

Frequently Asked Questions - 60-Day Grace Period

for Long Day Care Services and Sessional Kindergartens

What should a Service do if it loses an Early Childhood Teacher (ECT)?

Where a service loses an ECT and does not have any educators eligible for an exceptional circumstance, the service must notify the Department by email to ECTenquiries@qed.qld.gov.au.

What is a 60-Day Grace Period?

A Grace Period is provided for ineligible exceptional circumstance (working towards ECT) services that have lost their ECT and there is no eligible 'working towards' educator delivering the program for a minimum of 15 hours per week. Services can apply for a 60-Day Grace Period to continue receiving funding while they actively work to recruit and retain an ECT. Once the Grace Period request is approved, services will be able to continue receiving Queensland Kindergarten Funding.

What is the time frame for submitting a Grace Period request?

The Service must notify the Department within 28 business days from the date the ECT last delivered the approved kindergarten program, by submitting the Grace Period Application Form and a Service-Specific Workforce Plan to ECTenquiries@qed.qld.gov.au. Grace period approvals will not be backdated outside of the 28-day notification period.

What information should be included in the 60-Day Grace Period request?

A completed and signed [Grace Period Application Form](#) and a Service-Specific Workforce plan must be included with the Grace Period request.

What is a Service-Specific Workforce plan?

A Service-specific workforce plan supports early childhood services to address the long-term needs of their workforce. The Workforce Plan must focus on service-specific details to ensure relevance and alignment with specific workforce needs. While it is appropriate to briefly include organisation-wide initiatives, the plan must reflect the specific needs and context of each individual service. For example, attraction, retention, staff turnover and engagement strategies. Please refer to the Department's website - [Workforce planning](#) which includes a [Workforce plan template](#) and [Workforce plan guide](#).

What qualifications should educators meet to deliver the kindergarten program during the Grace Period?

Educators delivering the kindergarten program in the absence of a qualified ECT must hold or be working towards an ACECQA Approved ECT Qualification. The LDC service must outline the supports in place to ensure a high-quality program is delivered.

Can a service request a Grace Period if the qualified ECT will be on annual leave?

No, the Grace Period is not intended to cover any form of leave. As per the [Queensland Kindergarten Funding Essentials - Long Day Care Providers](#) and [Queensland Kindergarten Funding Essentials - Sessional Kindergartens](#), the Grace Period is intended for when a service loses an ECT, while they actively seek to attract, recruit and retain an ECT.

What if the service successfully recruits a qualified ECT during the 60-Day Grace Period?

If the service successfully recruits a qualified ECT, they must inform the Department by emailing ECTenquiries@qed.qld.gov.au to end their Grace Period. If the service recruits a working towards educator during the Grace Period, they should submit an exceptional circumstances application and notify the Department to end the Grace Period.

What if the service is unsuccessful in recruiting a qualified ECT during the 60-Day Grace Period?

Only one (1) grace period will be approved per service location per calendar year. The service will need to contact the department 21 days prior to the expiry of the approved grace period for further consideration for extension.

Please refer to the Queensland Kindergarten Funding Essentials - [Long Day Care Services](#) and [Sessional Kindergartens](#).