

Free kindy eligibility checklist

for sessional kindergarten program providers

Approved Kindergarten Program Provider (KPP)	Completed
• Be a member or affiliate of a Central Governing Body (CGB)	<input type="checkbox"/>
• Service approval under the Education and Care Services National Law or the Education and Care Services Act 2013	<input type="checkbox"/>
• Rating of Working Towards National Quality Standard (NQS) or higher (or waiting to be assessed)	<input type="checkbox"/>
• Deliver an Approved Kindergarten Program using the Queensland kindergarten learning guideline or an alternative kindergarten learning guideline accredited by the Queensland Curriculum and Assessment Authority (QCAA)	<input type="checkbox"/>
• Offer and provide all Eligible Children in the Approved Kindergarten Program an annual provision of at least 600 hours, made up of at least 15 hours a week or 30 hours per fortnight for 40 weeks	<input type="checkbox"/>
• Employ a qualified Early Childhood Teacher (ECT) to deliver the Approved Kindergarten Program or	<input type="checkbox"/>
• Employ a 'working towards' ECT with an existing exceptional circumstance in place at the time of submitting a Change of Ownership KPP application (does not apply to new KPP applications)	<input type="checkbox"/>
• Fees developed in consultation with your CGB	<input type="checkbox"/>
• Fee charged for Eligible Children participating in an Approved Kindergarten Program is not more than the fee charged for any other age group at the service	<input type="checkbox"/>
• Evidence that the Approved Kindergarten Program fee is below the Department's Funding Threshold for Free Kindy	<input type="checkbox"/>

Note: KPP status **does not transfer** with a service. A new Approved Provider must submit an application for the service to be an Approved Kindergarten Provider

Application	Completed
• Register and create an account in QGrants	<input type="checkbox"/>
• Submit a Kindergarten Program Provider application through QGrants - refer to the New KPP Application QGrants Guide for Sessional Kindergartens	<input type="checkbox"/>

Assessment and approval	Completed
• Advised in writing of successful application by Department of Education	<input type="checkbox"/>
• Provided with an approval certificate and materials to promote the Approved Kindergarten Program, including the 'kindy tick' identifier	<input type="checkbox"/>

Contractual requirements	Completed
• Comply with reporting, governance, financial and compliance obligations	<input type="checkbox"/>
• Comply with the terms and conditions of the Affiliate Agreements with your CGB (affiliates only)	<input type="checkbox"/>
• Funding to deliver the Approved Kindergarten Program received from your CGB	<input type="checkbox"/>

Maintaining Approved KPP status	Completed
• Claims are accurate and made for Eligible Children in one Approved Kindergarten Program only	<input type="checkbox"/>
• Continue to comply with Queensland and national funding and regulatory requirements	<input type="checkbox"/>
• Maintain a rating of Working Towards NQS or higher or	<input type="checkbox"/>
• Notify the department via kindyfunding@qed.qld.gov.au if rated Significant Improvement Required (SIR) within 10 working days	<input type="checkbox"/>
• Display the Approved Kindergarten Program Provider certificate, 'kindy tick' identifier, kindergarten operating times, name and qualifications of the ECT, and fee structure	<input type="checkbox"/>
• Display the 'kindy tick' in service signage and promotional material	<input type="checkbox"/>
• Display the fee structure at the Approved Kindergarten Provider premises and publish on their website – refer to the Kindergarten Program Statement of Fees template	<input type="checkbox"/>
• Have a comprehensive written fees policy	<input type="checkbox"/>
• Use the online application in the QCAA portal to develop and upload a Transition Statement (with family permission) for each Eligible Child's family in November of the kindergarten year, in preparation for the child moving from kindergarten to Prep	<input type="checkbox"/>
• Adopt CGB's third party software to charge/apply kindergarten Funding to families (affiliates only)	<input type="checkbox"/>
• Sessional services without an appropriately qualified ECT and/or delivering a kindergarten program - provide evidence of active recruitment for an ECT and submit a nil Claim each term	<input type="checkbox"/>
• Advice to CGB of changes to service delivery that affect a Sessional service to meet the Kindergarten Funding Essentials requirements	<input type="checkbox"/>

For further information see <https://earlychildhood.qld.gov.au/grants-and-funding> and [2025 Queensland Kindergarten Funding Essentials – Sessional Kindergarten](#).

Or contact the Grants Management and Funding team on 07 3035 2244, email: kindyfunding@qed.qld.gov.au.