

Annual ECE Return (Census) – 24 to 28 June 2019

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



2 – Click MoE Reports



3 – Click ECE Return (Census)

- Ensure the ECE Return Week date is 24 June 2019
- Click Continue



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 24 - 28 June

- Click on the Staff member's name that **Did Work** during this week
- Staff Activity** – Click on the appropriate role – Click Continue
- Select **Highest ECE Qualification**
- Ethnicity** (Check this is correct)
- 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)

- Contact times** – Ensure these are correct
- Click Continue
- Staff Member will be **Included** in the data
- Complete for all staff **that worked** during 24 - 28 June

7 - Staff Data: Staff that Did Not Work during the week of 24 - 28 June

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