



Policy

Queensland Kindergarten Funding

C&K Everton Park Kindergarten

Queensland Kindergarten Funding (QKF)

Queensland Kindergarten Funding is designed to help eligible centres cover the cost of implementing and delivering an approved kindergarten program.

Eligible centres must meet specific criteria including membership with a Queensland Government approved Central Governing Body (CGB). The Creche and Kindergarten Association Limited (C&K) is a CGB and administers and monitors the use of QKF funds on behalf of C&K Everton Park Kindergarten

Funding Essentials for Sessional Kindergartens

C&K Everton Park Kindergarten management committee and employees are required to know and understand the QKF requirements detailed in the Queensland Department of Education's ('DoE') Funding Essentials for Kindergartens ('Essentials Guide').

The Essentials Guide may be updated by DoE periodically, and any guideline related to funding amounts, values and accepted uses contained in the document takes precedent over values listed in this policy.

Base Subsidy

The Base Subsidy is provided for each eligible child (child must be at least 4 years of age by 30 June in the year they commence kindergarten) who is enrolled in an approved kindergarten program at a sessional kindergarten that has opted into free kindy.

Base Subsidy Parameters

Sessional kindergartens can use the base subsidy for the following:

- Operational costs directly related to the delivery of the approved kindergarten program for eligible children.
- Capital expenditure/improvements.
- Renovations, maintenance and utilities e.g. rates, water, electricity.
- Improved entitlements for the early childhood teacher delivering the approved kindergarten program, including but not limited to wages, professional development or learning resources and incentive payments.
- Quality and age-appropriate resources specifically for eligible children.
- Planned incursions, excursions and extracurricular kindergarten activities for eligible children.
- The base subsidy must not be used for any costs not directly related to the delivery of the approved kindergarten program for eligible children.

Free Kindy Subsidy

The free kindy subsidy is provided for each eligible child enrolled in an approved kindergarten program delivered by a sessional kindergarten that has opted into free kindy and covers the parent fee component of the

kindergarten program for at least 15 hours a week or 30 hours a fortnight for 40 weeks or 600 hours a year.

Free Kindy Subsidy Parameters

The free kindy subsidy paid by the Queensland Government must appear on each family's fee statement. Where this is not possible, the family fee statement must include the 'kindy tick' and free kindy logo to demonstrate to the family that they have received free kindy.

C&K Everton Park Kindergarten must retain and provide, upon request, evidence to demonstrate compliance with the free kindy subsidy. This evidence may include:

- Enrolment policy and procedures, supported by enrolment forms.
- Fee structure for the service
- Family fee statements
- Detailed cost centre reports
- Financial reports, supported by receipts, invoices, bank account statements.

Service Location Subsidies

The Service Location Subsidies assist kindergarten services located in Eligible Remoteness category using the ABS remoteness measure at the statistical area level 2. There are 2 service location subsidies.

1. Early Childhood Teacher Subsidy: Designed to assist service providers to attract and retain qualified early childhood teachers to deliver an approved kindergarten program.
2. Financial Viability Subsidy: Designed to assist service providers with the cost of delivering a kindergarten program in a regional/remote area. The Department of Education determines service and funding eligibility.

Service Location Subsidy Parameters

The Service Location Teacher Subsidy must only be used to attract and retain qualified early childhood teachers at the eligible service, including:

- Assisting an Early Childhood Teacher with relocation costs.
- Subsidising rent/providing housing.
- Paying above award wages.
- Providing additional paid annual leave.
- Subsidising flights to and from the community to the early childhood teacher's home base.
- Paying for professional development for the early childhood teacher specifically to assist them in delivering an approved kindergarten program; and
- Learning resources for the early childhood teacher to enhance delivery of program.



Policy

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The Service Location Viability Subsidy may be used to support service viability as an offset against the operational costs for delivery of the kindergarten program for eligible children.

Record Keeping

Evidence demonstrating compliance with QKF must be kept for a period of 3 years, including ECT qualifications, staff rosters, room rolls, programming information, enrolment forms, policies and procedures, invoices, software provider reports, fee structures and family fee statements.

Families claiming QKF more than once

Each eligible child can only access QKF for one Approved Kindergarten Program at a time.

Where a child attends multiple Sessional Kindergartens, the centres must support parent choice regarding which centre is to receive the QKF Funding. Centres must not influence parent choice.

C&K Everton Park Kindergarten will provide parents of eligible children a copy of the fee structure to assist them in choosing which centre is to receive the QKF.

Where a child is enrolled in an Approved Kindergarten Program in both a funded Sessional Kindergarten and a funded Long Day Care Service, the Sessional Kindergarten will receive the QKF for the child.

An eligible child cannot be enrolled in two programs at two different services until after the beginning of February (or as stated by DoE), provided there are places available. To avoid doubt, families can only receive Funding for one Approved Kindergarten Program.

C&K Everton Park Kindergarten is responsible for ensuring we take reasonable steps to minimise claims for funding for eligible children who may be enrolled in more than one Approved Kindergarten Program. We do this by including a question on the enrolment form seeking this information and then following up with the family to determine the Sessional Kindergarten or Approved Kindergarten Program for which QKF will be claimed. Families are responsible for providing accurate responses to the questions asked in the enrolment form.

If another centre is claiming QKF for an eligible child, the child's enrolment record should indicate that they are ineligible for Funding under the second Approved Kindergarten Program.

Enrolment in multiple programs at the same service

An eligible child can be enrolled in more than one Kindergarten program at our centre after the beginning of February (offered for more than 600 hours annually), but can only receive QKF for 600 hours annually, made up of at least 15 hours a week or 30 hours per fortnight for 40 weeks. The eligible child will not be eligible for QKF for the remaining hours or receive QKF for a second Approved Kindergarten Program.

C&K Everton Park Kindergarten must ensure families are advised:

- there will be no cost for the eligible child to receive 15 hours of kindergarten (opted in services only)
- any hours above the 15 hours of kindergarten will not attract any QKF Subsidies.

C&K Everton Park Kindergarten will communicate clearly with families about our fee structures and which hours of the day attract QKF.