

Queensland Kindergarten Funding Scheme

Approved Kindergarten Program hours

Delivery of an Approved Kindergarten Program

As part of the eligibility requirements for an Approved Kindergarten Program Provider (Approved KPP) to claim under the Queensland Kindergarten Funding Scheme (QKFS), they must:

- plan and deliver an Approved Kindergarten Program that is based on the Queensland Kindergarten Learning Guideline (QKLG) or an alternative kindergarten learning guideline accredited by the Queensland Curriculum and Assessment Authority (QCAA); and
- develop and upload a Transition Statement using the online application in the QCAA Portal (OR if parent/carer consent is not provided, the early childhood teacher (ECT) uses the MS Word version of the template) for each child's family in November of the kindy year.

What is an Approved Kindergarten Program?

Approved Providers are responsible for the delivery of an inclusive quality education program for all children.

An Approved Provider must:

- establish procedures for the inclusion of all children
- manage the program, activities and physical environment of their services to ensure they cater for all children and address the designed Approved Kindergarten Program
- have a documented approach to working with families to support the learning potential of each child in kindergarten
- ensure the program is based on the QKLG or an alternative kindergarten curriculum which is accredited by the QCAA.

Approved Kindergarten Programs support the development of children's physical, social, intellectual, language and emotional capabilities.

Program documentation, aligning with the QKLG learning and development areas, identifies how a service will plan and extend on children's learning. Planning evidences a responsiveness to each child's learning and development strengths, interests, ideas, challenges, culture and background.

Resources are available on the Department of Education's website to assist services in the delivery, and continuous improvement, of a quality Approved Kindergarten Program.

How many hours does the Approved Kindergarten Program need to be delivered for?

The Approved Kindergarten Program must be delivered by an ECT for at least 15 hours per week for 40 weeks, or 600 hours per calendar year for each child.

For example: Long Day Care – generally children are enrolled in the Approved Kindergarten Program for 15 hours per week over 40 weeks. In this case, children who are enrolled for less than 15 hours a week are not eligible for funding in the weekly claiming data.

Kindergarten service – generally children are enrolled in the Approved Kindergarten Program over a five-day fortnight (30 hours) for 40 weeks (ensuring the required 600 hours is covered across the calendar year).

**A summary of what is, and is not, included in the Approved Kindergarten Program hours is provided in Table 2.*

What about delivery of an Approved Kindergarten Program in a mixed age group setting?

When the kindergarten children are in mixed-age groups QKFS cannot be claimed, 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.

What are age appropriate resources and activities for the Approved Kindergarten Program?

A variety of active, hands-on indoor and outdoor activities will be included in the daily routine with opportunities to interact with and investigate the natural environment. This may include individual and group activities such as block play, art and creating, games, storytelling, dress-ups, singing, running, climbing, cooking and gardening. Resources are flexible, enabling children to use them in different ways and for different purposes.

Resources should reflect the needs of the current cohort of kindergarten enrolments and purchased in consultation with the ECT to ensure they are reflective of the children's interests and developmental needs.



What is a Transition Statement?

A Transition Statement summarises a child's learning progress during the kindergarten year in the five learning and development areas of the QKLG, or other equivalent learning guideline accredited by the QCAA. Transition Statements include information about the child as a learner and strategies that will support their continuity of learning and transition to school.

What should be included in a Transition Statement and when is it completed?

Transition Statements are written in collaboration with parents/ carers to ensure they accurately reflect each child's strengths, challenges, motivations and achievements, and provide suggestions about ways to give each child a great start to school. The ECT is required to write a transition statement for each child enrolled in their service in November, in preparation for moving from kindergarten to Prep.

Record keeping requirements

QKFS Funding Category Guidelines are to be met at all times with the Approved Provider maintaining current and accurate records. The records must clearly demonstrate how each child meets the Approved Kindergarten Program hours. The summary, outlined in Table 1, provides a comparison of records services are required to keep under the National Quality Framework (NQF) with evidence required under the QKFS Funding Category Guidelines.

Table 1

Eligibility Criteria	National Quality Framework	QKFS compliance/evidence
15 hours x 40 weeks, or 600 hours a year of Approved Kindergarten Program delivery	<p>Information to be displayed under regulation 173 – hours and days of operation of the service.</p> <p>Records required to be kept under regulation 152, demonstrating periods that the ECT is working directly with children and is not working directly with children.</p> <p>Records required to be kept under regulations 158 and 160, including the child's date of birth and date/time each child arrives and departs.</p>	<ul style="list-style-type: none"> ✓ Advertising and service documentation clearly reflects the hours that the Approved Kindergarten Program is delivered. ✓ Documented evidence of actual hours the ECT is delivering the Approved Kindergarten Program for at least 15 hours per week (clearly identifying any non-contact time for those ECTs). This must also include evidence of the commencement and cessation dates for each ECT that delivered the program. ✓ Enrolment/attendance records for each eligible child attending, or enrolled to attend, the Approved Kindergarten Program (noting that a child cannot be claimed if they attend a second kindergarten service or program for which funding is already being claimed).
Approved Kindergarten Program and Planning	<p>Educational program to be delivered to a child under regulation 73, based on an approved learning framework (i.e. Early Years Learning Framework).</p> <p>Documenting child assessments or evaluations for delivery of educational program under regulation 74.</p> <p>Information about educational program to be kept available at the service premises under regulation 75.</p>	<ul style="list-style-type: none"> ✓ Evidence of the program being planned and delivered in accordance with the QKLG. ✓ Documented evaluations/ assessments against children's learning and development areas under the QKLG.
Transition Statements	<p>Whilst there are no specific legislative provisions under the NQF, this should form part of child assessments and evaluations required under regulation 74.</p>	<ul style="list-style-type: none"> ✓ Transition Statements completed using the Queensland Curriculum & Assessment Authority (QCAA) online application for each child's family in November of the kindergarten year (applicable to Quarter 4 claims only).

Table 2

Table 2 contains a list of activities which can and cannot be included as part of the Approved Kindergarten Program hours.

Activity Type	Included as part of the Approved Kindergarten Program hours?	
	Yes	No
1 When the ECT is working directly with the kindergarten children and delivering the Approved Kindergarten Program.	✓	
2 Up to 1 hour per day which can be inclusive of the ECTs lunch break and/or programming time.	✓	
3 The service's designated Rest Period Condition (if held) where the ECT is in the room 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.	✓	
4 Extra-curricular 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 ECTs curriculum; and the service pays for the activity full, which can be paid for using the Standard per child Subsidy.	✓	
5 When the ECT is on unexpected/unplanned leave for up to 10 consecutive working days or less and a qualified ECT cannot be recruited to deliver the Approved Kindergarten Program (for example, if the ECT is unwell or has a medical emergency, a family member is unwell or there is a death in the family). Approved Providers must make every effort to engage a replacement ECT when any unexpected/unplanned leave is required.	✓	
6 When the ECT is on planned or extended absences (for example, a rostered day off, recreational leave, practicum placement, planned surgery, maternity leave or professional development) and a replacement ECT has not been engaged. <i>*Unless approval has been granted by the Grants Management and Funding Unit for exceptional circumstances when undertaking practicum placement.</i>		X
7 When the ECT is on non-contact time, including when the ECT is undertaking any of the following: <ul style="list-style-type: none"> programming (in addition to the allowable 1-hour period as listed in (2) above) scheduled cleaning across the service (as opposed to incidental cleaning in the kindergarten room) driving the service bus educational leader responsibilities acting as the Director or 2IC administration duties kitchen duties 		X
8 When the service is utilising 'under the roof' ratios and the ECT is in another area of the service and/or is not engaged in delivering an Approved Kindergarten Program with the kindergarten cohort.		X
9 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.		X

For more information on QKFS Approved Kindergarten Programs and required hours, please refer to the QKFS Funding Category Guidelines or contact the Grants Management and Funding Unit on (07) 3035 2244 or QKFS.LDC@qed.qld.gov.au

Kindergarten services funded under the Central Governing Body (CGB) model should contact their CGB for further information.