

# Queensland Kindergarten Funding

# Service location subsidies

## Early childhood teacher (ECT) service location subsidy

The ECT service location subsidy is provided to assist services located in eligible locations to attract and retain qualified ECTs. The service will be required to demonstrate how the subsidy has been used for the purpose of attracting and retaining a qualified ECT in the service.

This funding is available for both sessional kindergartens and long day care services.

## Service location financial viability subsidy

The financial viability subsidy is only available to sessional kindergartens. This subsidy is provided to enable services to meet the higher costs of operating in regional/remote areas. This additional subsidy is provided to sessional kindergartens as they do not have access to the Australian Government Child Care Subsidy.

Both subsidy amounts are dependent upon service location based on the Australian Bureau of Statistics (ABS) remoteness measure.

An exemption applies for services located in outer regional, remote and very remote locations (these services are eligible for the service location subsidy), as these services are generally not operating at full capacity.

## Spending rules

The service location subsidy must only be used to attract and retain qualified ECTs. Examples of eligible expenditure include:

- assisting with relocation costs for the ECT
- subsidising rent for the ECT
- paying above award wages
- providing the ECT with additional paid annual leave
- subsidising flights to and from the community to the ECT's home base
- professional development for the ECT designed to assist them to deliver an approved kindergarten program
- learning resources for the ECT to enhance their delivery of an approved kindergarten program.

The subsidy cannot be used, retained or applied for the benefit of the kindergarten service. The service location subsidy is to be applied specifically to a kindergarten service located within an eligible Remoteness Category, and it cannot be applied for the benefit of another kindergarten service.

Use of the funds for any purpose or use not identified in the [Queensland Kindergarten Funding Category Guidelines](#) or [Queensland Kindergarten Funding Essentials](#) requires the Department of Education's prior written consent. Sessional kindergartens need to contact their central governing body (CGB) to obtain the department's approval.

Long day care services and sessional kindergartens also need to prepare an annual Service Location – *Early Childhood Teachers* plan which 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 services with preparing the plan.

Long day care services need to retain their annual plan and provide it to the department when requested.

Sessional kindergartens need to provide their plan to their CGB by 31 March of each calendar year.

## Subsidy eligibility

A new provider's eligibility will be automatically assessed as part of their application to become an approved kindergarten program provider.

The subsidy is available for services delivering an approved kindergarten program located in outer regional, remote and very remote areas as determined by the Accessibility/Remoteness Index of Australia.

The address of the service determines the amount of remoteness funding a service is eligible for. The department will use Census Workforce Data as released from time to time to determine funding eligibility.

## Subsidy calculation

The subsidy is calculated based on the total number of eligible children enrolled at the service. The rate of the subsidy will be dependent on whether the service is either outer regional, remote, or very remote.

Services with fewer than 22 enrolments will receive a minimum subsidy based on 22 enrolments. Services should seek to maximise enrolments of eligible children and may be required to provide additional evidence on how the service has attempted to increase eligible aged enrolments.

## Subsidy payment

At the beginning of each quarter/semester, long day care services and CGBs will submit a forecast of the eligible children enrolled in the kindergarten program.

The department will pay service location subsidies for eligible services at the beginning of the quarter/semester based on the submission of forecasted enrolments.

## Acquitting the subsidy

At the end of each quarter/term, long day care services and CGBs will need to submit an acquittal for the quarter including child level data which is used to calculate quarterly subsidy entitlements.

If an eligible service over estimates the enrolments at the beginning of the quarter, some of the service location subsidy or financial viability subsidy may be recouped when processing the end of quarter acquittal.

## Record keeping

Service providers must ensure that they retain sufficient evidence which supports/demonstrates how the subsidy was used to attract and retain a qualified ECT. Evidence may include:

- ECT payslips/employment contract
- correspondence relating to negotiation of the ECT wage
- financial reports supported by receipts, invoices, bank account statements
- annual Service Location - *Early Childhood Teachers* plan
- fee structure for the service/s\*
- family fee statements\*
- evidence of administering and monitoring financial viability component to member services\*

\*Sessional kindergartens or CGBs only

## More information

- Refer to the [Queensland Kindergarten Funding Essentials](#) on the Department of Education website.
- Contact the Grants Management team on (07) 3035 2244 or by email at [QKFS.LDC@ged.qld.gov.au](mailto:QKFS.LDC@ged.qld.gov.au).
- Sessional kindergartens can contact their CGB.