

# Insufficient Licensing/Discretionary funding form

*All centres are able to access a maximum of 5 discretionary days per funding round, at MoE discretion*

**Funding Rounds are:** Feb-May, June-Sept, Oct -Jan

1. Call and/or email Regional Office asap, but within 30 mins of start time of session requiring discretionary funding
2. Attach this form to sign-in sheet for Centre Admin to file

Centre details	
Centre & License number:	Date:
Type of session: <i>e.g. Space, Big Kids, General, Outdoor</i>	Session Times: <i>Must match license</i>
Name of person absent and qualification held: <i>e.g. Jane Smith, C2</i>	
Reason for absence:	
Confirmed First Aid holder(s) for this session:	
Names & qualifications of adults who will be present, who have qualifications:	
Total Numbers expected to attend: (including those named above)	Children: Adults:
Contact person for any follow up questions: Name: Phone:	
All other regulatory requirements will be met? Approved ratios will be maintained? Notes:	Yes/No Yes/No
Applying for discretionary funding? Yes / No	
Office use only:	
Discretionary days used in this round? Eligible for discretionary funding: Application made to MoE:	Yes / No Yes / No