

Queensland Kindergarten
Funding Scheme




Application Guide
for
organisations applying for
**Kindergarten Program
Provider Approval**
in
Long Day Care Services

A. Introduction

This guide has been developed to assist long day care services applying to the Department of Education and Training (the Department) for approval as a kindergarten program provider under the Queensland Kindergarten Funding Scheme (QKFS).

It is strongly recommended that applicants refer to this guide when completing the application form.

There are a number of documents that need to be attached to the application. This guide describes those documents. This symbol  has been used throughout the guide to indicate that a document needs to be attached to the application. This guide should be read in conjunction with the following documents:

- *Queensland Kindergarten Funding Scheme: Application for organisations applying for Kindergarten Program Provider for long day care services*
- *Queensland Kindergarten Funding Scheme: Guidelines for organisations operating long day care services applying for approval as a kindergarten program provider.*

Organisations may apply on behalf of an eligible service at any time during the calendar year. All eligibility criteria must be met. For further information regarding funding commencement please refer to:

<http://deta.qld.gov.au/earlychildhood/pdfs/funding-scheme-guidelines.pdf>.

Applications are to be lodged by post to:

Program Administration and Funding
Office for Early Childhood Education and Care
Department of Education and Training
PO Box 15033
CITY EAST QLD 4002

Electronic applications will not be accepted.

Organisations requiring additional information regarding their application should contact the Department via telephone or email as follows:

Telephone: 1800 4 KINDY (1800 454 639) / Email: QKFS.LDC@deta.qld.gov.au

B. Application Form

Section 1 – Organisation Details

This section must be completed by the organisation's authorised person.

If an organisation is seeking kindergarten funding under the QKFS for more than one long day care service, Section 2A and Section 2B of the application must be completed for each service.

1.1 Name of Organisation (legal entity)

This is the organisation which is legally permitted to enter into a service agreement and assume legal responsibility for any failure to meet the contractual obligations.

Please note: If the organisation is a trust please detail the Trustee name and the Trust name. For example Joe Bloggs as Trustee for the Joe Bloggs Family Unit Trust.

1.2 Type of legal entity



The following table describes different types of legal entities, along with the evidence that must be submitted with this application to establish identity.

Type of Legal Entity	Evidence Required
Trust	<ul style="list-style-type: none"> ▪ An extract from the trust deed document that provides evidence of the individuals involved in the trust ▪ Sufficient information to verify the trustee and the trust FOR EACH TRUST ▪ A copy of partnership agreement/s (if applicable) ▪ Copy of an Extract from the Australian Business Register
Incorporated association (incorporated under the <i>Associations Incorporations Act 1981</i> and has “Inc.” in the name)	<ul style="list-style-type: none"> ▪ Copy of Certificate of Incorporation issued by the Department of Fair Trading/Department of Employment, Economic Development and Innovation ▪ Evidence of the election of the current office bearers for the association ▪ Copy of an Extract from the Australian Business Register
Cooperative association	<ul style="list-style-type: none"> ▪ Copy of Certificate of Registration issued by the Department of Fair Trading/Department of Employment, Economic Development and Innovation ▪ Evidence of the election of the current office bearers for the association ▪ Copy of an Extract from the Australian Business Register
Corporation	
Proprietary Limited company	<ul style="list-style-type: none"> ▪ Copy of Certificate of Incorporation issued by ASIC; and ▪ ASIC Historical Company Extract which includes details of the company as at the time of lodging this application. This extract can be ordered through the ASIC website ▪ Copy of an Extract from the Australian Business Register
Company Limited by share (a public company incorporated under the <i>Corporations Act 2002</i> , regulated by the Australian Securities and Investment Commission (ASIC) and has “Limited” or “Ltd” in the name)	<ul style="list-style-type: none"> ▪ Copy of Certificate of Incorporation issued by ASIC ▪ ASIC Historical Company Extract which includes details of the company as at the time of lodging this application. This extract can be ordered through the ASIC website ▪ Copy of an Extract from the Australian Business Register
Company Limited by guarantee (a public company incorporated under the <i>Corporations Act 2002</i> , regulated by the Australian Securities and Investment Commission (ASIC) and has	

“Limited” or “Ltd” in the name)	
Bodies corporate constituted by an Act of Parliament (If so please identify type)	
Tertiary Institution	Extract from the relevant Act of Parliament
Church Organisation	
School Organisation	
Government Entities	
State Government Local Government	No evidence required.
Other	
Sole Trader Partnership	Copy of an Extract from the Australian Business Register Partnership Agreement

1.3 How would you classify the organisation?

Please indicate whether the organisation is:

Classification	Definition
Private for profit	An organisation established or operated with the intention of making a profit.
Not for profit	A not for profit organisation is an organisation that does not distribute its surplus funds to owners or shareholders, but instead uses them to help pursue its goals. Not for profit organisations can fall into a number of categories: Unincorporated Associations, Co-operative Societies, Incorporated Associations, Not-for-profit Companies and Trusts.
Non-State School	A school that is accredited in accordance with the Education (Accreditation of Non-State Schools) Act 2001
Government Entity	A legal entity created by a government to undertake commercial activities on behalf of an owner government. Their legal status varies from being a part of government into stock companies with a state as a regular stockholder.
Other	If your organisation can not be classified in any of the above categories please specify how you would classify your organisation.

1.4 Australian Business Number (ABN)

An Australian Business Number (ABN) is a unique identifier issued by the Australian Business Register. It is an 11-digit number that, in the case of a company, includes the company's ACN. The legal entity name listed on the Australian Business Register must match the name provided at question 1.1, except where the organisation is a trust (as the ABR does not name the trustee). Further information regarding the Australian Business Register can be located at:

<http://www.abr.business.gov.au/Index.aspx>

1.5 Australian Company Number (ACN)

An Australian Company Number (ACN) is a unique nine-digit number issued by the Australian Securities and Investment Commission (ASIC) to every company registered under the *Corporations Act 2001*. Further information regarding the Australian Company Number can be located at: <http://www.search.asic.gov.au/gns001.html>.

Please Note: If the organisation is a Trust please provide the ACN for the Trustee

1.6 Contact Details (Legal Entity)

The postal address may be a post office box or a street address.

The physical address must be the street address from which the organisation is controlled and managed.

1.7 Organisation's Authorised Person

This is the person who is authorised to enter into a legal contract on behalf of the organisation. Where organisations have engaged a management company, the authorised officer **cannot** be a representative of this company.

1.8 Organisation's Contact Person

This is the person who will be contacted by the Department if further information about the long day care service is required.

1.9 Application Status

Please identify the status of your application by ticking the applicable box/es.

1.10 Does your organisation engage a management company to undertake the day-to-day administration/management of the service?

If your organisation has engaged a management company, indicate yes and provide the name of the management service.

Section 2A – Service Details

This section collects information about the long day care services that will be delivering the kindergarten program, including service name, location of service, day-to-day contact person, contact person for public enquiries, Service Approval information etc.

The information provided in this section will be considered when assessing the application against the eligibility requirements.

If an organisation is seeking kindergarten funding under the QFKS for more than one long day care service, Section 2 A and Section 2B of the application must be completed and submitted for each service.

2.1 Service Name

This is the name of the service that appears on the Queensland Licence for a Centre Based Service or Service Approval.

2.2 Service address

The postal address may be a post office box or a street address for the service.

The physical address must be the street address from which the approved kindergarten program is delivered and is noted on the Queensland Licence for a Centre Based Service or the Service Approval under the Education and Care Services National Law (Queensland).

2.3 Service contact person

This is the person who will be contacted by the Department if further information is required about the kindergarten program to be delivered.

2.4 On what date will/did the kindergarten program commence at this service delivery site?

Enter the commencement date that your service commenced / or is proposing to commence delivering a kindergarten program/s that complies with the eligibility criteria.

2.5 Has this service delivery site been previously funded?

Please indicate whether this service delivery site has been approved as a kindergarten program provider with a previous organisation. If yes, please provide the name of the organisation that was previously funded.

Enrolment Information

2.6 How many kindergarten aged children, are predicted to participate in your approved kindergarten program in the current year?

This information is collected as a point of reference only to inform data collection processes. Funding entitlements will be calculated and paid based on actual enrolments.

2.7 How many of the children predicted to participate in the kindergarten program in the current year have parents or carers who hold a current Health Care Card or an approved pensioner concession card with an automatic health care card entitlement?

This information is collected as a point of reference only to inform data collection processes. Funding entitlements will be calculated and paid on actual enrolments.

2.8 How many children predicted to participate in the kindergarten program the current year would identify as children from Aboriginal or Torres Strait Islander backgrounds or children from culturally and linguistically diverse backgrounds including Australian South Sea Islanders?

This information is collected as a point of reference only to inform data collection processes.

Section 2B – Eligibility Requirements

This information is required to enable assessment of your application against the QKFS eligibility criteria. Applications must meet **ALL** eligibility criteria to be considered for funding. To avoid any delay in the processing of your application, please ensure that this section is completed and **check** that **ALL** required documentation has been attached.

Eligibility 1 – Queensland Licence for a Centre Based Service or



Service Approval under the Education and Care Services National Law (Queensland) 2010.

2.9 Service Approval / Licence Information

It is an eligibility requirement that your service hold either a Service Approval under the Education and Care Services National Law (Queensland) or a Queensland Licence for a Centre Based Service under the *Child Care Act 2002*.

Please ensure you provide information regarding the licence or the service approval as requested.

If your service does not hold a current Licence or Service Approval please indicate whether your service has commenced the process and the expected date it will be issued.

Eligibility 2 – Child Care Benefit

2.10 Commonwealth Child Care Benefit (CCB)

Please provide information on the CCB Approval ID which can be found on your copy of the Australian Government Department Education Employment and Workplace Relations (DEEWR) certificate of approval enabling the service to receive CCB payments on behalf of eligible families.

The Department will confirm this information with DEEWR. Further information regarding CCB can be viewed at

<http://www.familyassist.gov.au/payments/family-assistance-payments/child-care-benefit/>

If your service does not meet either of these requirements please contact the Department via telephone or email on:

Telephone: 1800 4 KINDY (1800 454 639) / Email: QKFS.LDC@deta.qld.gov.au

Eligibility 3 – Insurance

2.11 Evidence that the organisation holds current public liability insurance of at least \$10 million (certificate of currency).



Please note: The certificate of currency **MUST** be valid and for the specific service address at the time the application is lodged.

Eligibility 4 – Kindergarten Program

2.12 Using the template, outline the operating or the proposed operating times, days and times of delivery of the program, the teacher's name, their QKFS number and the program delivery status. If the service operates on weekends please provide the same information for those days.

Eligibility 5 - Kindergarten Teacher

2.13 You as the employer, must employ an appropriately qualified early childhood teacher who is recognised by the Department as eligible to deliver an approved kindergarten program under the QKFS.

Please provide evidence of the teacher start date eg a payslip or employment contract.



Organisations can still apply for approval as a kindergarten program provider if the organisation is in the process of recruiting an appropriately qualified teacher to deliver the kindergarten program.

Organisations that meet all the eligibility criteria for their service but have not yet engaged an appropriately qualified teacher will be recommended for **provisional approval**. These services will not receive funding to deliver an approved kindergarten program until an appropriately qualified kindergarten teacher, as recognised by the Department, is engaged and the organisation is party to an executed service agreement for that service.

Any teacher who does not hold teacher recognition under the QKFS will need to apply for recognition to ensure their qualifications meet the criteria. The application for teacher recognition is located at:

<http://deta.qld.gov.au/earlychildhood/workforce/action-plan/join-workforce/kindy-teacher-recog.html>

Eligibility 6 – Fee Structure

2.14 It is an eligibility requirement for long day care services to demonstrate that the fee structure is not a barrier to access. The purpose of the following questions is to enable assessment of this eligibility criteria.

Please indicate the daily long day care rate for children who are aged 4 by 30 June and the proposed kindergarten fee structure for the same aged children.

Section 3 – Declaration by Authorised Person

This declaration cannot be completed electronically. Please print the declaration and complete using a blue or black pen.

This declaration must be completed by the Authorised Person of the legal entity as identified in question 1.7 of the application form. If the legal entity applying is a person, that person must complete the declaration. The declaration is made as a formal undertaking to the Department. This declaration should be signed by a witness over 18 years of age.

An organisation successful in obtaining funding through the QKFS will be required to:-

- enter into and comply with the requirements and conditions of a Service Agreement;
- adhere at all times to the requirements and conditions detailed in the Queensland Kindergarten Funding Scheme Guidelines for long day care services; and
- maintain the status of all services as approved Kindergarten Program Providers in accordance with the Queensland Kindergarten Funding Scheme Guidelines for long day care services.