



Queensland Kindergarten Funding Scheme

Program Delivery Guidelines for
Approved Kindergarten Program Providers

About these guidelines

Purpose

The Queensland Kindergarten Funding Scheme: Program Delivery Guidelines for Approved Kindergarten Program Providers offers detailed information specific to services' key responsibilities when delivering QKFS funded kindergarten programs.

This guide is to be used by all approved kindergarten program providers (KPPs) delivering an approved kindergarten program in either a long day care or kindergarten setting.

How to use

This guide is designed to provide specific guidance around funded kindergarten program delivery and should be read in conjunction with the following documents:

- [Queensland Kindergarten Funding Scheme: Funding Guidelines for Long Day Care Services](#)
- [Queensland Kindergarten Funding Scheme: Funding Guidelines for Central Governing Bodies and Member Kindergarten Services.](#)

Table of Contents

1. Queensland Kindergarten Funding Scheme General Overview	4
1.1 Eligibility	4
1.2 Claiming	4
2. Program Delivery	5
2.1 Enrolments	5
2.2 Fees	6
2.3 KPP status.....	6
2.4 Record keeping	6
2.5 Delayed entry and exit	7
2.6 Staffing	8
2.8 Educational program.....	9

1. Queensland Kindergarten Funding Scheme General Overview

The Queensland Kindergarten Funding Scheme (QKFS) supports the Queensland Government's commitment to provide children with access to high quality early childhood education programs.

Under QKFS, subsidies are provided to eligible long day care services and kindergarten services, through their [Central Governing Body](#) (CGB), to offset the cost of delivering an approved kindergarten program and to help ensure cost is not a barrier to access.

1.1 Eligibility

In order to apply for KPP approval service providers must meet a number of eligibility requirements. Only approved KPPs can receive funding under QKFS. The eligibility requirements differ depending on the setting of the funded kindergarten program. Refer to the appropriate Funding Guidelines, detailed below, which provide more information about eligibility, claiming, subsidies, data, reporting and monitoring:

- Long day care service should refer to the [Queensland Kindergarten Funding Scheme: Funding Guidelines for Long Day Care Services](#)
- Kindergarten services should refer to the [Queensland Kindergarten Funding Scheme: Funding Guidelines for Central Governing Bodies and Member Kindergarten Services](#).

1.2 Claiming

Subsidy funding is delivered through two models.

1.2.1 Approved Kindergarten Program delivered in a Long Day Care

Funding may be claimed by approved KPPs via QGrants and distributed quarterly in arrears to approved KPPs. Claims must include information about actual enrolments, and are submitted quarterly to the Department of Education, Training and Employment (the Department).

Funding is provided in advance per semester to Central Governing Bodies as a block grant to distribute to member kindergarten services.

1.3 Subsidies

QKFS funding is provided in the form of various subsidy payments that aim to ensure cost is not a barrier for families accessing the kindergarten program.

The four subsidy payments provided under QKFS are:

1. Standard per child subsidy
2. Remote area subsidy (based on ARIA)
3. Low socio-economic subsidy (based on SEIFA)
4. QKFS Plus Kindy Support.

All subsidy rates are published on the [Department's website](#).

2. Program Delivery

2.1 Enrolments

The eligible age cohort for QKFS funding is children who are at least 4 years old by 30 June in the year they participate in the kindergarten program. That is, generally in the year before starting formal schooling (Prep).

Approved KPPs must implement a clear enrolment policy stating the eligible age cohort for each year of enrolment.

Funding may **only be claimed for children in the target age cohort**.

Evidence of date of birth is to be provided by the child's parent or carer prior to enrolment. This evidence can include a copy of a birth certificate, statutory declaration, passport or other government-issued document stating the child's date of birth (e.g. letter from Medicare). This evidence must be kept on each child's enrolment file.

The child should be enrolled in the name identified on the birth certificate or equivalent. Where a birth certificate or equivalent cannot be obtained, documentation provided by either a community Elder or other relevant community member citing the child's name is sufficient.

Younger children may participate in the kindergarten program but funding cannot be claimed for these children.

Each eligible child can only access funding for one government approved kindergarten program at a time. KPPs are responsible for ensuring reasonable steps are taken to minimise claims for kindergarten funding for children who may be enrolled in more than one kindergarten program.

Where a KPP delivers more than one approved kindergarten program across a standard week and a child is enrolled for up to five days per week across two approved kindergarten programs, the service can only claim one subsidy for the child.

Eligible children of families living in Queensland with a temporary residential visa are able to attend an approved kindergarten program and may be included in funding claims.

2.2 Fees

Funding is provided in the form of various subsidy payments.

Subsidies are provided to assist with the costs of delivering an approved kindergarten program. Additional subsidies are provided to reduce costs for families in low socio-economic locations, and to assist with the costs of attracting and retaining teachers in remote locations.

Approved KPPs are required to:

- demonstrate that the fee structure is not a barrier to access. For instance, in a long day care setting, it is expected that the fee for attending a kindergarten program should not be more than the daily fee charged for 3 to 5 year old children not accessing a kindergarten program;
- document and publish their fee information, including structure and inclusions. This should include a written statement about the fees to be charged and the payment process. Template forms are available on the Department's website; and
- notify parents and carers in advance of any changes to fee structures.

2.3 KPP status

2.3.1 All approved KPPs must:

- display their KPP approval certificate, the kindergarten program operating times and the name and qualifications of the kindergarten teacher; and
- use the Approved Kindergarten Program Identifier (the 'kindy tick') in accordance with the Queensland Government style guide.

2.3.2 Long Day Care Services must:

- update QGrants with all changes relating to their approved KPP status, for example if there is a change of service name, address, contact number, banking details or contact person; and
- notify the Department within 10 working days of any significant changes in the organisation such as entering receivership or bankruptcy, or a change of ownership.

2.3.3 Kindergarten Services must:

- Inform their CGB of any changes to service delivery or other matters identified in the service agreement with their CGB.

2.4 Record keeping

2.4.1 All approved KPPs must:

- maintain up-to-date service records in support of funding claims including evidence of the date of birth of eligible children, copies of Health Care Cards, and enrolment forms;
- maintain up-to-date service records that evidence ongoing compliance with the QKFS eligibility criteria, including records of teachers' qualifications and registration with Queensland College of Teachers (where appropriate); and
- complete the annual Early Childhood Education and Care Services Census conducted by the Queensland Government.

2.4.2 Long Day Care Services must:

- maintain up-to-date records of principal office bearers, banking details, contact persons through the QGrants online portal; and
- provide information to ensure that the financial and data reporting requirements outlined in the [Queensland Government terms and conditions](#) are met.

2.4.3 Kindergarten Services must:

- provide written advice within 10 business days to their CGB of any significant changes to the service, such as:
 - service name or address, banking details, principal office bearers, contact persons or key staff; or
 - changes to current or potential financial status that could impact on financial viability and stability of the service.
- ensure data provided to their CGB is up to date and accurate; and
- provide information to their CGB about projected and actual enrolments.

2.5 Delayed entry and exit

Delayed entry to kindergarten refers to the circumstances in which a child older than kindergarten age can be approved for enrolment in a kindergarten program. Delayed exit means that a child can be approved to participate in a kindergarten program for a second year.

The decision to delay a child's entry to or from an approved kindergarten program is the choice of the child's parent.

It is the parent/s' responsibility to:

- Discuss their reasons for wanting their child to be delayed entry to or delayed exit from a kindergarten program with the early childhood education and care teacher.
- Seek the support and opinion of education and/or health professionals, if desired (this is not mandatory).
- Have an understanding of the Preparatory Year, school enrolment policies and compulsory school entry age requirements when considering delaying a child's exit from kindergarten.
- Complete the relevant section of the service's form for delayed entry to or delayed exit from a kindergarten program.
- Provide a copy of the form to the early childhood education and care teacher for completion (delayed exit from a kindergarten program only).
- Provide the completed form for delayed entry to or delayed exit from a kindergarten program to the approved kindergarten provider for their records.

It is the approved kindergarten provider's responsibility to:

- Respond to requests for information about the delayed entry to and delayed exit from a kindergarten program process from parents and provide parents with the information required to make an informed decision regarding their child's education.
- Provide parents with resources and support where available to meet their child's needs within an approved kindergarten program.
- Provide a copy of the form for delayed entry to or delayed exit from a kindergarten program and any support the parents may need in completing the document.
- Provide a copy of the completed form for delayed entry to and delayed exit from a kindergarten program to the parent for their records.

- File a copy of the completed form for delayed entry to or delayed exit from a kindergarten program which is to be kept until the child progresses to the Preparatory Year.

The [Delayed Entry and Delayed Exit Enrolment Procedure for Approved Kindergarten Programs](#) provides further guidance in relation to delayed entry and delayed exit.

The approved kindergarten provider is required to keep a record of the decision to delay a child's exit from kindergarten until such time as the child has progressed to the Preparatory year.

Where a child is delayed entry to or delayed exit from a kindergarten program, the service will be eligible to claim the relevant subsidies.

2.6 Staffing

Funded kindergarten programs must be delivered by a [qualified early childhood teacher](#).

2.6.1 Emergency relief teachers

If a teacher is ill or on unexpected leave, KPPs must make every effort to engage another qualified early childhood teacher. In all circumstances, staff must meet the requirements of the [Education and Care Services National Law \(Queensland\)](#).

2.6.2 Early childhood teacher on leave

When a teacher is on leave for 10 consecutive working days or less, and a qualified early childhood teacher cannot be recruited to deliver the kindergarten program, the KPP may engage an educator who meets the requirements of the National Law.

2.6.3 Early childhood teacher that has left the service

If a qualified early childhood teacher cannot be recruited to relieve for periods greater than 10 or more consecutive working days a kindergarten service must advise their CGB. Long day care services must report zero enrolments for these week/s via the QGrants claims process.

2.6.4 Early childhood teacher waivers

Teachers previously eligible under QKFS who hold qualifications specific to middle and secondary school aged children who enrol in or hold an approved Diploma qualification will not be recognised as an early childhood teacher for the purpose for QKFS funding unless they held teacher registration before 1 January 2012.

As a result services currently receiving funding for a teacher for whom the above situation applies should apply for a temporary staffing waiver in order to continue to be eligible to receive QKFS.

Only services that have been granted a temporary staffing waiver in order to continue to be eligible to receive QKFS are eligible to receive QKFS funding.

Services that have applied for temporary waivers issued for other staffing requirements under the National Law, not specific to the eligibility of QKFS, will not be eligible to claim QKFS funding.

2.6.5 Early childhood teacher breaks and programming

Early childhood teachers' lunch breaks are included in the kindergarten programs 15 hour requirement, however programming time is not.

2.7 Managing the delivery of the program

KPPs are required to operate for at least 600 hours per year, typically for 15 hours per week and 40 weeks per year.

KPPs can only claim QKFS funding for eligible children who are enrolled in the kindergarten program for a minimum of 15 hours per week.

2.8 Educational program

KPPs are responsible for the delivery of an inclusive quality education program for all children and must:

- establish procedures for the inclusion of children with diverse needs and for managing the program, activities and physical environment of their services to ensure they cater for all children; and
- ensure the program is based on the *Queensland Kindergarten Learning Guideline* or an alternative kindergarten curriculum which is accredited by the Queensland Curriculum and Assessment Authority.