre**

5. Once you have entered in the information specific to your centre, click "Continue"

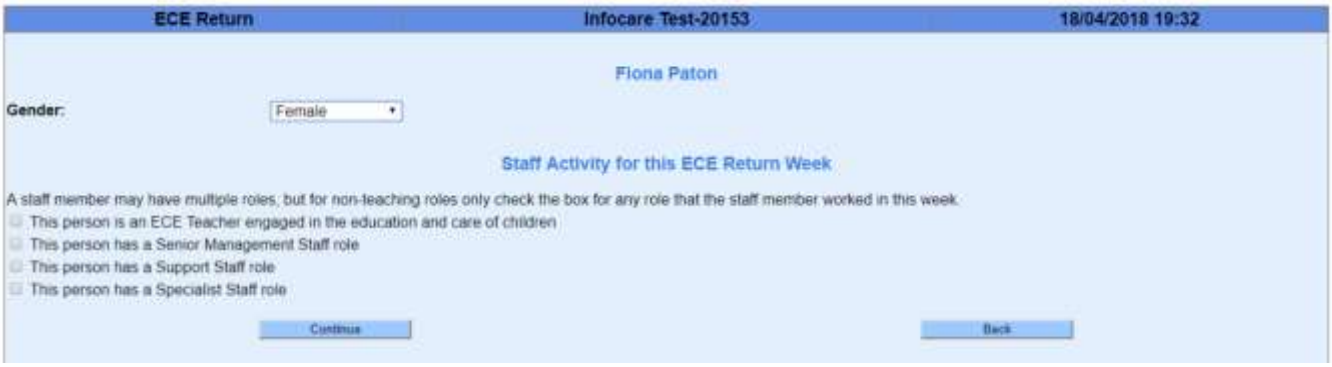


6. **The next screen that displays is about the staff that worked in your centre that week, their qualifications and contact times. Work through each staff member completing the information required**
    - All staff will be displayed. Work through each staff member selecting the appropriate answers in the "Staff Data" screens

7. Select the appropriate activities for this staff member for the week and then click "Continue"

8. Update the information pertaining to that staff member for their particular rolls and then click "Continue"
    - Ensure all the relevant boxes are ticked

9. **To exclude a staff member** from your centre statistics for that week
    - Click on their name and ensure all of the fields in the "Staff Activity" section are blank and then click "Continue"



Work through all of the staff members listed and any that are in the "Central Pool"

Please click on the name for each staff member, and once completed for all staff click the 'Continue' button. If required you can include staff from the central pool by clicking the 'Central pool' button. To exclude a staff member simply click on the name, and then click the 'Continue' button without checking any of the options.

You must include all teaching staff in this ECE Return who have worked at your service since the last ECE Return (or RS61). For non-teaching staff you must only include them if they worked during the return week. This also applies to any relievers you may have employed during the ECE Return week, so please add them using the Staff Update screen if necessary.

These names are used for the ECE Return to help you enter correct details about your staff. Information submitted to the Ministry of Education about your staff does not include names or personal identifiers.

Staff Data

Name	Whether Included	Whether Worked
Fiona Paton	Included	Did Work
Fiona Smith	Included	Did Work
Harry Granger	Not included	
Harry Qualified	Not included	
Harry Qualified1	Not included	
Harry Qualified2	Not included	
Harry Unqualified	Not included	
Hermione Granger	Not included	
Ivor Gresham	Included	Did Work
Jeya_Shivakumar	Not included	
Julie Mowbray	Not included	
Mary Smith	Not included	
Nikki Cooper	Included	Did Work
Rob Thomas	Included	Did Work
Tessa Lawsens	Not included	
Tessa Tango	Not included	
Vanessa Holloway	Included	Did Work
Vanessa Smith	Included	Did Work
Vanessa Victor	Not included	

10. Once completed for all staff members, scroll to the bottom of the screen

Additional Information

How many hours worked during the Return week? (only include hours worked at the service including breaks and lunch, do not include any leave). If this person did not work during the census week, then please enter '0' into this field.

Please record the applicable age band Please select ...

11. Review the information in relation to staff contact hours and either click "Back" to make changes or click "Yes" to continue

12. Click "Finish"