

# Free kindy recordkeeping checklist for long day care providers

## Governance

- Records of principal office bearers, banking details and contacts through the QGrants online portal ☐
- Records/evidence to meet legislative and regulatory requirements ☐
- Maintain up-to-date policies to address bullying and cyberbullying and support the implementation of the **National Principles for Child Safe Organisations** ☐
- Risk management, ethical decision-making and financial accountability ☐

## Early Childhood Teachers (ECTs)

- Completed ECT information and qualification form for each ECT engaged to deliver the Approved Kindergarten Program ☐
- ECT qualifications as listed on the **ACECQA website**, and academic transcript showing any applicable study majors ☐
- Teaching qualifications, teacher registration/accreditation and approved Certificate III level or higher qualification ☐
- ACECQA approval letter confirming equivalence of ECT qualifications ☐
- QKFS Teacher Recognition Letter supplied by the Department of Education, and teacher registration (if required) ☐
- For Exceptional circumstances, evidence to demonstrate an educator is 'actively working towards' an ECT qualification ☐
- Working towards ECT – current academic transcript identifying all completed and enrolled subjects and an approved diploma-level qualification (if required) ☐
- Evidence an educator is 'actively working towards' an ECT qualification ☐
- Records of evidence of compulsory practicum undertaken by working towards ECTs ☐
- 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) ☐

## Subsidies

- Enrolment policies and procedures supported by enrolment forms ☐
- Attendance records (e.g. room rolls) for kindergarten cohort, with dates of birth and CCMS software report ☐
- Records of the number of and rationale for any kindergarten-aged children where the enrolment was cancelled by the Long Day Care Service ☐
- Calculations completed for fee reduction, with supporting fee structure, reports and family fee statements detailing the free kindergarten component and CCMS software report ☐
- Calculations completed for ECT improved entitlements, with supporting ECT payslips/ employment contract ☐

## Subsidies

- Correspondence relating to negotiation of the ECT wage ☐
- 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 ☐
- Detailed cost centre reports ☐
- Annual Service Location – Early Childhood Teachers plans ☐

## Kindy Uplift (for opted-in services)

- An accepted Kindy Uplift Plan identifying applicable Funds expenditure and demonstrating how the Funding will improve outcomes for Eligible Children ☐
- Financial reports, supported by receipts (e.g. professional development, resources and programs), invoices and bank account statements ☐
- Payslips and service rosters ☐

## Kindergarten program hours and delivery

- Attendance records (e.g. room rolls) for kindergarten cohort, with dates of birth and CCMS software report ☐
- Funding approval from the Department for children eligible for early entry into Prep ☐
- Letter or email from the school principal of unconditional early enrolment ☐
- Policy and procedure that includes the management of illness, holiday and long-term absences for Eligible Children enrolled in an Approved Kindergarten Program ☐
- Service rosters and daily kindergarten program routine ☐
- Evidence of all non ECT non-contact periods ☐
- Records demonstrating that the Approved Kindergarten Program is delivered for 600 hours per year ☐
- The approach for working with families to support the learning potential of each child in kindergarten ☐
- A record of funding claimed for Eligible Children enrolled in the Approved Kindergarten Program for a minimum of 15 hours per week or 30 hours per fortnight ☐
- A record of Eligible Children enrolled to participate in the Approved Kindergarten Program for less than 15 hours a week or 30 hours a fortnight who are not eligible for funding and flagged in the CCMS as ineligible ☐
- Programming and planning with reference to **QKLG** ☐
- Annual Early Childhood Education and Care Services Census ☐
- Surveys issued by the Department to collect fee information for the Approved Kindergarten Program ☐

## Workforce

- **Workforce plan** including strategies to attract, recruit and retain an ECT ☐
- Email notification within 10 business days where a service has lost an ECT and does not have any educators eligible for an exceptional circumstance ☐
- Evidence of planned and unexpected leave ☐
- Evidence of educators participating in workforce programs ☐

For further information see <https://earlychildhood.qld.gov.au/grants-and-funding> and **2025 Queensland Kindergarten Funding Essentials – Long Day Care services.**

Or contact the Grants Management and Funding team on 07 3035 2244, email: [kindyfundings@qed.qld.gov.au](mailto:kindyfundings@qed.qld.gov.au).