



# Queensland Kindergarten Funding Essentials

## Sessional Kindergartens

July 2025



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## 1. Free Kindy in Queensland

Free Kindy is designed to ensure that Eligible Children receive 600 hours of fee-free kindergarten, removing cost as a barrier to access and relieving cost of living pressures for families.

The Department of Education (the Department) will provide Free Kindy funding for a maximum of 40 weeks in a calendar year.

If you have any questions regarding these Funding Essentials, please contact the Grants Management and Funding team on:

**Telephone:** 07 3035 2244

**Email:** [kindyfundings@qed.qld.gov.au](mailto:kindyfundings@qed.qld.gov.au)

## 2. Qualifying for Queensland Kindergarten Funding

### 2.1 Opting in to provide Free Kindy

All Approved Kindergarten Program Providers (KPPs) in Queensland that deliver an Approved Kindergarten Program for:



15 hours per week or  
30 hours per fortnight



at least 40 weeks



up to 600 hours per year

are eligible to opt in to Free Kindy, subject to meeting Eligibility Requirements and specified terms and conditions.

Sessional Kindergartens that commence delivery of an Approved Kindergarten Program during the calendar year can opt in to Free Kindy.

Funding for Free Kindy is applied during the calendar year for the duration of the Approved Kindergarten Program. There are no additional affordability subsidies provided under Free Kindy.

Services will have flexibility with their kindergarten delivery model, provided it complies with the Preschool Reform Agreement (PRA) requirement of 600 hours per year (typically delivered as at least 15 hours per week or 30 hours per fortnight for 40 weeks).

#### Funding Threshold

The Department determines a Sessional Kindergarten's eligibility to opt in to Free Kindy based on the annual fee charged by the service for the delivery of an Approved Kindergarten Program.

To opt in to Free Kindy, the annual fee charged for the Approved Kindergarten Program delivered by the Sessional Kindergarten must be below the Funding Threshold.

The Department may allow a Sessional Kindergarten with fees above the Funding Threshold to opt in to Free Kindy where the service is in a rural and remote community and is the only Approved KPP in the community. This is exclusively at the discretion and with the explicit

written consent of the Department and will be managed on a case-by-case basis.

The Funding Threshold will be indexed from July each calendar year in accordance with the Indexation rate agreed by the Under Treasurer and advised by Queensland Treasury. Indexation will be applied from 1 July each year.

#### Increasing fees

Opted in Sessional Kindergartens must maintain their fees so that they stay within the Funding Threshold for a 12-month period. Sessional Kindergartens are permitted to increase their fees to take effect from the beginning of a calendar year but are not able to increase their fees during the kindergarten year. If the increase to the annual fee charged for the Approved Kindergarten Program results in the fee being over the Funding Threshold, the Sessional Kindergarten will be notified by the Central Governing Body (CGB) for a joint discussion with the Department.

If a Sessional Kindergarten is unable or unwilling to meet the Funding Threshold, they may opt out of Free Kindy and move to the Per Capita Kindy Subsidy.

The decision to opt in to Free Kindy or the Per Capita Kindy Subsidy is at a service level and is determined by the Approved Provider.

Sessional Kindergartens cannot access both funding sources simultaneously.

The Department may consider exceptional circumstances if a Sessional Kindergarten inadvertently exceeds the Funding Threshold due to an unforeseen increase in costs (for example, increased rent/utilities/insurance expenses).

The Department will follow a due diligence process when reviewing a service's fee information to consider the reasonableness of any increases and has full discretion to determine that a Sessional Kindergarten is no longer eligible for Free Kindy based on increases to fees for Eligible Children.



## 2.2 Per Capita Kindy Subsidy

Sessional Kindergartens whose fees are higher than the Funding Threshold will not be eligible to participate in Free Kindy, and instead will be eligible for the Per Capita Kindy Subsidy.

Services will need to comply with KPP Eligibility Requirements, including early childhood teacher (ECT) requirements, and meet Reporting Requirements and criteria under the PRA to qualify for Funding for each Eligible Child.

Services receiving this Funding can apply to opt in to Free Kindy at any point during the year provided they can reduce their fees to meet the Funding Threshold.

## 2.3 Opting out

Where a Sessional Kindergarten notifies the CGB that it no longer wishes to deliver a government Approved Kindergarten Program, it will be deemed an 'opt out' service.

Services that opt out will have their Approved KPP status removed and will be ineligible for Kindergarten Subsidies and supports such as Kindy Uplift.

Should the Sessional Kindergarten choose to opt in later, it will need to reapply to become an Approved KPP and agree to meet the Funding Threshold and terms and conditions of Free Kindy if it wishes to receive Funding to deliver an Approved Kindergarten Program.







## Section 3

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# Central Governing Body model

## 3. Central Governing Body model

### 3.1 Roles and responsibilities

#### Central Governing Bodies

The Department funds CGBs to:

- support their Sessional Kindergartens to deliver quality and affordable Approved Kindergarten Programs
- distribute Subsidies to their Sessional Kindergartens
- comply with requirements of assurance and governance imposed by the Department
- support the operations of their Sessional Kindergartens
- provide Volunteer Management Committees with professional development and advisory services (where relevant). This may include, but is not limited to, governance and support and other professional development opportunities and advice to enhance the delivery of an Approved Kindergarten Program.

CGBs are responsible for implementing sufficient and appropriate governance mechanisms to ensure their Sessional Kindergartens use Funding for the purposes outlined in the [Queensland Kindergarten Funding Category Guidelines](#), [Queensland Kindergarten Funding Essentials](#) and the Service Agreements with the Department.

CGBs also:

- act as the primary contact for Sessional Kindergartens for all matters relating to the delivery of their Approved Kindergarten Program. This may include, but is not limited to, providing an inclusive program, maximising kindergarten enrolments and managing enrolment processes

- submit forecast and actual enrolment and attendance data to the Department on behalf of their Sessional Kindergartens, and distribute Funding
- provide advice and support to Sessional Kindergartens to meet the Eligibility Requirements
- provide advice to the Department on transfers of Sessional Kindergartens to other CGBs and new memberships
- have responsibilities to advise the Department if there is, or they reasonably suspect there is, a Sessional Kindergarten that has misused or misappropriated Funds, or otherwise used the Funds for a purpose other than the specified Funded Purpose
- request approval from the Department on behalf of Sessional Kindergartens seeking to operate an Approved Kindergarten Program outside of the 15 hours per week, 40 weeks (600 hours) per year model.

#### Sessional Kindergartens

In claiming and receiving Queensland Kindergarten Funding, Sessional Kindergartens agree to and must:

- maintain their KPP status through continuing to meet Eligibility Requirements
- ensure Funding is used to provide free kindergarten for Eligible Children (for opted in services), with the fees charged for Eligible Children being less than or equal to fees for non-Eligible Children attending the Approved Kindergarten Program
- ensure Claims are accurate and made for Eligible Children in one Approved Kindergarten Program only

- spend Funding for Eligible Children in the year for which the Funding was claimed
- ensure fees are developed in consultation with the relevant CGB
- (for opted in services) maintain their Approved Kindergarten Program fees under the Department's Funding Threshold for a calendar year to ensure they remain eligible for Free Kindy
- ensure enrolment policies and procedures are followed and that enrolment of Eligible Children in a single kindergarten program is prioritised prior to offering additional programs or enrolling non-Eligible Children after the beginning of February
- always display kindergarten program related information at the service
- only transfer from one CGB to another at the end of a calendar year
- develop Transition Statements for each Eligible Child's family in November of the calendar year
- adhere to the terms and conditions detailed in Service Agreements, including exclusively using the Funds for a Funded Purpose and an Accepted Use
- immediately advise their CGB and the Department should they become aware of a breach of the requirements for using the Funds for a Funded Purpose or an Accepted Use, irrespective of whether the breach was intentional or not

- retain and provide on request any evidence to demonstrate compliance with Queensland Kindergarten Funding for up to 3 years
- adopt their CGB's third party software to charge/apply kindergarten Funding to families (affiliates only).

Further information regarding the roles and responsibilities of CGBs and Sessional Kindergartens is provided at **Appendix 1**.

### Legal obligations

CGBs have legal obligations relating to Queensland Kindergarten Funding and must have financial oversight of the use of Funding provided to each Sessional Kindergarten. CGBs are contractually bound to the terms and conditions in their kindergarten Service Agreements. Each CGB is the legal entity that enters into this contractual and legal relationship with the Department.

Legal obligations include:

- reporting and governance requirements
- financial accountability
- compliance with the **Queensland Kindergarten Funding Essentials**, including service eligibility and requirements.

Sessional Kindergartens (affiliates only) are bound to the terms and conditions of their Affiliate Agreements with their CGB. Affiliate Agreements contractually bind each CGB's service to the Department's kindergarten Eligibility Requirements.



### 3.2 Joining a CGB

Approved KPPs that are Sessional Kindergartens may apply to become a member of any CGB for which they meet the membership criteria. A Sessional Kindergarten (affiliates only) will be asked to enter into an Affiliate Agreement with their chosen CGB.

See [CGB contact details](#).

### 3.3 Transferring membership

A Sessional Kindergarten can choose to transfer its membership from one CGB to another at the end of a calendar year. The existing CGB must notify the Department as soon as a Sessional Kindergarten terminates their Service Agreement with them (affiliates only). Once a Sessional Kindergarten has signed an Affiliate Agreement with the new CGB, this CGB must provide the Department with confirmation of the new membership. The Department will then confirm the transfer date with the new and previous CGBs.

### 3.4 Distribution of Funding

Subsidies are allocated to CGBs by the Department as a block grant to distribute to their Sessional Kindergartens to provide an Approved Kindergarten Program. Any type of Funding that requires the CGB to distribute Funds to a Sessional Kindergarten must be so distributed, with no Funds retained by the CGB or otherwise paid or payable to the CGB. Funding is distributed to CGBs by the Department in accordance with their Service Agreement with the Department.





## Section 4

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# Service provider eligibility

## 4. Service provider eligibility

### 4.1 Eligibility Requirements

To be eligible for and receive Queensland Kindergarten Funding, a Sessional Kindergarten must have obtained Approved KPP status.

#### Becoming a KPP

To become an Approved KPP, Sessional Kindergartens must meet the following Eligibility Requirements.

Eligibility Requirements to become a KPP
Be a member or affiliate of a CGB.
Operate a service that has a current service approval under the <a href="#">Education and Care Services National Law</a> (National Law) or the <a href="#">Education and Care Services Act 2013</a> (ECS Act).
Have a rating of Working Towards National Quality Standard (NQS) or higher. Services waiting to be assessed by the Early Childhood Regulatory Authority (ECRA) against the NQS are still eligible for Funding.
Deliver an Approved Kindergarten Program using the <a href="#">Queensland kindergarten learning guideline</a> (QKLG) or an alternative kindergarten learning guideline accredited by the <a href="#">Queensland Curriculum and Assessment Authority</a> (QCAA).
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, consistent with the requirements of this document and the Service Agreement between the CGB and the Department. Any other model must be approved by the Department prior to commencement.
<p>Employ a qualified Early Childhood Teacher (ECT) to deliver the Approved Kindergarten Program. Further information relating to exceptional circumstances for 'working towards' ECTs is outlined in <b>Section 8.1</b>.</p> <p>Qualifications must meet requirements of an ECT under the <a href="#">National Quality Framework</a> (NQF) and be checked against approved ECT qualifications on the <a href="#">Australian Children's Education &amp; Care Quality Authority</a> (ACECQA) website.</p>
Ensure that the 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. Sessional Kindergartens must also provide evidence that their Approved Kindergarten Program fees are below the Department's Funding Threshold to opt in to Free Kindy.



## a. Application

Approved Providers must **register and create an account in QGrants** before applying for a service to become an Approved KPP.

Once registered for QGrants, Approved Providers can:

- manage their accounts
- approve access requests to their information
- apply to become an Approved KPP
- link their Approved KPPs.

To submit a KPP application through QGrants, refer to the **New KPP Application QGrants Guide for Sessional Kindergartens**.

Approved KPP status does not transfer with a service. If the Approved Provider of an Approved KPP changes, either through the transfer of a service approval or an application for a new service approval, the new Approved Provider must submit an application for that service to be an Approved KPP.

Where the Approved Provider has existing service/s that are Approved KPPs, they must submit an application for any new service, as each service is required to be an Approved KPP.

To be eligible for approval as a new KPP, a Sessional Kindergarten must have a fully qualified ECT employed to deliver an Approved Kindergarten Program at the time of submitting their KPP application.

Sessional Kindergartens applying to change ownership with a 'working towards' ECT with an exceptional circumstance approval in place at the time of application will be eligible for approval. For example, if an existing approved exceptional circumstance ECT remains at the service during the change of ownership, the new Approved Provider will be able to apply for KPP approval.

The Funding will be backdated from the date of change of ownership if the Approved Kindergarten Program has been delivered, or from the commencement of the delivery of the Approved Kindergarten Program, whichever is sooner.

For assistance with the KPP application process, including change of ownership, contact the Grants Management and Funding team on:

**Telephone:** 07 3035 2244

**Email:** [kindyfunding@qed.qld.gov.au](mailto:kindyfunding@qed.qld.gov.au)

## b. Assessment and approval

KPP applications will be assessed and approved based on meeting the Eligibility Requirements. KPP approvals are issued periodically throughout the year. Once approved, Sessional Kindergartens are eligible to receive Funding from the beginning of the next term.

An application to become an Approved KPP may be rejected based on the scenarios outlined in the section **Grounds for suspending or revoking KPP status**.

Successful applicants will be advised in writing and provided with an approval certificate and a range of materials to promote the Approved Kindergarten Program, including the 'kindy tick' identifier and a style guide explaining its use on promotional materials.

Sessional Kindergartens and Approved Providers must not promote their kindergarten programs as being government approved or free, or use the 'kindy tick' identifier, until the KPP application for the service has been approved.

Unsuccessful applicants will be advised in writing of the reasons their KPP application was not approved. Review options are outlined in the Department's **Customer Complaints Management Framework**.

## c. Contractual requirements

Once a KPP application has been approved, the Department will create an Agreement through QGrants for the provision of the Funding. QGrants is separate to:

- the National Quality Agenda ITS, which allows Approved Providers under the NQF to submit applications and notifications to the ECRA
- the Australian Government's Child Care Management System (CCMS), which is required to account for Child Care Subsidy (CCS) funding.

## Maintaining KPP status

To remain an Approved KPP and be eligible for Queensland Kindergarten Funding, the Sessional Kindergarten must continue to comply with Queensland and national funding and regulatory Eligibility Requirements. In addition, Sessional Kindergartens need to meet the following requirements to maintain their Approved KPP status.

Requirements to maintain Approved KPP status	
Assessment and Rating Process	<p>A Sessional Kindergarten must maintain a rating of Working Towards NQS or higher to continue to be eligible to receive Queensland Kindergarten Funding.</p> <p>If a service receives a rating of Significant Improvement Required (SIR) during an Assessment and Rating Process, the service must notify the Department via <a href="mailto:kindyfundings@qed.qld.gov.au">kindyfundings@qed.qld.gov.au</a> within 10 working days. While the Sessional Kindergarten holds a rating of SIR, it will not be eligible to receive Queensland Kindergarten Funding.</p> <p>The Sessional Kindergarten must also cease to use the 'kindy tick' until it has achieved a rating of at least Working Towards NQS.</p> <p>In addition, the Department may, wholly at its discretion, undertake further investigation, which may result in the service's Approved KPP status being suspended or revoked.</p>
Displaying program information	<p>A Sessional Kindergarten must always display the following information when an Approved Kindergarten Program is being delivered:</p> <ul style="list-style-type: none"> <li>• Approved KPP certificate</li> <li>• Approved Kindergarten Program 'kindy tick' identifier</li> <li>• kindergarten program operating times</li> <li>• name and qualifications of the ECT delivering the Approved Kindergarten Program</li> <li>• fee structure clearly documenting how kindergarten will be made free for Eligible Children.</li> </ul> <p>Sessional Kindergartens should clearly document, display and publish their fee information on their website. This should include a written statement about the fees to be charged. Sessional Kindergartens can use their own template or, alternatively, the <a href="#">Kindergarten Program Statement of Fees template</a> on the Department's website. Refer to <b>Appendix 2</b> for further information.</p>
Kindergarten identifier	<p>To help families recognise free kindergarten programs that have been officially approved by the Queensland Government, Sessional Kindergartens must display the 'kindy tick' in their signage and promotional material.</p> <p>If an Approved Provider or Sessional Kindergarten does not meet the Eligibility Requirements or has not delivered an Approved Kindergarten Program for a continuous period of longer than 3 months, it must cease the use of the 'kindy tick' until it recommences delivering an Approved Kindergarten Program.</p>

Requirements to maintain Approved KPP status	
Fees	<p>Approved Providers are required to have a comprehensive written fees policy applicable at the service delivery level for their services. The fee policy should provide information about:</p> <ul style="list-style-type: none"> <li>the total annual fee amount, including all non-refundable components and the Out-of-Pocket Cost for parents/carers, which is covered by Free Kindy</li> <li>how each Subsidy component is applied.</li> </ul> <p>Sessional Kindergartens that have opted in to Free Kindy must not increase their fees during a calendar year without approval from their CGB to ensure that they can remain under the Department's Funding Threshold and continue to be eligible for Free Kindy.</p>
Transition Statements	<p>The ECT is required to use the online application in the <a href="#">QCAA</a> 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. Further information on Transition Statements is available on the <a href="#">QCAA's website</a>.</p> <p>A Transition Statement should also be developed for children completing a second year of kindergarten, acknowledging their learning progress and strategies to support continuity of learning and transition into a new kindergarten group.</p>
Contractual requirements	<p>Sessional Kindergartens receive Funding in advance each term through their CGB, which is required to comply with its Service Agreement with the Department. Sessional Kindergartens are required to comply with their Affiliate Agreement with their CGB to continue to be eligible to receive Kindergarten Funding.</p>
Maintaining Approved KPP status without an ECT	<p>To maintain Approved KPP status without an appropriately qualified ECT and/or delivering an Approved Kindergarten Program, a Sessional Kindergarten is required to provide evidence that it is actively recruiting for an ECT and submit a nil Claim each term. The service will not be eligible to use the 'kindy tick' or be included on the Free Kindy Finder until it meets the Funding Eligibility Requirements.</p>



## Grounds for suspending or revoking KPP status

Approved KPP status may be suspended or revoked based on any of the following grounds, which is wholly within the discretion of the Department.

The Approved Provider is currently:

- insolvent, under management, under administration or in liquidation
- in receipt of outstanding compliance issues of a serious or ongoing nature that would impact on the delivery of the Approved Kindergarten Program or the operation of the service
- the subject of an investigation by a state, territory or Australian government regulator
- not delivering an Approved Kindergarten Program and not submitting nil Claims for a period greater than 2 years

or

- not meeting the Eligibility Requirements or its contractual obligations.

The Approved Provider has (or its directors or office bearers have been directors or office bearers of an Approved Provider that has) previously:

- had a Department funding agreement terminated
- had Queensland Government funding or services suspended, ceased or substantially varied
- persistently breached (without remedy) funding agreements with the Queensland Government

or

- received an adverse finding by a state, territory or Australian government regulator where these findings are reported through:
  - Australian Charities and Not-for-profit Commission
  - Australian Securities and Investments Commission
  - Office of the Registrar of Indigenous Corporations

or

- otherwise within the knowledge of the Department and regarded as an adverse finding.





## Section 5

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# Child eligibility

## 5. Child eligibility

### 5.1 Eligible Children

#### Eligible age cohort

Eligible Children, being children eligible for Funding, must be 4 years old by 30 June in the year they participate in the Approved Kindergarten Program (generally the year before starting formal schooling or Prep). An Eligible Child is enrolled for 15 hours, 40 weeks or 600 hours a year and Funding is based on enrolment in an Approved Kindergarten Program, not attendance.

To check whether a child is of eligible age, enter their birthday into the [kindy eligible age calculator](#).

Parents/carers are required to provide evidence of date of birth 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 (for example, a letter from Medicare). This evidence must be sighted by the service provider before finalising the enrolment.

The Eligible Child should be enrolled using the name identified on the birth certificate or equivalent. Where a birth certificate or equivalent cannot be obtained, documentation citing the child's name can be provided by a community Elder or Aboriginal or Torres Strait Islander staff member from an established organisation (for example, a Community Controlled Organisation, identified kindergarten, school, kindergarten or playgroup) who is known to the child.

Families are only able to claim Queensland Kindergarten Funding for one program per Eligible Child per calendar year, totalling 600 hours.

#### Delayed exit

Delayed exit is a decision for the parent/carer and their child's service provider. Parents/carers are encouraged to arrange a meeting with their child's kindergarten teacher and other relevant professionals (for example, allied health providers) to discuss any concerns about their child's readiness to start school and potential delayed exit from kindergarten.

Where an Eligible Child has a delayed exit from kindergarten, the Approved Provider will be able to claim a second year of Funding for the child.

The Department will provide Queensland Kindergarten Funding for a maximum of 2 years, inclusive of delayed exit. A child who will reach the age of 6 years and 6 months on or before 30 June is ineligible for Funding, even if this would be their first year in kindergarten.

A child receiving a second year of Funding must be flagged as repeating in the Sessional Kindergarten's CCMS.

Sessional Kindergartens are required to document and keep evidence of their decision-making as part of the Department's quality assurance process.

#### Unvaccinated children

Unvaccinated Eligible Children can participate in an Approved Kindergarten Program and receive Funding. The decision to enrol an unvaccinated Eligible Child is for the Approved Provider to make in accordance with their enrolment policies.



## Children on visas

Eligible Children who are on a permanent resident visa are eligible for Free Kindy and families do not need to declare the visa when enrolling the child in an Approved Kindergarten Program.

If Eligible Children are not citizens or permanent residents of Australia, parents/carers must provide current visa information to Sessional Kindergartens when enrolling.

Visas are deemed eligible if they are exempt from state school fees or are a recognised Refugee or Humanitarian visa.

Sessional Kindergartens can determine if a child is eligible for Free Kindy by checking:

- the Department's **International schedule of visa subclasses and enrolment conditions**. The column titled 'Fee Exempt' (column 4) has 'Yes' listed for the visa types that are eligible for Free Kindy
- the list of eligible visas under the Australian Government Refugee and Humanitarian Program at **Appendix 3**.

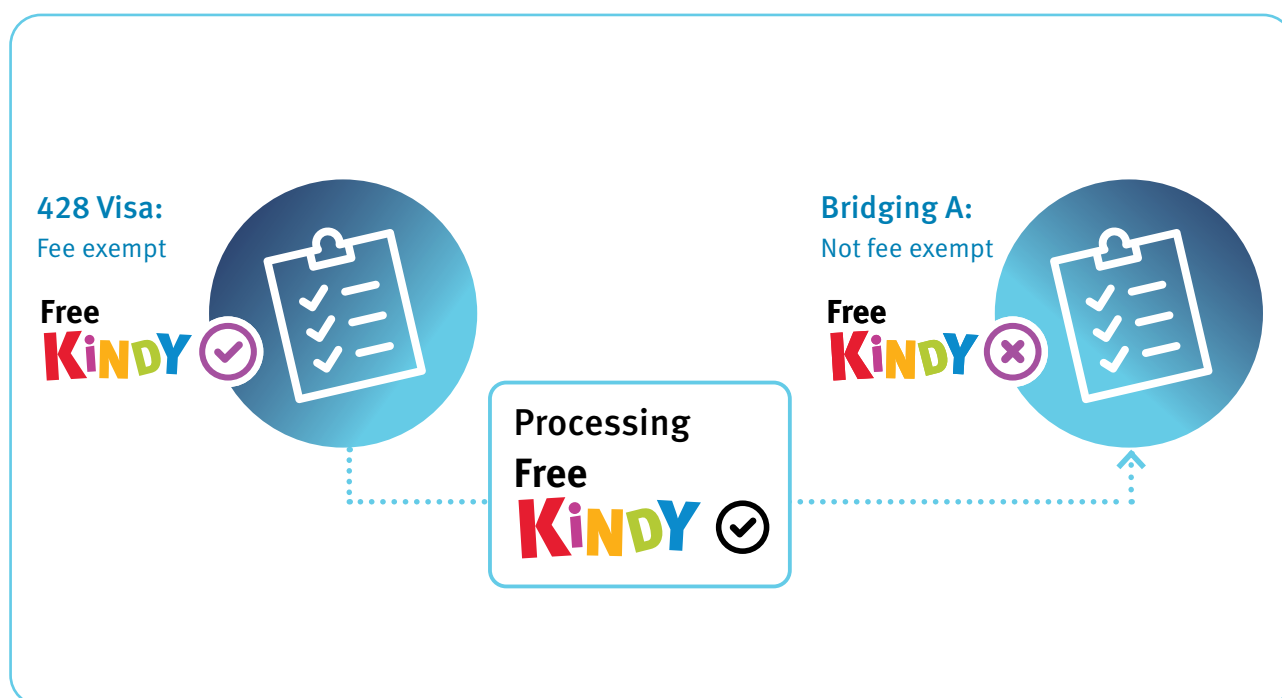
Sessional Kindergartens should contact the Department via [kindyfunding@qed.qld.gov.au](mailto:kindyfunding@qed.qld.gov.au)

if a visa is not listed in the International schedule of visa subclasses and enrolment conditions document or in **Appendix 3**.

Bridging visas take on the nature of the visa they are bridging for Free Kindy eligibility purposes. If the substantive visa is exempt from state school fees, the child will be eligible to receive free kindergarten. If the substantive visa is not exempt from state school fees, the child will not be eligible for free kindergarten.

For example, a family has a substantive Temporary Skills Shortage (Labour Agreement subclass 482) visa, which is eligible for Free Kindy. They have been issued with a Bridging A visa (not eligible for Free Kindy as an individual visa type) while their new visa application is being processed. In this scenario, as the 482 visa is the substantive visa, the child is eligible for Free Kindy.

If a parent/carer is the primary holder of a 500 Student Visa (primary visa holder = parent) or a 500 Student Visa (exchange student), the child will be eligible to receive free kindergarten, provided they meet all other Eligibility Requirements.



## 5.2 Non-Eligible Children

### Non-eligible age cohort

A child who will turn 4 years old after 30 June in the year they are participating in kindergarten is not eligible to receive Funding and the Approved Provider cannot claim Funding for this child. The fee charged for this cohort must be the same as or higher than the fee that would apply for an Eligible Child.

If a Sessional Kindergarten or CGB makes a Claim for a child who is not an Eligible Child, the Department is entitled to recover the Funds and take any action contemplated by the

Service Agreement. To avoid doubt, use of the Funds for the benefit of, or distribution based on, a child who is not an Eligible Child is a breach of the Service Agreement.

Sessional Kindergartens can only offer a non-Eligible Child a place in an Approved Kindergarten Program from the commencement of Term 1 each kindergarten program year if places are available after finalising the enrolment of Eligible Children.





## Section 6

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# Managing enrolments



## 6. Managing enrolments

### 6.1 Eligible Children

#### Prioritising access

Sessional Kindergartens must prioritise the enrolment of Eligible Children into Approved Kindergarten Programs prior to opening additional programs or enrolling non-Eligible Children. Sessional Kindergartens must implement a clear enrolment policy that states the Eligible Child cohort (based on age) for each year of enrolment (children turning 4 years old by 30 June in the year they participate in the Approved Kindergarten Program).

Non-Eligible Children can be enrolled in a kindergarten program from the commencement of Term 1 of each kindergarten program year. The enrolment of Eligible Children must always take precedence over non-Eligible Children. To ensure that Eligible Children continue to be prioritised for enrolment, Sessional Kindergartens must ensure that they:

- hold 10% of total enrolment places in January and February to capture Eligible Children who are yet to enrol
- exhaust the waiting list for Eligible Children first before offering fee-paying places to non-Eligible Children.

For inner Brisbane and surrounds, where enrolment places are limited, CGBs must have a framework and procedures in place to prioritise Eligible Children over enrolled non-Eligible Children, and Sessional Kindergartens must consult with their CGB on this matter.

The Department will monitor non-Eligible Child enrolments through reviewing QGrants data and requesting enrolment wait list information from CGBs.

Sessional Kindergartens have a legal responsibility under the [Commonwealth Disability Discrimination Act 1992](#), the [Disability Standards for Education 2005](#), the [Queensland Anti-Discrimination Act 1991](#) and the [Human Rights Act 2019](#) to provide inclusive programs to ensure all Eligible Children can actively participate in an education program, including Aboriginal and Torres Strait Islander children and those who face barriers to participation and learning.

To deliver inclusive and culturally appropriate programs, Approved Providers must actively

acknowledge this legal responsibility in their decision-making, including policies, procedures and practices. They are also able to use their Inclusion Ready Subsidy to support Eligible Children to feel welcome and included at the Sessional Kindergarten.

There is a range of programs and resources available on the [Department's website](#) to support Sessional Kindergartens to deliver inclusive and culturally appropriate Approved Kindergarten Programs.

#### Enrolment in multiple programs at different services

Each Eligible Child can only access Funding for one Approved Kindergarten Program at a time. Where a child attends multiple Sessional Kindergartens, the service must support parent choice regarding which service is to receive the Kindergarten Funding. Approved Providers must not influence parent choice. For completeness, this should include providing parents of Eligible Children with a copy of the fee structure to assist them in making a choice on enrolment and application of Subsidies at the Sessional Kindergarten of their selection.

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 Funding for the child.

An Eligible Child can be enrolled in 2 programs at 2 different services from the commencement of Term 1 each Kindergarten program year, provided there are places available. To avoid doubt, families can only receive Funding for one Approved Kindergarten Program.

Sessional Kindergartens are responsible for ensuring reasonable steps are taken to minimise Claims for Funding for Eligible Children who may be enrolled in more than one Approved Kindergarten Program. This could be achieved 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 Funding will be claimed.

Where an enrolment form requires information from a family regarding enrolling in another Approved Kindergarten Program, the family is responsible for the accuracy of the information provided.



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

Services should refer to their CCMS user guide or contact their CCMS provider to ensure this is accurately recorded in the system.

### Early entry to Prep

Early entry to Prep is possible under Part 4, Section 17 of the Education (General Provisions) Regulation 2017 where a child turns 5 years old by 31 July in the year they propose to attend Prep, and the school principal is satisfied that the child is ready for education in the Prep year.

Sessional Kindergartens need to seek approval for Queensland Kindergarten Funding for children eligible for early entry to Prep by emailing the Department at [kindyfunding@qed.qld.gov.au](mailto:kindyfunding@qed.qld.gov.au) and providing evidence (for example, letter or email) from the school principal of unconditional early enrolment into Prep for the following year.

If approved by the Department, the child can receive full or pro-rata Queensland Kindergarten Funding from the date the evidence is received.

This evidence is to be retained by the Sessional Kindergarten in the event of an Assurance Review by the Department. Further information on early entry to Prep is available on the [Department's website](#).

### Children returning to Kindergarten from Prep

Where a family requests that their child return to Kindergarten from Prep after Term 1 (for example, if it has been identified by the school that it is in the best interest of the child), the Sessional Kindergarten must seek guidance and advice from its CGB in the first instance before approving the enrolment.

### Out of cycle enrolments and pro-rata funding

An Eligible Child can be enrolled in an Approved Kindergarten Program at any time during a calendar year and will receive Funding for 15 hours per week on a pro-rata basis for a maximum of 40 weeks up to 600 hours a year, based on the date of enrolment.

### Enrolment in multiple programs at the same service

An Eligible Child can be enrolled in more than one Approved Kindergarten Program (offered for more than 600 hours annually) from the commencement of Term 1 in the Kindergarten program year, but can only receive Kindergarten Funding for 600 hours annually, made up of at least 15 hours per week or 30 hours per fortnight for 40 weeks. The child will not be eligible for Queensland Kindergarten Funding for the remaining hours or receive Funding for a second Approved Kindergarten Program.

Sessional Kindergartens must ensure that they advise families that:

- 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 Subsidies.

Services need to communicate clearly with families about their fee structures and which hours of the day attract Queensland Kindergarten Funding.

### Absences

Sessional Kindergartens must have a policy/ procedure in place that includes the management of illness, holidays and long-term absences for Eligible Children enrolled in an Approved Kindergarten Program.

Sessional Kindergartens should discuss with families if the policy/procedure impacts on children receiving Free Kindy.

### Cancellation of enrolment

Queensland Kindergarten Funding is applied on a pro-rata basis for each Eligible Child, based on their enrolment. No further Funding will be paid for the Eligible Child where the enrolment is cancelled by the service or family. If a child whose enrolment has been cancelled at one service subsequently enrolls at another service, Funding can recommence, provided the child remains eligible for Queensland Kindergarten Funding.

## 6.2 Enrolment processes

### Enrolment policies and procedures

Sessional Kindergartens must have clear and transparent kindergarten enrolment processes and must ensure their application and enrolment policies:

- promote fair and equitable access to Approved Kindergarten Programs
- support all Eligible Children to access an Approved Kindergarten Program, including those who face barriers to participation
- do not inadvertently present barriers to participation, especially for Eligible Children experiencing vulnerability or disadvantage.

To achieve these objectives, Approved Providers must ensure their enrolment policies:

- comply with the *Commonwealth Disability Discrimination Act 1992*, the *Disability Standards for Education 2005*, the *Queensland Anti-Discrimination Act 1991* and the *Human Rights Act 2019*
- support Eligible Children who are experiencing disadvantage
- address issues of eligibility for funded places
- outline how waiting lists will be prioritised
- are effectively communicated to families and the local community.

### Fees

Approved Providers are required to group additional levies and fees into the standard kindergarten fee to ensure that kindergarten will be free for Eligible Children. Planned incursions and excursions should be part of the educational program and built into the service delivery model and fee structure for the service.

Where possible, an application or enrolment fee should not be charged, but is permitted (if required) to prevent families from enrolling at multiple services. The enrolment fee, if charged, should be reasonable. Sessional Kindergartens should discuss with their CGB what constitutes a reasonable fee based on the context of their service. Families with an Australian Government Health Care Card should not be charged an enrolment fee to ensure that cost is not a barrier to participation in an Approved Kindergarten Program.

Where a Sessional Kindergarten's constitution requires a family to pay a membership fee, this fee is not required to be rolled up into the standard kindergarten fee. Other fees and levies (for example, building fund, maintenance and fundraising levies) must be voluntary. Sessional Kindergartens cannot use non-payment of these fees as a basis to refuse an Eligible Child's enrolment.

Sessional Kindergartens can set their fees at the beginning of the calendar year but are not permitted to increase their fees during the year as agreed to under the terms and conditions of Free Kindy. CGBs will be surveyed biannually to gather fee information for their Sessional Kindergartens to ensure their fees are maintained under the Funding Threshold.

Refer to the section **Maintaining KPP status** for further information regarding fee policies.



## Section 7

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# Delivery of an Approved Kindergarten Program

# 7. Delivery of an Approved Kindergarten Program

## 7.1 Kindergarten program delivery

Sessional Kindergartens are responsible for the delivery of an inclusive quality education program for all children. They must:

- establish procedures for the inclusion of all children
- manage the Approved Kindergarten Program, activities and physical environment of their service to ensure they cater for all children and address the designed learning program
- have a documented approach to working with families to support the learning potential of each child in kindergarten
- ensure the Approved Kindergarten Program delivers the QKLG or an alternative kindergarten curriculum that is accredited by the QCAA
- consider Kindy Uplift, inclusion and workforce funding when developing their Approved Kindergarten Program.

### Program hours

Sessional Kindergartens are required to deliver an Approved Kindergarten Program for at least 15 hours per week or 30 hours per fortnight for 40 weeks per calendar year, or 600 hours per calendar year, for each Eligible Child.

Approved Providers can only claim Funding for Eligible Children who are enrolled in the Approved Kindergarten Program at a Sessional Kindergarten for a minimum of 15 hours per week or 30 hours per fortnight.

Eligible Children who are enrolled to participate in the Approved Kindergarten Program for less than 15 hours a week or 30 hours per fortnight are not eligible for Funding and should be flagged in the CCMS as ineligible.

Advertising and service documentation must clearly reflect the actual hours that the Approved Kindergarten Program is delivered by a qualified ECT. This is essential for parents/carers to ensure their child can receive as much of the Approved Kindergarten Program as possible to improve lifelong learning outcomes.

A staff roster must be available, and each Sessional Kindergarten must provide adequate evidence of the actual hours that the ECT delivers the Approved Kindergarten Program to the children at the Sessional Kindergarten. Evidence of all ECT non-contact periods must be clearly available, as this forms an essential part of the human resource recordkeeping component.

Other evidence may also need to be made available to confirm these hours when requested from the Approved Provider by the Department.



## a. Eligible and ineligible activities

The table below contains a list of activities that **can** and **cannot** be included as part of the kindergarten learning program hours.

Activity type	Can this activity type be included as part of the Approved Kindergarten Program hours?	
	YES	NO
When the ECT is working directly with the kindergarten children and delivering the Approved Kindergarten Program.	✓	
Up to one hour per day, which can be inclusive of programming time or the ECT's lunch break.	✓	
The service's designated rest period condition (if held) where the ECT is <b>in the room</b> and is undertaking activities directly related to delivering an Approved Kindergarten Program, such as individual or small group work with those children who are not resting.	✓	
Extracurricular activities undertaken by the kindergarten cohort when a specific experience is being offered to ALL children, the ECT is present and participating, the experience is included in the ECT's curriculum, and the Approved Provider pays for the activity in full.	✓	
When the ECT is on non-contact time, including when the ECT is: <ul style="list-style-type: none"> <li>• undertaking programming (in addition to the allowable one-hour period as listed above)</li> <li>• undertaking educational leader responsibilities or</li> <li>• undertaking other duties not associated with the delivery of the Approved Kindergarten Program (e.g. administration duties, cleaning and kitchen duties).</li> </ul>		✗
When the Approved Provider is utilising 'under the roof' and the ECT is in another area of the service or is not engaged in delivering an Approved Kindergarten Program with the kindergarten cohort.		✗
When the kindergarten children are in mixed-age groups, unless the Approved Kindergarten Program is being delivered during these times and evidence of separate planning for the kindergarten cohort during these periods is documented. For example, services often combine groups at arrival and departure times in one location, or during the delivery of outside school hours care or vacation care.		✗

## Maintaining service delivery

There may be times when it is not possible to deliver the scheduled funded Approved Kindergarten Program hours in a given week due to:

- public holidays
- child-free days
- reduced session times
- teacher absences due to a range of factors, such as illness, professional development activities or attendance at compulsory practicums required to complete an approved ECT degree
- emergency situations.

**Note:** Public holidays are included in the annual provision of 600 hours and will not be reflected as ineligible days. Enrolment hours on a day that is identified as a public holiday will still count towards the calculation of Funding (for example, if a public holiday falls on a day that the Approved Kindergarten Program would normally be delivered, the Sessional Kindergarten can claim the public holiday).

Where possible, Sessional Kindergartens are encouraged to develop solutions to minimise the amount of disruption to normal service delivery, including:

- appointing relief staff to ensure sessions can continue and the Sessional Kindergarten does not need to close
- scheduling closures evenly across the days of the week so that the same group of children are not always missing out on program hours
- offering alternative sessions or activities.

Sessional Kindergartens are required to communicate to families about the days and times the Sessional Kindergarten will operate, and must identify any planned closures, including public holidays and child-free days, as well as details of any planned make-up arrangements or alternative activities. On occasions, these disruptions may impact on the number of children eligible for claiming at the end of the term.

When possible, Sessional Kindergartens should avoid cancelling sessions or changing session times during the year if the closure has not been planned and communicated to families at the beginning of the year.

## Non-funded hours

Sessional Kindergartens can offer additional hours and charge parents/carers for program hours over and above the 15 funded hours per week (600 hours per year) or wraparound kindy care. The fees for these additional hours can be set by the Sessional Kindergarten in consultation with its community and are not subject to fee policies.

Wraparound kindy care can be provided at the discretion of a Sessional Kindergarten and does not attract any Subsidies.



## Section 8

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# Managing ECTs

## 8. Managing ECTs

### 8.1 Qualifications

An Approved Kindergarten Program is to be delivered by an appropriately qualified ECT who has a teaching qualification recognised by the ACECQA. The general requirements under the NQF relating to the size of the service, access to an ECT or ECT waivers do not apply for Queensland Kindergarten Funding.

The Approved Provider should confirm the qualifications on the [ACECQA website](#) before

engaging a teacher to ensure they meet the Eligibility Requirements to claim for Funding. If the qualification is not on the approved list, an application can be made to the ACECQA to have the qualification assessed for equivalency.

The Approved Provider must ensure all information and records are retained and are accessible to confirm the ECT meets the NQF and subsequently the Queensland Kindergarten Funding Essentials.

### Fully qualified ECTs

In Queensland, ECT qualifications for Funding align with the NQF. Teacher registration is encouraged, but it is not a requirement unless relevant to the individual staff member's qualification, or to the process of undertaking an alternative pathway to being recognised as an ECT as per the pathways in the table below. An individual will be considered a qualified ECT if **one** of the following statements applies.

✓	The person holds an Approved ECT Qualification on the ACECQA's list.	
✓	The person holds a letter from the ACECQA confirming their qualification/s has been formally assessed and deemed to be equivalent to those of an ECT.	
✓	The person holds a Queensland Kindergarten Funding Scheme (QKFS) Teacher Recognition Letter previously supplied by the Department of Education (and continues to comply with any additional requirements contained in the letter).	
✓	The person was employed to deliver a pre-preparatory learning program (within the meaning of the <a href="#">Education (General Provisions) Act 2006</a> of Queensland – previously known as Bound for Success) before 1 January 2012.	
✓	The person held Queensland teacher registration prior to 1 January 2012 and held, or commenced studying towards, an approved diploma level qualification on or before 31 December 2013 (and subsequently completed the qualification).	
✓	The person holds a primary or secondary teaching qualification	AND ✓ Teacher registration/accreditation in Australia held at any point in time AND ✓ An approved Certificate III level or higher education and care qualification.



## ECT exceptional circumstances

An Approved Provider may be able to claim Funding for an ECT who is 'actively working towards' completing an ACECQA approved qualification and delivering the Approved Kindergarten Program at the Sessional Kindergarten.

An Approved Provider can apply for an exceptional circumstance where it can demonstrate:

- the Sessional Kindergarten has a workforce plan and there are strategies in place to attract, recruit and retain an ECT
- the educator contained in the application meets **one** of the following:
  - the teacher must hold an approved diploma-level qualification and be enrolled in and actively working towards an ACECQA Approved ECT Qualification
  - the teacher must be enrolled in and actively working towards an ACECQA Approved ECT Qualification and have completed at least 50%  
or
  - the teacher must have completed a primary or secondary teaching qualification and—
  - have a current teacher registration
  - be currently enrolled in and actively working towards a Certificate III or higher early childhood education and care qualification approved by the ACECQA.

Instances where the educator will not be considered actively working towards an ECT qualification include if they:

- have not enrolled in any subjects for a semester/trimester/teaching period or more  
or
- have deferred or withdrawn from all subjects in a semester/trimester/teaching period or more  
or
- are completing the **Literacy and Numeracy Test for Initial Teacher Education** (LANTITE) and are not enrolled in any subjects for the semester/teaching period (unless there are no remaining eligible subjects required for the course and the university provides supporting evidence)  
or
- have not successfully completed any subjects across 2 or more semesters/trimesters/teaching periods.

Approval for ECT exceptional circumstances must be obtained from the Department in writing prior to the submission of any Claims. Where an ECT exceptional circumstance is approved, the Sessional Kindergarten is required to submit a Declaration to the Department twice a year (by 30 January and 17 July) to demonstrate that the approved 'working towards' educator is actively making progress towards the completion of their ACECQA approved ECT qualification.

To be eligible to claim Funding, the ECT or approved 'working towards' ECT must be delivering the Approved Kindergarten Program.

Approval of a 'working towards' educator is Sessional Kindergarten specific, and the approval does not transfer from one service to another.

The exceptional circumstance applies for the duration of the 'working towards' educator's employment at the service or until they become a fully qualified ECT. Approved Providers are not required to reapply for exceptional circumstances each year unless there is a change to the 'working towards' educator.

Enquiries about the exceptional circumstances process and 'working towards' ECTs should be emailed to [kindyfundings@qed.qld.gov.au](mailto:kindyfundings@qed.qld.gov.au).

A Sessional Kindergarten must retain evidence to demonstrate an educator is 'actively working towards' an ECT qualification. These documents include (but are not limited to):

- evidence of any qualifications held (for example, an approved diploma level qualification or a primary teaching qualification)
- current teacher registration/accreditation (if required)
- current academic transcript containing a record of subjects completed at the end of each semester/trimester/teaching period
- a record of subjects enrolled in for each semester/trimester/teaching period.

## ECT waivers

Approved Providers and Sessional Kindergartens that have applied for and hold a temporary staffing waiver under the National Law are not eligible to claim Funding for the period that a qualified ECT is not delivering the Approved Kindergarten Program, unless the Approved Kindergarten Program is being delivered by an ECT who meets the 'actively working towards' requirements outlined above and has an exceptional circumstance approved by the Department.

## ECT special circumstances

The Department will consider requests on a case-by-case basis for an exemption from Queensland Kindergarten Funding ECT Eligibility Requirements where special circumstances exist around why the Approved Kindergarten Program should continue to operate without a fully qualified ECT or a 'working towards' ECT.

CGBs can submit a business case to the Department for consideration, outlining the steps that have been taken to employ a qualified ECT or a 'working towards' ECT, the experience of the educator who would be responsible for delivering the Approved Kindergarten Program, the support available to the educator, and the special circumstances relevant to the Sessional Kindergarten that warrant an exemption from Queensland Kindergarten Funding ECT Eligibility Requirements.

## 8.2 Contact and non-contact hours

An ECT can claim up to one hour per day of non-contact time as part of the Approved Kindergarten Program hours, which can be inclusive of programming time or the ECT's lunch break.

These hours should not be accumulated over the week, as this could significantly impact the hours of delivery of the Approved Kindergarten Program for some Eligible Children (for example, children only attending 2 days).

A list of non-contact time activities that are not eligible to form part of the Approved Kindergarten Program hours is provided in **section 7**.

## 8.3 Absences

### Planned

If the ECT delivering the Approved Kindergarten Program is on a planned or extended absence (for example, a rostered day off, holidays, university placement, planned surgery, maternity leave), the allocation of the 40 weeks of the Approved Kindergarten Program should be planned around this absence.

An Approved Provider will not be able to claim Funding for the Sessional Kindergarten for the period when a qualified ECT is not delivering the Approved Kindergarten Program, except if the ECT is on unexpected leave for up to 10 consecutive days.

If a qualified ECT cannot be recruited to relieve for a period of more than 10 consecutive working days, a Sessional Kindergarten must advise its CGB.

## Unplanned

If the ECT delivering the Approved Kindergarten Program is ill or on unplanned leave (for example, if the ECT has a medical emergency, a family member is unwell or there is a death in the family), Sessional Kindergartens must make every effort to engage another ECT to replace them. In all circumstances, staff members must meet the requirements of the NQF.

If this unexpected/unplanned leave is for 10 consecutive working days or less, and a qualified ECT cannot be recruited to deliver the Approved Kindergarten Program, the Sessional Kindergarten may engage an educator who meets the requirements of the NQF, such as a diploma-qualified educator. An Approved Provider can claim Funding for the Sessional Kindergarten for this period, up to 10 days, if the absence was unexpected.

If unplanned absences exceed 20 days in a calendar year, and a qualified ECT is not delivering the Approved Kindergarten Program, the Approved Provider will not be able to claim Funding for the Sessional Kindergarten.

## 8.4 Workforce programs

### Qualifications Pathways Program (QPP)

The Qualifications Pathways Program (QPP) provides scholarships with wraparound supports to early childhood professionals to undertake further studies to upgrade qualifications. The program aims to address workforce shortages and offers a structured pathway to upskill, while supporting services to continue to meet staffing regulations and provide high-quality education and care. Sessional Kindergartens having trouble with recruiting qualified ECTs or educators should work closely with QPP organisations and Kindy Advisors/Workforce Advisors to determine eligibility and opportunities.

The program is open to all educators currently working in a Queensland Kindergarten Service who are pursuing or upgrading their qualifications to meet the requirements of their roles.

Eligible qualifications include:

- Certificate III in Early Childhood Education and Care
- Diploma of Early Childhood Education and Care
- Bachelor (Early Childhood Education and Care)
- Graduate Diploma.

Further information on the **QPP** is available on the Department's website.

## Early Childhood Practicum Placement Grant (ECPPG)

The Early Childhood Practicum Placement Grant (ECPPG) is available for eligible students not currently working in the sector who will complete their minimum consecutive 15-day practicum placement in an Approved Kindergarten Program (Long Day Care or Sessional Kindergarten).

Financial support of up to \$5,000 is available for students studying an early childhood undergraduate degree or postgraduate qualification who complete their final work placement in a service delivering an Approved Kindergarten Program.

Eligible early childhood undergraduate and postgraduate students can apply for the grant once they have completed their final practicum placement—either in Semester 2, 2024, 2025, 2026 or 2027.

Students will have up to 3 months from the completion of their final practicum placement to apply for the grant.

Students doing less than a consecutive 15-day placement can apply for a pro-rata grant. Extra grant funds may be available for students undertaking placement in regional, remote or very remote services.

Further information on the [ECPPG](#) is available on the Department's website.

## Early Childhood Guidance Program Pilot (ECGPP)

The Early childhood Guidance Program Pilot (ECGPP) builds educator and service capability in Protective Behaviours delivered by the National Association for the Prevention of Child Abuse and Neglect, and in Positive Behaviour Guidance, delivered by Autism Queensland. The program includes workshops, online training and personalised support for educators. It is available to all regulated early childhood services in Queensland.

Further information on the [ECGPP](#) is available on the Department's website.





## Section 9

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# Kindergarten Funding

## 9. Kindergarten Funding

### 9.1 Free Kindy Funding

All Sessional Kindergartens have the choice to opt in to Free Kindy, provided their fee structure complies with the Department's Funding Threshold. Funding is provided to Sessional Kindergartens through one or more Subsidies.

**Base Subsidy** is provided for Sessional Kindergartens that have opted in to Free Kindy for each Eligible Child who is enrolled in an Approved Kindergarten Program. This Funding is provided to offset the operating cost to deliver the Approved Kindergarten Program (600 hours per year). Use of this Funding must be in line with the contractual arrangements for an Accepted Use of Funds. Services receiving the Per Capita Kindy Subsidy are not eligible for the Base Subsidy.

**Free Kindy Funding** is provided for each Eligible Child enrolled in an Approved Kindergarten Program delivered by a Sessional Kindergarten that has opted in to Free Kindy, and covers the parent fee component of the kindergarten program for at least 15 hours a week for 40 weeks, or 600 hours a year. Services receiving the Per Capita Kindy Subsidy are not eligible for the Free Kindy Subsidy.

**Inclusion Ready Subsidy** is provided to Sessional Kindergartens that have opted in to Free Kindy to support inclusion of all Eligible Children in an Approved Kindergarten Program, irrespective of diversity of background or additional needs. Funding is provided to ensure all Eligible Children meaningfully participate in kindergarten on the same basis as their peers. Services receiving the Per Capita Kindy Subsidy are not eligible for the Inclusion Ready Subsidy.

The Inclusion Ready Subsidy is provided to eligible Sessional Kindergartens to:

- improve kindergarten participation and attendance for all Eligible Children
- ensure Eligible Children with diverse backgrounds or additional needs are provided with adjustments, supplementary to the strategies and resources already available
- remove any barriers to participation for Eligible Children experiencing Vulnerability\*
- engage in professional development to ensure educators support Eligible Children and their families to feel welcome, engaged and culturally safe
- purchase programs, resources, equipment and education materials, or access visiting partners or specialists to support overall inclusion at the service
- support the transition into kindergarten or Prep for Eligible Children with diverse backgrounds or additional needs.

*\* this should be undertaken in consultation with families.*



The Inclusion Ready Subsidy is calculated non-cumulatively, based on the total number of Eligible Children enrolled in an Approved Kindergarten Program each term, up to the highest enrolment number for any single term.

If an Eligible Child leaves the Sessional Kindergarten and another Eligible Child commences, the Subsidy is deemed to have been paid for that enrolment, not specifically for that child. Similarly, if a Sessional Kindergarten's highest enrolments were reported in the first term, despite many children leaving and new children enrolling at the service, no further Inclusion Ready Subsidy would be paid.

Inclusion Ready funds must be expended in addition to the Base Subsidy, Service Location Subsidy and Kindy Uplift. The use of these Funds must be in line with the contractual arrangements for an Accepted Use of Funds.

**Kindergarten Inclusion Support Scheme (KISS)** provides Funding, by application, to approved Sessional Kindergartens that have opted in to Free Kindy to make reasonable adjustments for Eligible Children with disability or suspected disability to ensure they can access and participate in an Approved Kindergarten Program on the same basis as their peers. Services receiving the Per Capita Kindy Subsidy are not eligible for KISS.

KISS Funding is administered on behalf of the Department by the CGBs in accordance with the [Queensland Kindergarten Funding Essentials](#), [Queensland Kindergarten Funding Category Guidelines](#) and their Service Agreements with the Department.

KISS Funding will only be provided when applications specify the reasonable adjustment required and its related cost. When CGBs are assessing applications, they need to consider the service holistically, with consideration to the Inclusion Ready Subsidy, Kindy Uplift Funding, support available through KISS and other KISS applications.

The use of these Funds must be in line with the contractual arrangements for an Accepted Use of Funds. Further information on the Funding and Eligibility Requirements for KISS are available in **Appendix 4**.

## Kindergarten Inclusion Service organisations

The **Kindergarten Inclusion Service** increases access for Eligible Children with additional needs and improves the inclusiveness of kindergarten programs. The program is available to Sessional Kindergartens delivering an Approved Kindergarten Program. Services can access universal and targeted support and advice to build educator capability and enhance the access, inclusion and outcomes of Eligible Children with additional needs, by contacting the following specialist organisations:

 Autism Queensland Limited

 Down Syndrome Queensland

 Hear and Say Limited

 SPELD Qld Inc.

**Service Location Subsidy** is provided to Sessional Kindergartens where the service is located in an Eligible Remoteness Category using the Australian Bureau of Statistics remoteness measure at the SA2 geographic level. The use of these Funds must be in line with the contractual arrangements for an Accepted Use of Funds. Services receiving the Per Capita Kindy Subsidy are not eligible for the Service Location Subsidy.

There are 2 Service Location Subsidies: ECTs and Financial Viability.

### ECTs

The ECTs Subsidy is designed to assist service providers to attract and retain a qualified ECT to deliver an Approved Kindergarten Program.

## Financial Viability

The Financial Viability Subsidy is designed to assist Sessional Kindergartens with the cost of delivering an Approved Kindergarten Program in a regional/remote area.

The Subsidy is calculated as a per child amount multiplied by the number of Eligible Children enrolled in the service. Where eligible enrolments are fewer than 22 children at the service, a minimum payment based on 22 enrolments will be provided.

A Sessional Kindergarten's eligibility for the Subsidy will be automatically assessed by the Department.

The use of these Funds must be in line with the contractual arrangements for an Accepted Use of Funds.

**Kindy Uplift Funding** is for building teacher and educator capability to improve the outcomes of children in kindergarten. Sessional Kindergartens that have opted in to Free Kindy can use Kindy Uplift to fund programs, resources, supports and professional development relating to capability improvement. Services receiving the Per Capita Kindy Subsidy are not eligible for Kindy Uplift.

Kindy Uplift prioritises the strengthening of inclusion, cultural responsiveness and improving kindergarten children's learning and development against the following key priority areas:

1. Culturally safe, responsive and inclusive kindergarten programs
  - a. Embedding Aboriginal and Torres Strait Islander perspectives
  - b. Equity and Access for all
2. Social and emotional learning
3. Physicality
4. Executive function
5. Language and literacy
6. Mathematics and numeracy.

Kindy Uplift encourages all participating Sessional Kindergartens to prioritise embedding Aboriginal and Torres Strait Islander perspectives within their Kindy Uplift Plans.

All Sessional Kindergartens that have opted in to Free Kindy and are delivering an Approved Kindergarten Program are invited to opt in to Kindy Uplift for a one-year period. The cut-off date for new Sessional Kindergartens eligible for Kindy Uplift is November of each kindergarten program year to coincide with the release of the Kindy Uplift Plan. Any new KPPs approved after the release of the plan will be included in Kindy Uplift in the following kindergarten program year.



Sessional Kindergartens will be required to submit a Kindy Uplift Plan to the Department or opt out of Kindy Uplift by 28 February of each kindergarten program year. Kindy Uplift Funding allocations are service specific, based on predicted educational need.

Where a change in ownership occurs during the kindergarten program year, the Sessional Kindergarten is expected to benefit from the continued implementation of its proposed Kindy Uplift Plan using the funds initially allocated to the service. It is expected that the Kindy Uplift Plan and any unspent Funding will be transferred to the new Approved Provider as part of the sale.

The use of these Funds must be in line with the contractual arrangements for an Accepted Use of Funds. See also **section 9.3** Subsidy spending rules and financial obligations.

Enquiries regarding Kindy Uplift can be made to [Kindyuplift@qed.qld.gov.au](mailto:Kindyuplift@qed.qld.gov.au).

## 9.2 Per Capita Kindy Funding

Where a Sessional Kindergarten's fees are higher than the Funding Threshold set by the Department, the Approved Provider is not eligible to opt in to Free Kindy, but is eligible for the Per Capita Kindy Subsidy, which will apply for each Eligible Child enrolled in an Approved Kindergarten Program. This will also apply where a Sessional Kindergarten is eligible on the date that it elects to opt in, but later increases its fees to be higher than the Funding Threshold. In that case, the Department is wholly entitled to transition the Sessional Kindergarten to the Per Capita Kindy Subsidy.

Sessional Kindergartens will receive a Per Capita Kindy Subsidy of \$3,087 per child per year.

Sessional Kindergartens will need to comply with KPP Eligibility Requirements and meet Reporting Requirements and criteria under the PRA to qualify for Funding for each Eligible Child.

Sessional Kindergartens receiving the Per Capita Kindy Subsidy will not be eligible for Base, Free Kindy, Service Location or Inclusion Ready Subsidies, nor will they be able to access Kindy Uplift and KISS.

Services must use 100% of the Funding to reduce the Out-of-Pocket fees for families for the Approved Kindergarten Program. This means that Sessional Kindergartens will not receive any Funding towards improved entitlements for the ECT, or age-appropriate resources for the Approved Kindergarten Program.

Services receiving the Per Capita Kindy Subsidy can apply to opt in to Free Kindy at any point during the year, provided they can reduce their fees to meet the Funding Threshold and are otherwise eligible.

## 9.3 Subsidy spending rules and financial obligations

Subsidy spending rules and financial obligations for the Subsidies are outlined below.

Subsidy	Spending rules	Financial obligations
<b>Free Kindy Funding (applies to Sessional Kindergartens that have opted in to Free Kindy)</b>		
<b>Base Subsidy and Free Kindy</b>	<p><b>Inclusions</b></p> <p>Operational costs directly related to the delivery of the Approved Kindergarten Program for Eligible Children.</p> <p>Offset Out-of-Pocket Costs for families for the Approved Kindergarten Program for 15 hours per week, 40 weeks per year or 30 hours per fortnight.</p> <p>Capital expenditure/improvements.</p> <p>Renovations, maintenance, and utilities (e.g. rates, water and electricity).</p> <p>Quality and age-appropriate resources specifically for Eligible Children. Examples include:</p> <ul style="list-style-type: none"> <li>• art and craft materials</li> <li>• books, puzzles and board games</li> <li>• blocks and construction sets</li> <li>• mobile play equipment (e.g. trestles, planks and ladders)</li> <li>• natural learning materials</li> <li>• sports equipment</li> <li>• herb/vegetable garden and utensils</li> <li>• home corner and dress-ups</li> <li>• cooking experiences</li> <li>• cultural resources</li> <li>• electronic devices for the kindergarten group only.</li> </ul> <p>Planned incursions, excursions and extracurricular kindergarten activities, provided all Eligible Children undertake the activity, the ECT is present and participating, and the ECT includes the activity as part of their curriculum, with no cost to families.</p> <p>Wages for ECTs, including any improved entitlements such as:</p> <ul style="list-style-type: none"> <li>• additional pay on top of their award wage and on-costs (e.g. superannuation)</li> <li>• lump sum bonus paid directly to the ECT</li> <li>• additional paid annual leave and on-costs</li> <li>• payment of additional programming hours or non-contact times for the ECT (in addition to award entitlements for the ECT such as lunch break or programming time) and on-costs</li> <li>• professional development (delivered by an accredited training organisation that does not have the same ABN as the service) for the ECT specifically to assist them in delivering an Approved Kindergarten Program</li> <li>• learning resources for the ECT to enhance the delivery of an Approved Kindergarten Program.</li> </ul> <p><b>Exclusions</b></p> <p>Service software programs and memberships.</p> <p>Celebrations including, catering, travel, venue hire and entertainment.</p>	<p>Each CGB or Sessional Kindergarten must be able to demonstrate to the Department:</p> <ul style="list-style-type: none"> <li>• how the Funding was spent by each Sessional Kindergarten for which the Funding was granted</li> <li>• that the Funding was used for the relevant kindergarten cohort enrolled in the year for which the Funding was claimed</li> <li>• that the Funding was used to directly enhance the Approved Kindergarten Program for which the Funding was granted</li> <li>• that Funding was not used to subsidise the delivery of other programs (e.g. kindergarten programs for non-Eligible Children).</li> </ul> <p>Each CGB and Sessional Kindergarten must identify the amount of Queensland Government Free Kindy Subsidy applied to 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.</p> <p>Each CGB or Sessional Kindergarten must retain and provide on request evidence to demonstrate compliance with the use of the Funding. This evidence may include:</p> <ul style="list-style-type: none"> <li>• enrolment policies and procedures, supported by enrolment forms</li> <li>• fee structure for the service/s</li> <li>• family fee statements</li> <li>• financial reports, supported by receipts, invoices and bank account statements</li> <li>• payslips/employment contracts</li> <li>• staff rosters.</li> </ul>

Subsidy	Spending rules	Financial obligations
<b>Free Kindy Funding (applies to Sessional Kindergartens that have opted in to Free Kindy)</b>		
<b>Inclusion Ready Subsidy</b>	<p><b>Inclusions</b></p> <p>Reduction of immediate local barriers affecting participation and attendance in an Approved Kindergarten Program.</p> <p>Ensuring Eligible Children with diverse or additional needs are provided with adjustments that are supplementary to the strategies and resources already available.</p> <p>Engaging in professional development to ensure ECTs are ready to support all Eligible Children and families to feel welcome, engaged and culturally safe.</p> <p>Support the transition into an Approved Kindergarten Program or Prep for Eligible Children with diverse or additional needs.</p> <p>The Subsidy may be used for:</p> <ul style="list-style-type: none"> <li>• additional educators (e.g. time release/backfill for teaching team to connect with external organisations), including on-costs (e.g. superannuation)</li> <li>• programs (e.g. Breakfast Club)</li> <li>• resources (e.g. hats and bags for all kindergarten children, bus service for kindergarten children to access and participate in the Approved Kindergarten Program)</li> <li>• equipment</li> <li>• educational materials</li> <li>• professional development or specialist training</li> <li>• visiting partners or specialists (e.g. centre visits by allied health specialists or parent and child workshops)</li> <li>• visiting cultural advisors</li> <li>• visiting Elders</li> <li>• visiting interpreters or translators</li> <li>• removal of any barriers to participation for Eligible Children experiencing vulnerability.*</li> </ul> <p>Expenditure of Inclusion Ready should be additional to the strategies and resources already available.</p> <p><i>*this should be undertaken in consultation with families</i></p> <p><b>Exclusions</b></p> <p>Costs not directly related to the delivery of the Approved Kindergarten Program for Eligible Children.</p> <p>General operational costs of the Sessional Kindergarten.</p>	<p>Each CGB or Sessional Kindergarten must be able to demonstrate to the Department how the Inclusion Ready Subsidy or KISS was spent by each service for which the Funding was granted.</p> <p>Each CGB or Sessional Kindergarten must retain and provide, on request, evidence to demonstrate compliance with the Inclusion Ready Subsidy or KISS. This evidence may include, but is not limited to:</p> <ul style="list-style-type: none"> <li>• enrolment policies and procedures, supported by enrolment forms</li> <li>• financial reports, supported by receipts, invoices and bank account statements.</li> </ul>
<b>KISS</b>	<p>Funding is designed to support educators to make reasonable adjustments for children with disability or suspected disability.</p> <p>Funding is designed specifically to provide equitable access to resources and opportunities for children with a disability or suspected (imputed) disability to meaningfully participate in the Approved Kindergarten Program.</p> <p>Services apply for specific Funding based on the required adjustment to enable the Eligible Child to access and participate alongside their similar-aged peers.</p> <p>When CGBs are assessing applications, they need to consider the service holistically, with consideration to the Inclusion Ready Subsidy, Kindy Uplift Funding, support available through KISS and other KISS applications.</p> <p>Expenditure should be additional to the strategies and resources already available.</p>	

Subsidy amounts are provided at **Appendix 5**.

Subsidy	Spending rules	Financial obligations
Free Kindy Funding (applies to Sessional Kindergartens that have opted in to Free Kindy)		
Service Location Subsidy	<p><b>Inclusions</b></p> <p>The ECT subsidy must only be used to attract and retain qualified ECTs, including:</p> <ul style="list-style-type: none"> <li>• assisting the ECT with relocation costs</li> <li>• subsidising rent for the ECT</li> <li>• paying above award wages and on-costs (e.g. superannuation)</li> <li>• paying a bonus in addition to their wages</li> <li>• providing additional paid annual leave and on-costs</li> <li>• subsidising flights to and from the community to the ECT's home base</li> <li>• subsidising Visa sponsorship costs</li> <li>• accessing professional development (delivered by an accredited training organisation that does not have the same ABN as the service) for the ECT specifically to assist them in delivering an Approved Kindergarten Program</li> <li>• purchasing learning resources for the ECT to enhance their delivery of an Approved Kindergarten Program.</li> </ul> <p>The Financial Viability Subsidy may only be used to offset the operational costs for delivery of the Approved Kindergarten Program at an eligible service. If the service wishes to use either of the Subsidies for any purpose other than the intent of each Subsidy, they must obtain approval from their CGB and the Department.</p> <p><b>Exclusions</b></p> <p>ECT award wages, including increases from multi-bargaining enterprise agreements.</p>	<p>The CGB or Sessional Kindergarten must be able to demonstrate to the Department how the Service Location Subsidy has been spent for the purpose of attracting and retaining a qualified ECT.</p> <p>Each CGB or Sessional Kindergarten must retain and provide, on request, evidence to demonstrate the above. This evidence may include:</p> <ul style="list-style-type: none"> <li>• ECT payslips/employment contract</li> <li>• correspondence relating to negotiation of the ECT wage</li> <li>• financial reports, supported by receipts, invoices and bank account statements</li> <li>• evidence of administering and monitoring Financial Viability Subsidy</li> <li>• annual Service Location – Early Childhood Teachers plans (template available at <b>Appendix 6</b>).</li> </ul>



Subsidy	Spending rules	Financial obligations
Free Kindy Funding (applies to Sessional Kindergartens that have opted in to Free Kindy)		
Kindy Uplift	<p><b>Inclusions</b></p> <p>Spent funds must be consistent with the identified priority areas and Kindy Uplift Plan that has been submitted and accepted by the Department, including:</p> <ul style="list-style-type: none"> <li>necessary backfilling and out-of-hours wage remuneration to support the successful delivery of Kindy Uplift activities</li> <li>engaging professionals to provide capability development and support in identified aspects within the Kindy Uplift Plan for kindergarten-age learning and development</li> <li>paying wages and employing Specialist Staff to support ECTs and educators in responding to educational needs of the cohort (e.g. bicultural support workers, family support workers, cultural advisors, Elders in residence and early childhood experts/coaches)</li> <li>engaging with community partners and other supports to strengthen inclusive practice capability</li> <li>purchasing resources related to capability development where appropriately identified in the Kindy Uplift Plan</li> <li>attending conferences with content that aligns with the Kindy Uplift priority areas and correlates with complementary expenditure in the Kindy Uplift Plan in the same priority area. Services need to demonstrate what additional work extending on the conference will be undertaken to embed practice change.</li> </ul> <p>If applicable, Sessional Kindergartens should utilise already funded initiatives and resources provided by the Department, such as the <a href="#">Kindergarten Inclusion Service</a> and the <a href="#">Early Childhood Guidance Program Pilot</a>. Kindy Uplift Funding can be used to complement and build on these where appropriately identified in the Kindy Uplift Plan.</p> <p><b>Exclusions</b></p> <p>Any costs not directly related to the delivery of the accepted Kindy Uplift Plan.</p> <p>Materials and resources that are not aligned to Kindy Uplift initiatives and activities.</p> <p>School readiness programs, checklists, screening, assessments or individualised child therapy.</p> <p>Individualised child-specific programs or bicultural support.</p> <p>‘Stand-alone’ IT applications or tools targeted at individual use by children.</p> <p>Use of Kindy Uplift Funds to support normal operational costs such as:</p> <ul style="list-style-type: none"> <li>staffing required for normal operation obligations under the National Law</li> <li>compliance, management or financial related expenses</li> <li>expenses related to Assessment and Rating process</li> <li>prescribed/mandated training</li> <li>supplementary teachers and educators for daily planning.</li> </ul>	<p>The Kindy Uplift Plan submitted to the Department by 28 February in each kindergarten program year will outline how the service plans to allocate Kindy Uplift Funding.</p> <p>On acceptance of the plan, each Sessional Kindergarten will need to report on the progress of the Kindy Uplift Plan in June (Report 1) and November (Report 2) in each kindergarten program year.</p> <p>Each CGB or Sessional Kindergarten must be able to demonstrate to the Department how Kindy Uplift Funds were spent by each service provider for which the Funding was granted.</p> <p>Each CGB or Sessional Kindergarten must retain and provide, on request, evidence to demonstrate compliance with the Kindy Uplift Funding.</p> <p>This evidence may include:</p> <ul style="list-style-type: none"> <li>financial reports, supported by receipts, invoices and bank account statements</li> <li>an approved Kindy Uplift Plan.</li> </ul> <p>Each CGB must acquit this Funding at the end of each calendar year. This acquittal must be submitted through QGrants on or before 28 January of the following calendar year.</p>



## 9.4 Contractual obligations

Funding is distributed to CGBs in accordance with their Service Agreement with the Department and the CGB is legally bound to comply with its conditions.

Subsidies are to be used strictly in accordance with the relevant spending rules. If the Department becomes aware that a Sessional

Kindergarten has not spent the Funds for the purposes outlined, or cannot demonstrate spending of the entire amount for the purposes outlined, this will be a material breach of the Service Agreement. The Department can undertake a debt recovery process in addition to its rights to damages.





## Section 10

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# Claiming Queensland Kindergarten Funding



# 10. Claiming Queensland Kindergarten Funding

Sessional Kindergartens (affiliates only) are funded collectively through an Affiliate Agreement with CGBs. Each CGB distributes Funding to affiliate members in accordance with these agreements.

Payments from the Department are made to CGBs by electronic funds transfer through 2 block grants in advance over a calendar year, with an acquittal process completed at the end of each term.

To facilitate claiming by their CGB, member services must use the CCMS prescribed by their CGB.

## Forecasts

CGBs are required to submit biannual forecast enrolment data to the Department to inform Subsidy calculation and entitlements. Forecasts are submitted through the application programming interface (API) in advance at the beginning of each semester.

A forecast and acquittal are required to be submitted, regardless of whether there is an ECT delivering the Approved Kindergarten Program.

Sessional Kindergartens must not seek payment of fees from families if there is a delay in the submission and payment of the forecast.

Following discussion with the CGB regarding data submitted, the Department may amend the amount of a forecast payment.

## Reconciliation of funding

After the completion of each term, CGBs are required to complete the reconciliation process on behalf of Sessional Kindergartens by providing the following actual data for each Sessional Kindergarten:

- number of Approved Kindergarten Programs delivered by each Sessional Kindergarten
- number of weeks or hours each Sessional Kindergarten delivered each of its units
- enrolled hours per day for each child for each program, including unfunded enrolments
- attended hours per day for each enrolled Eligible Child in an Approved Kindergarten Program
- number and details of qualified and 'working towards' ECTs
- any ECT absences over 10 consecutive days where the ECT has not been replaced by another ECT.

## Claim adjustments

If a CGB identifies an error in a forecast that has been submitted, adjustments are through the acquittal process at the end of the term.

Subsequent Claim adjustments received after the acquittal can be undertaken up to 28 days after lodgement through the adjustment API. Any adjustments after this time must be negotiated with the Department.



## Section 11

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# Data collection and reporting

# 11. Data collection and reporting

All Sessional Kindergartens and CGBs are contractually bound to ensure that Reporting Requirements are met in accordance with the terms and conditions of their Agreements. Data should also be collected by each Sessional Kindergarten evidencing how the Funds have been applied for an Accepted Use.

Approved Providers and CGBs must ensure that:

- all data submitted to the Department is accurate and is submitted by the relevant due date
- up-to-date information is maintained about the number of children:
  - receiving a Transition Statement
  - for whom a Transition Statement was generated using the online application from the QCAA portal

- where parental consent was not provided for a Transition Statement to be shared via the QCAA application portal
- the annual Early Childhood Education and Care Services Census conducted by the Queensland Government is completed
- biannual surveys issued by the Department to collect fee information for the Approved Kindergarten Program are completed and submitted by the closing date.

In addition to the above, the Department may give notice to the Approved Provider or CGB to provide information and the Approved Provider or CGB must comply with the request or be in material breach of the contractual duty to comply with the Reporting Requirements.





## Section 12

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# Governance and recordkeeping



## 12. Governance and recordkeeping

CGBs are required to comply with the governance and assurance provisions in their Service Agreements.

Approved Providers and Sessional Kindergartens are expected to operate in accordance with good governance principles, including risk management, ethical decision-making, financial accountability and effective recordkeeping.

To satisfy these requirements, high-quality recordkeeping across all areas is essential and must be provided to the Department when requested. This includes finance, human resources and resource management records.

Up-to-date records that demonstrate ongoing compliance with Eligibility Requirements and the terms and conditions for Queensland Kindergarten Funding must be available and provided on request to the Department, including as part of an Assurance Review process.

Further details regarding recordkeeping requirements for Approved Providers and Sessional Kindergartens is provided at **Appendix 7**.





## Section 13

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# Monitoring and compliance



# 13. Monitoring and compliance

The Department has an obligation under the **Community Services Act 2007** (CSA) to administer the Funding in a way that is efficient and transparent, and that promotes excellence in service delivery.

CGBs are required to provide a range of data relating to their Sessional Kindergartens, as outlined in their Service Agreement, to enable the Department to monitor Funding and compliance with kindergarten Eligibility Requirements and ensure that CGBs are meeting their contractual obligations.

The Department reserves the right to change the frequency of Reporting Requirements for data collection purposes and request information relating to service delivery. Where possible, the Department will provide adequate advance notice to the CGB, in line with the provisions of the Service Agreement, of any changes to reporting or the requirement to provide additional information.

## 13.1 Assurance Reviews

Under the terms of the CGB's Service Agreement, the Department may undertake planned or unplanned Assurance Reviews of Sessional Kindergartens to monitor compliance against the Eligibility Requirements of Queensland Kindergarten Funding. This may include site visits to a CGB or its Sessional Kindergartens for the purpose of confirming compliance.

Assurance Reviews are undertaken by officers authorised under the CSA, which authorises investigating, monitoring and ensuring compliance of services in receipt of Queensland Kindergarten Funding.

Refer to the **Queensland Kindergarten Funding Governance and Assurance** fact sheet for further information.

The Department (or another party engaged by the Department) may also conduct an audit of a CGB as part of the Department's data collection and monitoring activities. The audit may examine accountability for the claiming and expenditure of government funds.

## Non-compliance

Evidence of compliance with all aspects of the Funding must be made available from the Approved Provider to the Department when requested, as well as evidence at the service delivery level, either through the Sessional Kindergarten, the Approved Provider or a centralised head office.

Funding provided by the Department will be recovered (or reimbursed) in full for all periods where:

- the Queensland Kindergarten Funding Terms and Conditions or Eligibility Requirements have not been met, or there is insufficient evidence to support compliance
- there is insufficient evidence of:
  - appropriate expenditure of Subsidies
  - support for Claims, particularly where the Claim falls outside the normal operating context of the service
  - establishment of fees in accordance with the service's purpose as a not-for profit association or that the CGB has not supported these fees
- claiming anomalies or deliberate overclaiming have been identified

or

- Subsidies have not been correctly applied.

In addition to the right to recover, a failure to comply with these Funding Essentials may amount to a breach of a CGB or Approved Provider's contractual obligations under their Agreement. The Department may seek contractual damages from a CGB or an Approved Provider for a breach of the Agreement.

## Debt recovery

If an Approved Provider or CGB has incurred a debt, the Department will contact the Approved Provider or CGB and the debt will be progressed to the Department's Finance Branch for immediate action. The Department may exercise its discretion to set-off a debt against future Claims; however, the Department is not required to do so. There may be an option for Sessional Kindergartens and CGBs to enter a repayment plan, but this is at the discretion of the Department.

## Ceasing funding

When a Sessional Kindergarten no longer offers an Approved Kindergarten Program (for example, if the service has a transfer of ownership or is no longer financially viable) or otherwise does not meet any Eligibility Requirements for the Funds it receives, the Approved Provider must notify the Department via

[kindyfundings@qed.qld.gov.au](mailto:kindyfundings@qed.qld.gov.au).

If Funding is ceased, the Approved Provider should return the Approved Kindergarten Program certificate to the Department.

Sessional Kindergartens should also notify their nominated CGB prior to formally ceasing the Approved Kindergarten Program.

## 13.2 Misappropriation of funds

Approved Providers should be aware of their legal responsibilities and obligations under state and Australian government legislation with respect to the misappropriation of funds. In addition to the Department's requirements, there are statutory obligations for corporations and incorporated associations, particularly in terms of financial management and accountability.

Approved Providers should be aware that a misappropriation of funds may amount to fraud or fraudulent misrepresentation.

In addition to this, a misappropriation of Funds may be a breach of the CSA, which governs and grants the Funding. The Department can recover the Funds as a debt where:

- there are unspent Funds, which may arise where an Approved Provider received Funding from the Department via their CGB for a Sessional Kindergarten and does not spend the Funds

or

- there are improperly used Funds, which may arise where an Approved Provider uses the Funds for a purpose inconsistent with these Funding Essentials.

If the Department becomes aware of misappropriation of government funds by a Sessional Kindergarten, the Department's [Reporting Fraud and Corruption Procedure](#) will be applied.



# Definitions

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# Definitions

In this document, capitalised words have the following meanings and are defined under Queensland Kindergarten Funding agreements and terms and conditions:

**Accepted Use** means the permitted use, distribution or otherwise dealing with the Funds, as set out in the relevant Funding Schedule, which stipulates the conditions of the Funding.

**ACECQA** means the Australian Children's Education & Care Quality Authority.

**ACECQA Approved Qualification** means the minimum qualification requirements for educators working in children's education and care services as set out in the NQF.

**Affiliate Agreement** means the requirement under a CGB's Service Agreement for affiliated Sessional Kindergartens to enter into an annual agreement with their CGB to be eligible to claim Funding.

**Affiliate Service** means a Sessional Kindergarten that is affiliated by membership with a CGB and operates independently of the CGB, which may include through a Volunteer Management Committee.

**Agreement** means the QGrants Agreement, Claim and Declaration, the Queensland Kindergarten Funding Category Guidelines, the Queensland Kindergarten Funding Essentials and the Queensland Kindergarten Funding Terms and Conditions.

**Application** is an application for a Sessional Kindergarten to become an Approved KPP, which is submitted by the Approved Provider through QGrants.

**Approved ECT Qualification** means a qualification that meets the requirements for an ECT under the NQF and is an Approved ECT Qualification on the ACECQA website.

**Approved Kindergarten Program** means a program run by a Sessional Kindergarten based on the QKLG or an alternative learning guideline as approved by the QCAA, delivered by an ECT, for at least 15 hours a week over 40 weeks, or 600 hours a year, to children aged 4 as at 30 June of the enrolment year.

**Approved Kindergarten Program Provider (KPP)** is a centre-based service holding an approval to operate under the National Law or the ECS Act by an Approved Provider, and has been approved for Funding based on the Queensland Kindergarten Funding Eligibility Requirements. When the Approved Provider completes the QGrants Application, the Sessional Kindergarten, as the Approved KPP, is the 'beneficiary'.

**Approved Provider** means a person or entity who has been granted provider approval under the National Law or the ECS Act, and who applies for and receives the Funding for the Sessional Kindergarten as the Approved KPP. The Approved Provider is the legal entity that enters into a contractual and legal relationship with the Department and is responsible for the Sessional Kindergarten reporting on and ensuring compliance with the Queensland Kindergarten Funding Category Guidelines, the Queensland Kindergarten Funding Essentials and the Queensland Kindergarten Funding Terms and Conditions. When the Approved Provider completes the QGrants Application, the Approved Provider is the 'grantee'.

**Assessment and Rating Process** means the national quality rating and assessment process for evaluation of early childhood education and care services against the NQS and the national Regulations.

**Assurance Review** means any assurance or audit activities undertaken or otherwise advised by the Department from time to time.

**Authorised Officer** means the person who is authorised to enter into a legal contract on behalf of the organisation. This person must be listed on the Australian Securities and Investment Commission statement, Australian Charities and Not-for-Profit Commission statement, Office of the Registrar of Indigenous Corporations report, Trust Agreement or Annual General Meeting Minutes (executive committee member).

**Base Subsidy** means Funding that is provided for each Eligible Child enrolled in an Approved Kindergarten Program, where the Sessional Kindergarten has opted in to Free Kindy.



**Central Governing Body (CGB)** means a body that is designed to assist community-based Sessional Kindergartens with supporting Volunteer Management Committees to deliver inclusive programs, and to maximise and manage enrolments.

**Child Care Management System (CCMS)** means the system designed to administer Child Care Subsidies from the Australian Government, which operates as part of an online, nationwide framework. All approved childcare services are required to operate through the CCMS. Sessional Kindergartens and CGBs submit their Queensland Kindergarten Funding Claims through an API, which interfaces with their CCMS and QGrants.

**Claim** means each Claim for Funding that is submitted by the CGB to the Department through the API.

**CSA** means the *Community Services Act 2007* (Qld).

**Declaration** means the Declaration that an Approved Provider completes when submitting an Application or a Claim.

**Department** means the Queensland Department of Education, which has responsibility for administering Queensland Kindergarten Funding.

**Early Childhood Teacher (ECT)** is a qualified ECT within the meaning of the NQF.

**ECT Eligibility Requirements** means the Eligibility Requirements that must be met by an ECT delivering an Approved Kindergarten Program to be eligible for Funding.

**ECT Subsidy** means Funding provided based on a Sessional Kindergarten's Eligible Remoteness Category. The purpose for which the Funding is provided is to support the attraction and retention of an ECT to deliver an Approved Kindergarten Program.

**Eligible Child** means a child who is 4 years old by 30 June in the year the child participates in an Approved Kindergarten Program.

**Eligible Remoteness Category** means a location that is outer regional, remote or very remote as defined by the Australian Bureau of Statistics.

**Eligibility Requirements** means the criteria for Queensland Kindergarten Funding that need to be met by all Sessional Kindergartens as Approved KPPs.

**Financial Viability Subsidy** means Funding provided based on a Sessional Kindergarten's Eligible Remoteness Category to recognise the increased cost of operating services in a remote location.

**Free Kindy** means the kindergarten initiative announced by the Queensland Government, taking effect from 1 January 2024, to provide all Eligible Children with access to a free 15 hours a week, 40 weeks or 600 hours a year Approved Kindergarten Program. It is the Funding Program that a service can opt in to, provided the maximum daily or annual fee for the Approved Kindergarten Program delivered by the kindergarten is below the Funding Threshold as determined by the Department.

**Funded Purpose** means the purpose for which the Funding is provided, as set out in the relevant Funding Schedule that stipulates the conditions of the Funding.

**Funding or Funds** means Subsidies distributed to an Approved Provider responsible for a Sessional Kindergarten delivering an Approved Kindergarten Program. Funds are declared under the Governing Act by the *Department of Education Funding Declaration (No. 1) 2018* (Qld) and are otherwise provided pursuant to a Funding Schedule.

**Funding Schedule** means each Schedule to the Funding and Service Details.

**Funding Threshold** means the maximum fee cap set by the Department to determine if a Sessional Kindergarten is eligible to opt in to Free Kindy and receive Queensland Kindergarten Funding. For Sessional Kindergartens, daily and annual fee caps apply. A Sessional Kindergarten is considered eligible for Free Kindy if its maximum daily (or annual) fee for the Approved Kindergarten Program does not exceed the Funding Threshold.

**Health Care Card (HCC)** means the concession card issued by the Australian Government that assists benefit recipients, low-income earners and selected other customer groups with access to cheaper Pharmaceutical Benefits Scheme prescription medicines and a lower Extended Medicare Safety Net threshold.

**Inclusion Ready Subsidy** means Funding provided for the Funded Purpose specified for the Inclusion Ready Subsidy.

**Indexation** means adjusting a price, wage or other value based on the changes in another price or composite indicator of prices, including changes in the cost of living. Indexation is applied to community services funding in acknowledgement that the costs of delivering services will change over time. Indexation is generally calculated by reference to the wage price index and the consumer price index.

**Insolvent** means the occurrence of any one or more of the following events in relation to an Approved Provider:

- a meeting has been convened, resolution proposed, petition presented or order made for the winding up of that party
- a receiver, receiver and manager, provisional liquidator, liquidator, other officer of the Court or other person of similar function has been appointed in relation to all or any material asset of the party
- a security holder, mortgagee or charge has taken, attempted or indicated an intention to exercise its rights under any security of which the party is the security provider, mortgagor or chargor

or

- an event has taken place with respect to the party that would make it, or deem it to be, Insolvent under any law applicable to it.

**Kindergarten Inclusion Service** means the 4 inclusion organisations contracted by the Department to provide universal and targeted support to eligible services to assist with increasing access for children with additional needs and improving the inclusiveness of kindergarten programs.

**Kindergarten Inclusion Support Scheme (KISS)** means Funding provided to eligible Sessional Kindergartens via CGBs for supporting children with diagnosed or suspected (imputed) disability.

**Kindy Uplift** means the program that targets funded Long Day Care Services and Sessional Kindergartens to improve early learning outcomes for kindergarten age children. **Kindy Uplift** funds programs, resources, supports and professional development to build educator capability, support inclusion and improve children's learning and development.

**Kindy Uplift Plan** means a plan that is prepared by the Sessional Kindergarten, endorsed by the Approved Provider and approved by the Department. Kindy Uplift advisors may support services completing their plans.

**Long Day Care Service** means a centre-based service that provides education and care for children from birth to 12 years old.

**National Quality Agenda ITS** means the National Quality Agenda IT System, which is an online tool that offers Approved Providers a secure way to communicate with regulatory authorities.

**National Quality Framework (NQF)** means the framework overseen by the ACECQA and regulated by the states and territories. It encompasses the *Education and Care Services National Law Act 2010* (Cth), the *Education and Care Services National Law (Queensland) Act 2011* (Qld) and the Education and Care Services National Regulations 2011 (Cth).

**National Quality Standard (NQS)** means the standard that sets a high national benchmark for early childhood education and care and outside school hours care services in Australia. The NQS includes 7 quality areas that are important outcomes for children. Services are assessed and rated by the Early Childhood Regulatory Authority in Queensland against the NQS and given a rating for each of the 7 quality areas and an overall rating based on these results.

**Out-of-Pocket Costs** means the costs incurred by families before any of the required Subsidies are applied.

**Per Capita Kindy Subsidy** means the Funding provided for each Eligible Child enrolled in an Approved Kindergarten Program where the Sessional Kindergarten has not opted in to Free Kindy.

**Preschool Reform Agreement (PRA)** means the agreement each state and territory has entered into with the Australian Government until the end of 2025. It supports the delivery for all children of 15 hours a week, or 600 hours a year, of quality preschool programs, by a degree qualified ECT, regardless of the setting in which programs are delivered, in the year before school. The PRA has a focus on improving preschool participation and outcomes, including for Aboriginal and Torres Strait Islander children and disadvantaged children.

**Program Delivery Requirements** means the requirements for a Sessional Kindergarten to meet the criteria for enrolments, the service, the ECTs, recordkeeping and delivery of an Approved Kindergarten Program, as stipulated in the Queensland Kindergarten Funding Essentials.

**QGrants Terms and Conditions** means the QGrants Terms and Conditions for Sessional Kindergarten applications, published online by the Department.

**Queensland Curriculum & Assessment Authority (QCAA)** means the authority responsible for developing, reviewing and updating the QKLG, accrediting kindergarten guidelines, and managing the QCAA Portal, where the Transition Statement application is housed.

**Queensland Government Grants Management System (QGrants)** means the system that is used by an Approved Provider to apply for Approved KPP status for a service through an Application, and for the Department to manage Claims received from services' CCMS.

**Qualifications Pathways Program (QPP)** means the Funding program that provides funding support to organisations that are approved to deliver Subsidies to Scholarship Recipients on behalf of the Department.

**Queensland Kindergarten Funding** means the Funding program declared under the Kindergarten Funding category of the CSA, which provides funding support to Sessional Kindergartens.

**Queensland Kindergarten Funding Scheme (QKFS) Teacher Recognition Letter** is a letter of recognition as an approved ECT issued by the Queensland Government under the previous funding scheme, which may contain additional requirements.

**Queensland Kindergarten Learning Guideline (QKLG)** means the guideline as developed and published by the QCAA.

**Queensland Kindergarten Funding Essentials** means this document.

**Queensland Kindergarten Funding Terms and Conditions** means the terms and conditions that an Approved Provider agrees to when completing an Application and rolling over their Agreement in QGrants.

**Reporting Requirements** means the recordkeeping requirements evidencing compliance with the Eligibility Requirements and appropriate expenditure of all Subsidies, including the Reporting Requirements for each Subsidy described.

**Service Agreement – Standard Terms** means the Service Agreement that is applicable to CGBs.

**Service Location Subsidy** means Funding that includes the ECT Subsidy and the Financial Viability Subsidy.

**Sessional Kindergarten** means a centre-based service delivering an Approved Kindergarten Program, generally during school terms, in the year prior to formal schooling.

**Significant Improvement Required (SIR)** means that the service does not meet 1 of the 7 quality areas under the NQS or a section of the legislation and there is a significant risk to the safety, health and wellbeing of children.

**Specialist Staff** means staff that are not required for a service's normal operational obligations under the National Law. Kindy Uplift Funding can be allocated to the employment of Specialist Staff if it has direct correlation to supporting Kindy Uplift priorities and building educator capacity as per the accepted Kindy Uplift Plan. Specialist Staff include bicultural support workers, cultural advisors, Elders in residence, family support workers and early childhood experts/coaches. Please note – individualised child-specific programs are out of scope.

**Subsidies** means the subsidy Funding available under Queensland Kindergarten Funding, being the Base Subsidy, Free Kindy Subsidy, Inclusion Ready Subsidy, KISS Funding, Service Location Subsidy, Kindy Uplift Subsidy and Per Capita Kindy Subsidy.

**Transition Statement** means a snapshot of each child's knowledge, skills and dispositions across the learning and development areas of the QKLG during the kindergarten year.

**Volunteer Management Committee** means a not-for-profit, volunteer-managed kindergarten service as defined under the *Associations Incorporations Act 1981*.

**Vulnerability** means when an Eligible Child is eligible for 90% or more CCS and the Eligible Child has, or is named on, a HCC.

**Working Towards National Quality Standard (NQS)** means that a service provides a safe education and care program, but there are one or more areas identified for improvement under the NQS.

# Appendix 1: CGB and Sessional Kindergartens – roles and responsibilities

CGBs - Sessional Kindergartens	
KPP approval	
Ensure that government investment is directed to eligible Sessional Kindergartens, including a policy regarding funding distribution from CGBs to Affiliate Services (where relevant) to better support Sessional Kindergartens to manage their cashflows throughout the calendar year.	Use Funding to deliver an Approved Kindergarten Program that meets all Program Delivery Requirements.
Act as Sessional Kindergartens' primary contact for all matters relating to the delivery of their Approved Kindergarten Program.	Work with the CGB to ensure the Approved Kindergarten Program is delivered in accordance with the requirements set out in the Affiliate Agreements and the Queensland Kindergarten Funding Essentials (Sessional Kindergartens).
Provide advice and support to Sessional Kindergartens to meet the Eligibility Requirements.	Display the KPP approval certificate, the Approved Kindergarten Program operating times, and the name and qualifications of the ECT.  
Ensure reported forecast and actual enrolment data factor in any changes in service delivery.	Inform the CGB of changes to service delivery that affect the Sessional Kindergarten's eligibility to meet the Queensland Kindergarten Funding Essentials or other matters identified in the Service Agreement with the CGB.
CGB membership	
Disseminate information regarding the application process and criteria for membership (including details of any membership fee).	Provide written advice to the CGB within 10 business days of any significant changes to the Sessional Kindergarten, such as service name or address, banking details, principal office bearers, contacts or key staff, or changes to current or potential financial status that could impact on the financial viability and stability of the Sessional Kindergarten.
Give an applicant written notice of the decision to accept or reject a membership application within 20 business days.	Discuss and agree membership requirements with the CGB.
Enter into a Service Agreement with each Sessional Kindergarten.	Comply with the requirements of the Service Agreement with the CGB.
Maintain a policy that supports the transfer of Sessional Kindergartens to another CGB if required, including a process for transferring any outstanding Funding entitlements.	Not applicable.
Maintain a record of current Sessional Kindergartens.	Provide up-to-date and accurate data to the CGB.
Notify the Department within 10 working days if a Sessional Kindergarten's membership has either ceased or been terminated.	Not applicable.



## CGBs - Sessional Kindergartens

### Program delivery

Provide advice and support to assist Sessional Kindergartens to maximise the number of Eligible Children enrolled and to increase enrolments that represent the characteristics of individual communities.	Implement strategies to maximise the number of Eligible Children enrolled.
Seek approval from the Department on behalf of Sessional Kindergartens for operating models that are outside of the 15 hours per week for 40 weeks (600 hours) per annum model.	Offer a learning program that is provided for 15 hours per week for 40 weeks, or 600 hours per year.  Other proposed models should be reported to the CGB to seek departmental approval before advertising and enrolling children in these models.
Provide advice and support to Sessional Kindergartens on how to effectively engage and build relationships with families, the community and schools to develop and maintain effective transition strategies and programs to provide a supportive and successful transition for all children as they progress on their learning journey.	Not applicable.
Provide advice and support (including resources and policies) to Sessional Kindergartens to enable the delivery of an inclusive quality education program for all children.	Ensure all Eligible Children have equitable access to an Approved Kindergarten Program.  Deliver an Approved Kindergarten Program using the QKLG or alternative kindergarten learning guideline accredited by the QCAA.
Support Sessional Kindergartens to implement an enrolment policy and processes that detail how waiting and enrolment lists are managed.	Implement a clear enrolment policy defining the eligible-age cohort for each year of enrolment.
Assist Sessional Kindergartens to support increased participation of children who may be experiencing vulnerability or disadvantage.	Establish and apply procedures for the inclusion of children with diverse needs and for managing the program, activities and physical environment to ensure they cater for all children.

CGBs - Sessional Kindergartens	
Funding	
Maintain policies and procedures for administering Funding to Sessional Kindergartens, including a policy regarding Funding distribution from CGBs to Affiliate Services to better support Sessional Kindergartens to manage their cashflows throughout the calendar year.	Not applicable.
Ensure information about the Funding distribution model is publicly available.	Not applicable.
Clearly identify and account for the Funding provided by the Department in its annual audited financial statements.	Not applicable.
Ensure the Sessional Kindergarten's fee structure is not a barrier to access.	<p>Document and publish the fee structure, including a written statement about the fees to be charged and the payment process.</p> <p>Adopt their CGB's third party software to charge/apply Queensland Kindergarten Funding to families (affiliates only, if relevant).</p> <p>Ensure the fee structure clearly demonstrates how the Funding is applied to individual families' statements of fees.</p> <p>Notify all parents/carers prior to new fees taking effect and display the new fee structure at the Sessional Kindergarten. Where possible, this information should be provided in languages and formats appropriate to the needs of families attending the service.</p> <p>Services opted in to Free Kindy – maintain their Approved Kindergarten Program fees under the Department's Funding Threshold for a calendar year to ensure they remain eligible for Free Kindy.</p>
Notify the Department if fees change at any Sessional Kindergarten during the calendar year.	Notify the CGB if fees change during the calendar year.
Ensure reasonable steps are taken to minimise Claims for Funding for children enrolled in more than one Approved Kindergarten Program.	Take reasonable steps to ensure information provided to the CGB differentiates children enrolled in more than one Approved Kindergarten Program for the purposes of Funding.
Work with Sessional Kindergartens to strengthen viability and sustainability.	<p>Operate in accordance with good governance principles, including risk management, ethical decision-making, effective recordkeeping and financial accountability.</p> <p>Meet the governance standards under the NQS, Quality Area 7.</p>

## CGBs - Sessional Kindergartens

### Data collection, monitoring and reporting

Provide data to the Department to ensure that the financial and performance Reporting Requirements outlined in their Service Agreement are met.	Ensure accurate enrolment data is provided to the CGB using the approved CCMS.
Provide accurate and timely responses to any reasonable requests for data made by the Department.	Provide information to CGBs about projected and actual enrolments.
Establish policies and procedures for collecting and reporting information to the Department regarding Sessional Kindergartens, including information about enrolments, attendance, demographic characteristics of children, and eligibility for additional Subsidies and fees.	Provide accurate and timely responses to any reasonable requests made by the Department (e.g. a review of the Sessional Kindergarten's Approved Kindergarten Program).
Provide information on the number of children per Sessional Kindergarten receiving a Transition Statement, for whom the Transition Statement was generated using the online application from the QCAA portal, and where parental consent was not provided for a Transition Statement to be shared via the QCAA application portal.	Ensure all Eligible Children in the Approved Kindergarten Program receive a Transition Statement and, where parent/ carer consent is provided, create the Transition Statement using the online application from the QCAA portal.
Provide the number of and rationale for any kindergarten-aged children where the enrolment was cancelled by the Sessional Kindergarten.  Supporting data is to include date of enrolment and date of cancellation.	Provide timely information to CGBs about the cancellation of an Eligible Child's enrolment initiated by the Sessional Kindergarten.

## Appendix 2: Statement of fees requirements

Sessional Kindergartens are required to display their fees at their premises and publish them on their website. Sessional Kindergartens without their own websites should publish their fees on their **CGB's website**.

To ensure the accuracy of online information, Sessional Kindergartens can:

1. download the editable **Statement of Fees 2025 (DOCX, 608KB)** template and save it to their computer
2. fill in the details electronically and save the document as a PDF file
3. upload the new statement of fees to their service's website.

**or**

1. download the editable **Statement of Fees 2025 (DOCX, 608KB)** template and save it to their computer
2. fill in the details electronically and print the template (or print first and fill in manually)
3. scan the document as a PDF or JPEG file
4. upload the new statement of fees to their service's website.



## Appendix 3: Australian Government Refugee and Humanitarian Program – eligible visa holders

Visa subclass	Visa type
<b>Refugee category visas</b>	
200 Refugee Visa	Refugee and Humanitarian Visas
201 In-country Special Humanitarian Visa	Refugee and Humanitarian Visas
203 Emergency Rescue Visa	Refugee and Humanitarian Visas
204 Woman at Risk Visa	Refugee and Humanitarian Visas
<b>Special humanitarian program visas</b>	
202 Global Special Humanitarian Program Visa	Refugee and Humanitarian Visas
449 Temporary Humanitarian Stay Visa	Refugee and Humanitarian Visas
785 Temporary Protection Visa	Refugee and Humanitarian Visas
790 Safe Haven Enterprise Visa	Refugee and Humanitarian Visas
851 Resolution of Status Visa	Refugee and Humanitarian Visas
866 Protection Visa	Refugee and Humanitarian Visas
<b>Other visas</b>	
100 Partner (Migrant) Visa	Other Visas

Refer to the Department's [International schedule of visa subclasses and enrolment conditions](#) for other visas.

## Appendix 4: KISS guiding principles

KISS Funding is designed specifically to provide equitable access to resources, participation and opportunities for children with a disability or suspected (imputed) disability to participate in an Approved Kindergarten Program.

Each CGB will be responsible for updating their *Kindergarten Inclusion Support Scheme guideline for affiliated Approved KPPs* to guide implementation of the Funding commencing 1 January of the kindergarten program year. These guidelines **must** be consistent with the Funding and Eligibility Requirements outlined in this Appendix and will be approved by the Department prior to publication.

### Funding and Eligibility Requirements

Sessional Kindergartens that have opted in to Free Kindy can apply directly to their CGB for KISS Funding to support Eligible Children with diagnosed or suspected (imputed) disability enrolled at their service in an Approved Kindergarten Program. Services receiving the Per Capita Kindy Subsidy are not eligible for KISS Funding.

The [\*Disability Discrimination Act \(1992\)\*](#) (DDA) definition of **disability** is applied under KISS to determine a child's eligibility for Funding. It includes children with physical, intellectual, psychiatric, sensory, neurological and learning disabilities. It also includes physical disfigurement and the presence in the body of disease-causing organisms.

As is the case in the DDA, KISS Funding Eligibility Requirements recognise disability that:

- presently exists
  - previously existed but no longer exists
  - may exist in the future (including because of a genetic predisposition to that disability)
- or
- is imputed to a person.

KISS Funding will only be provided by CGBs based on an approved application that specifies the reasonable adjustments required to be made to enable the Eligible Child to access and participate in the Approved Kindergarten Program alongside their peers.

Details need to include the specific required adjustment and its related cost. CGBs will work with services to ensure that there are no barriers for Eligible Children who require adjustments to meaningfully participate, including when a formal diagnosis has not been made.

The DDA definition of **reasonable adjustment** applies to KISS Funding applications. This definition recognises that an adjustment made by a person (or a Sessional Kindergarten) is a reasonable adjustment unless making the adjustment would impose an unjustifiable hardship on that person (or a Sessional Kindergarten).

When CGBs are assessing KISS applications, they need to consider the service holistically, with consideration to other additional Funding Programs such as [Kindy Uplift program](#), [Inclusion Ready Subsidy](#) and additional [KISS](#) applications.

### Accountability and financial obligations

Each CGB must be able to demonstrate to the Department how the KISS Funding was spent by each Sessional Kindergarten for which the Funding was granted.

Each CGB or Sessional Kindergarten must retain and provide on request evidence to demonstrate compliance with KISS Funding. This evidence may include:

- enrolment policies and procedures, supported by enrolment forms
- financial reports, supported by receipts, invoices and bank account statements.

Each CGB or Sessional Kindergarten must comply with all relevant national and state legislative requirements, including requirements under relevant privacy laws.

### Supporting resources

Further information on the DDA is available on [Australian Government Department of Education](#) and the [Australian Human Rights Commission](#) websites.

Further information regarding the DDA and its application in early childhood education and care settings, including reasonable adjustment requirements, is available on the [ACECQA website](#).

In addition, QKLG professional development resources designed to assist teachers and educators with planning and documenting adjustments to include children with a disability or suspected disability in an Approved Kindergarten Program are available from the [QCAA website](#), including the [Children with disability: Legislation Fact Sheet](#).

# Appendix 5: Kindergarten Subsidies (Sessional Kindergartens)

## Free Kindy Funding

Subsidy	Component	Amount* (amount per child per annum)
Base <sup>#</sup>	Base Subsidy	\$4,342.50
Free Kindy	The amount is determined by the Out-of-Pocket Cost.	Free
Service Location <sup>#</sup>	<b>Early Childhood Teacher</b>  Subsidy is based on total number of Eligible Children enrolled.  Where enrolments are fewer than 22, a minimum Subsidy based on 22 enrolments will be provided.	Outer regional – \$435.60 (minimum payment \$9,583.20)
		Remote – \$1,134.40 (minimum payment \$24,956.80)
		Very remote – \$1,636.50 (minimum payment \$36,003.00)
	<b>Financial Viability</b>  Subsidy is based on total number of Eligible Children enrolled. Where enrolments are fewer than 22, a minimum Subsidy based on 22 enrolments will be provided.	Outer regional – \$435.60 (minimum payment \$9,583.20)
		Remote – \$1,134.40 (minimum payment \$24,956.80)
		Very remote – \$1,636.50 (minimum payment \$36,003.00)
Kindy Uplift	Available to all eligible services that participate in the program by submitting a Kindy Uplift Plan.	Service specific
Inclusion	Inclusion Ready	\$180.10 Inclusion Ready will be paid for each Eligible Child claimed in the Semester 1 forecast. Further payments will be made where the Service's overall enrolment (net change) increases in subsequent Claims.
	KISS	Service specific

\* Funding may be increased from 1 July in line with the annual Indexation rate as determined by the Under Treasurer and advised by Queensland Treasury.

## Per Capita Kindy Subsidy – for Sessional Kindergartens that have not opted in to Free Kindy

Subsidy	Component	Amount* (amount per child per annum)
Per Capita	Paid once per Eligible Child per year	\$3,161

<sup>#</sup> Indexation will apply but the fees charged cannot increase until the subsequent year and must remain under the Funding Threshold.

## Appendix 6: ECT annual plan

Sessional Kindergartens need to prepare an annual Service Location – Early Childhood Teachers plan that specifies how the Funding will be used to attract and retain ECTs.

An **online editable template** is available on the Department's website to assist Sessional Kindergartens with preparing the plan. Kindergartens need to provide their plan to their CGB by 31 March of each calendar year.

### <Name of service>

#### Summary of Queensland Kindergarten Funding Service Location plan budget allocation (per kindergarten program)

Provided to eligible service providers located in an eligible remoteness category. The subsidy is designed to assist service providers to attract and retain qualified early childhood teachers to deliver an approved kindergarten program.

**NOTE:** Please add/remove lines where required

Service location according to SA2 level	Outer regional	Advised by the department
Service Location – Early Childhood Teachers subsidy per child per annum	\$ 1,576.40	
Total estimated number of kindergarten age children participating in the progr	22	Insert number of kindergarten age children (minimum 22 enrolments)
Total Service Location – Early Childhood Teachers subsidy	\$ 34,680.80	

Examples have been provided for your reference (note, this is not an exhaustive list)

\*Please include GST exclusive amounts where applicable.

The Service Location – Early Childhood Teachers subsidy must only be used to attract and retain qualified early childhood teachers.		\$ 34,680.80
<b>ECT attraction and retention</b>		
Relocation cost: <Name of ECT> to be paid <\$X> to assist with relocation costs	\$XXX	Evidence: Invoices/receipts
Subsidising rent: <Name of ECT> to be subsidised <\$X> to assist with the cost of rent	\$XXX	Evidence: ECT contract, invoice/receipts
Above award wage: <Name of ECT> to be paid an additional <\$X> an hour above level <X> of the individual ECT's award rate	\$XXX	Evidence: ECT contract, payslips
Lump sum bonus: <Name of ECT> to receive a lump sum bonus	\$XXX	Evidence: ECT contract, payslips
Additional paid annual leave (in addition to the standard 4 weeks leave): <Name of ECT> to be paid an additional <X> weeks annual leave	\$XXX	Evidence: ECT contract
Subsidising flights: <Name of ECT> to be subsidised <\$X> for flights to and from the community to ECT's home base	\$XXX	Evidence: ECT contract, invoice/receipts
ECT professional development (delivered by an accredited organisation): <Name of ECT> will attend <X> to assist them in delivering an approved kindergarten program	\$XXX	Evidence: Invoices/receipts
ECT learning resources: <Name of ECT> is allocated <\$X> of learning resources to enhance the delivery of the approved kindergarten program	\$XXX	Evidence: Invoices/receipts
<b>TOTAL early childhood teacher attraction and retention</b>	\$ -	
<b>Variance</b>	\$ 34,680.80	

Service providers must prepare and retain this service location plan annually specifying how the funding will be used to attract and retain early childhood teachers.



# Appendix 7: Recordkeeping requirements

Requirement	Evidence/record
<b>Governance</b>	<ul style="list-style-type: none"> <li>Records of principal office bearers, banking details and contacts through the QGrants online portal</li> <li>Records/evidence to meet legislative and regulatory requirements</li> <li>Maintain up-to-date policies to address bullying and cyberbullying and support the implementation of the <b>National Principles for Child Safe Organisations</b></li> </ul>
<b>ECTs</b>	<ul style="list-style-type: none"> <li>Completed ECT information and qualification form for each ECT engaged to deliver the Approved Kindergarten Program</li> <li>ECT qualifications as listed on the <b>ACECQA website</b>, and academic transcripts showing any applicable study majors</li> <li>Teaching qualifications, teacher registration/accreditation and approved Certificate III level or higher qualification</li> <li>ACECQA approval letter confirming equivalence of ECT qualifications</li> <li>QKFS Teacher Recognition Letter supplied by the Department of Education, and teacher registration (if required)</li> <li>Working towards ECT – current academic transcript identifying all completed and enrolled subjects and an approved diploma-level qualification (if required)</li> <li>Records of evidence of compulsory practicum undertaken by working towards ECTs</li> <li>Records identifying the start and finish employment dates for all current, relief and previous ECTs and any other non-contact periods (i.e. practical placements, planned leave, programming)</li> </ul>
	<ul style="list-style-type: none"> <li>Enrolment policies and procedures, supported by enrolment forms</li> <li>Attendance records (e.g. room rolls) for kindergarten cohort, with dates of birth and CCMS software report</li> <li>Records of the number of and rationale for any kindergarten-aged children where the enrolment was cancelled by the Sessional Kindergarten</li> <li>Calculations completed for fee reduction, with supporting fee structure, reports and family fee statements detailing the free kindergarten component and CCMS software report</li> <li>Calculations completed for ECT improved entitlements, with supporting ECT payslips/employment contract</li> <li>Correspondence relating to negotiation of the ECT wage</li> <li>Financial reports, supported by receipts (e.g. relocation costs, accommodation costs, flights, ECT professional development and any applicable study support costs), invoices and bank account statements</li> <li>Detailed cost centre reports</li> <li>Annual Service Location – ECT plans</li> </ul>
<b>Kindy Uplift</b>	<ul style="list-style-type: none"> <li>An accepted Kindy Uplift Plan identifying applicable Funds expenditure and demonstrating how the Funding will improve outcomes for Eligible Children</li> <li>Financial reports, supported by receipts (e.g. professional development, resources and programs), invoices and bank account statements</li> <li>Payslips and service rosters</li> </ul>
<b>Kindergarten program hours and delivery</b>	<ul style="list-style-type: none"> <li>Attendance records (e.g. room rolls) for kindergarten cohort, with dates of birth and CCMS software report</li> <li>Service rosters and daily kindergarten program routine</li> <li>Records demonstrating that the Approved Kindergarten Program is delivered for 600 hours per year</li> </ul>
<b>QKLG</b>	<ul style="list-style-type: none"> <li>Programming and planning records with reference to the <b>QKLG</b></li> </ul>
<b>Transition Statements</b>	<ul style="list-style-type: none"> <li>Confirmation of portal submission and <b>Transition Statements</b> using the approved template</li> </ul>
<b>Workforce plan</b>	<ul style="list-style-type: none"> <li><b>Workforce plan</b> identifying service-specific workforce strategies. Must be provided on request by the Department</li> </ul>

