

## IMPORTANT INFORMATION

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### ECEC Policy Template

This policy template is for use by Independent Schools Queensland Central Governing Body (ISQ CGB) member services only.

#### Indemnity

ISQ provides this template and authorizes member schools/services to use it strictly on the condition that each school using this template indemnifies ISQ against any claim made against ISQ or any loss, cost or damage ISQ may incur resulting from a school/service using this template or any adaptation of this template. By using this template, a school/service accepts this condition and indemnifies ISQ in the terms of the condition in respect of the school/service's use of this template.

#### Instructions for use

The template is designed to be a document that services can adopt as their own policy by following the steps below. ISQ recommends that services review the wording of this policy template to ensure that it reflects the policy and practice of the school/service before undertaking the steps below.

#### To adopt this template as your policy, you may follow these steps:

1. assess the wording and modify where necessary, to ensure it reflects the policy and practice of the school/service
2. insert school/service logo where indicated/appropriate
3. insert ECEC service name where indicated by: <<ECECSERVICEName>>
4. insert policy name where indicated by: <<PolicyName>>
5. insert date of authorisation where indicated by: <<Date>>
6. insert review date where indicated by: <<LaterDate>>
7. delete this cover sheet.

*These steps are intended as a guide only. To complete, please refer to your School/Service Style Guidelines for instruction on the appropriate application of fonts, colours and placement of the School Logo.*

#### Contact Us

For further information or for enquiries relating to this policy please contact:

School Business Services Team

07 3228 1515 or [office@isq.qld.edu.au](mailto:office@isq.qld.edu.au)

# Kindergarten Funding Policy

<b>Purpose:</b>	The purpose of this policy is to provide a framework for the receipt and application of the QKFS subsidies that are applicable to this service.	
<b>Scope:</b>	The policy applies to the approved provider of the service, employees, including full-time, part-time, permanent, fixed-term and casual employees, and children and families participating in the kindergarten program at the service	
<b>References:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Queensland Kindergarten Funding Scheme: Funding requirements 2018</a></li> </ul> <div style="border: 1px solid black; background-color: #ffffcc; padding: 5px; margin: 5px 0;"> <p>Some suggested relevant references/policies are listed below. Please amend to suit your own service.</p> </div> <ul style="list-style-type: none"> <li>• ISQ Early Childhood Factsheet – <a href="#">QKFS Funding Rates for ISQ CGB Member Kindergartens</a></li> <li>• Australian International Islamic College Kindergarten Fees Policy</li> <li>• Australian International Islamic College Kindergarten Fees Enrolment Policy</li> </ul>	
<b>Supersedes:</b>	Previous	
<b>Authorised by:</b>	Nadiya Khan – Nominated Supervisor	<b>Date of Authorisation:</b> 10.5.18
<b>Review Date:</b>	Every two years	<b>Next Review Date:</b> 10.5.19
<b>Policy Owner:</b>	Australian International Islamic College Kindergarten	

## Policy Statement

In this section you should enter an overarching policy statement covering what the service intends to undertake or achieve as a result of this policy. For example, you may like to use the policy statement in blue font below. It is recommended that text in black is included.

<<ECECSERVICEName>> will ensure that it undertakes to meet the requirements of the Queensland Kindergarten Funding Scheme (QKFS) to remain eligible to receive QKFS subsidies [and if applicable - the Real Funding Guarantee] in order to support, both delivery of the kindergarten program and families using the service.

To access funding under the QKFS our service meets the following:

- holds a current service approval under the [Education and Care Services National Law \(Queensland\) Act 2011](#)
- offers an approved kindergarten program
- Is ineligible for Child Care Benefit payments on behalf of families for the duration of the kindergarten program
- holds appropriate public liability insurance of at least \$10 million
- offers an approved kindergarten program
- has a fee structure that demonstrates that cost is not a barrier to access
- is a member of Independent Schools Queensland Central Governing Body (ISQ CGB)

## Definitions

In this section you should include any relevant definitions from legislation or terms that may be unfamiliar to users of the policy. Included below in black are definitions that should be included and in blue further suggestions that may be applicable.

- **Kindergarten Program Provider (KPP)** – ECEC service that meets the Queensland Government requirements to deliver an approved kindergarten program.
- **Queensland Kindergarten Funding Scheme (QKFS)** – the Queensland Government’s funding scheme to support ECEC services approved as kindergarten program providers with the cost of delivering a kindergarten program and to ensure cost is not a barrier to access
- **Standard Subsidy** – provided to approved kindergarten program providers to support the kindergarten learning program for children at a service delivery level. The subsidy is paid per eligible child, by semester.
- **Remote Area (ARIA) Subsidy** – provided to approved kindergarten program providers classified as remote and very remote, ARIA 4 and 5, to attract and retain qualified teachers. The subsidy is based on the Accessibility/Remoteness Index of Australia (ARIA). The ARIA subsidy is a per child loading on the Standard subsidy, by semester.
- **Low Socio-economic (SEIFA) Subsidy** – provided to approved kindergarten program providers located in SEIFA areas 1-4 to reduce out-of-pocket expenses for all families with eligible children participating in the kindergarten program. The subsidy is based on the Socio-Economic Indexes for Areas (SEIFA). The SEIFA subsidy is a per eligible child loading on the Standard subsidy, by semester.

- **Plus Kindy Support Subsidy** – provided to approved kindergarten program providers to directly off-set a child’s kindergarten fees to provide a low or no cost program. Kindergarten programs, no matter where they are located, can claim Plus Kindy Support for an eligible child, if a family either:
  - holds a current Health Care Card (HCC), Veterans Affairs Card or Australian Government Pension Concession card with automatic Health Care Card entitlements; or
  - identifies as Aboriginal or Torres Strait Islander or both (or have a child who does); or
  - has three or more children, of the same age, enrolled in the same year; or
  - is an asylum seeker or refugee not holding a Health Care Card (assessed on a case by case basis)
- **Real Funding Guarantee** – is a guaranteed minimum level of funding for legacy kindergarten services, that recognises funding entitlements received under a previous assistance scheme.

## Responsibilities

In this section you should fully identify the roles and responsibilities of relevant parties, such as the service, families and employees. Included below in black are responsibilities that should be included and in blue further suggestions that may be applicable.

### <<ECECSERVICEName>>

<<ECECSERVICEName>> has the following role and responsibilities:

- to ensure QKFS funding is used appropriately to deliver an approved kindergarten learning program that meets responsibilities under the Queensland Kindergarten Funding Scheme
- to maintain Central Governing Body membership and comply with requirements of the ISQ CGB Agreement and Membership Policy
- to ensure prescribed information is displayed including KPP Approval certificate, acknowledgement of funding, program operating times, name and qualifications of ECT, and fee structure
- to ensure every effort is made to engage a qualified ECT in the case of absence.
- to implement a Fee Policy
- to ensure fee structure demonstrates how the Plus Kindy Support and SEIFA Subsidy is applied to individual fees
- to ensure reasonable steps are taken to minimise the possibility of claims for funding for children that may be enrolled in more than one kindergarten program
- to provide timely and accurate forecast and actual enrolment data to ISQ CGB
- to implement an enrolment policy, including clear definition of the eligible-age cohort of children
- to maximise/prioritise enrolments of eligible-age children
- to retain proof of date of birth of eligible age children
- to provide an inclusive program to ensure all children are able to participate appropriately in the program
- to complete the annual State Government ECEC Census

- to make records available in the case of a Department of Education and Training audit

### QKFS Standard Subsidy

<<ECECSERVICEName>> will ensure standard subsidy funding is used specifically to support the approved kindergarten learning program and be able to demonstrate this on an on-going basis.

### QKFS Remote Area (ARIA) Subsidy

<<ECECSERVICEName>> will ensure ARIA subsidy funding is used specifically to attract and retain a qualified early childhood teacher (ECT) to deliver the kindergarten program to support and be able to demonstrate this on an on-going basis.

The service will:

- Retain a record of how the ARIA subsidy will be paid to support the ECT.

Select all that apply below in the application of ARIA funding at your service or provide more appropriate wording

- At <<ECECSERVICEName>> the ARIA subsidy is used to:
  - Assist the ECT with relocation costs
  - Subsidise rent for ECT as rental costs are high
  - Pay significantly above award wage
  - Pay a bonus in addition to wage
  - Provide additional paid annual leave
  - Subsidise flights to and from the community to ECT's home base
  - Provide help with fees for the completion on an ECT qualification.

### QKFS Low Socio-Economic (SEIFA) Subsidy

<<ECECSERVICEName>> will ensure SEIFA subsidy funding is used specifically to reduce out of pocket expenses for all families with eligible children participating in the kindergarten program and be able to demonstrate this on an on-going basis.

The service will:

- Clearly inform families, on enrolment, how the SEIFA subsidy benefits them and how it is applied in the service

Select the appropriate application/s below of the SEIFA subsidy for your service or provide more appropriate wording. The SEIFA subsidy must be used to reduce out of pocket expenses for all families so it may be used wholly to reduce fees or a combination of applications.

- <<ECECSERVICEName>> will reduce the overall advertised fee for the approved kindergarten program by the amount of this subsidy **OR**
- <<ECECSERVICEName>> will apply the subsidy/part of the subsidy individually to fees of eligible age children **OR/AND**
- <<ECECSERVICEName>> will remove/reduce any additional fees for specific programs to ensure these programs are accessible to all eligible age children **OR/AND**
- <<ECECSERVICEName>> will remove the enrolment fee for the approved kindergarten program **OR/AND**
- <<ECECSERVICEName>> will cover the gap for families eligible for Plus Kindy Support to ensure no cost to these families and support their participation in the kindergarten program.

### **QKFS Plus Kindy Support Subsidy**

<<ECECSERVICEName>> will ensure Plus Kindy Support subsidy funding directly offsets kindergarten fees for eligible children participating in the kindergarten program and be able to demonstrate this on an on-going basis.

The service will:

- Provide timely and accurate details required for Plus Kindy Support funding claims to ISQ CGB.
- Clearly inform families, on enrolment, how the Plus Kindy Support subsidy works and how it is applied to kindergarten fees.
- Ensure eligible families or children that choose to identify as Aboriginal and/or Torres Strait Islander indicate this on the enrolment form.
- Retain a copy of the Health Care Card or equivalent confirming eligibility and adjust payments according to the expiry date.

### **Employees**

Employees of <<ECECSERVICEName>> have the following role and responsibilities:

- to be aware of their responsibilities under the Queensland Kindergarten Funding Scheme
- to ensure qualifications are appropriate and meet QKFS funding requirements and provide up to date documentation in the case of actively working towards an ECT qualification

### **Families**

Families at <<ECECSERVICEName>> have the following role and responsibilities:

- Provide relevant documents, in a timely manner, as requested on enrolment and throughout the kindergarten year, including birth certificates, Health Care Card entitlements, if applicable, and indication if the child or family identifies as Aboriginal or Torres Strait Islander
- Advise the service if their child is also attending another funded kindergarten program, including which service is to receive the subsidy for their child
- If applicable, discuss with the service the possibility of delaying exit of their child from the kindergarten program

## Implementation

In this section you should fully identify and provide some details of the reasonable steps your service is taking to effectively manage the requirements of the Queensland Kindergarten Funding Scheme. For example, you could use the wording in blue font below.

In practice, <<ECECServiceName's>> commitment to ensuring that all reasonable steps are taken to meet the requirements of the Queensland Kindergarten Funding Scheme, means that it will implement the following measures:

- Awareness - regularly raise awareness of the requirements of the Queensland Kindergarten Funding Scheme, including the development and implementation of this Policy, and the related Fees Policy; and
- Record keeping, monitoring, reporting – keep appropriate records, monitor and report on enrolments to ISQ CGB.

## Compliance and Monitoring

In this section you should identify the key compliance and monitoring actions and responsibilities your service will undertake. You may choose to use all or part of the wording in blue font below. The wording in black font below will apply to most policies at a service; you may choose to apply it to all.

In accordance with its responsibilities, <<ECEC Service Name>> will undertake the following compliance and monitoring activities:

- Keep up to date and accurate records of the enrolment status of children
- Keep up to date and accurate records of qualifications of employees and conditions of employment
- Document advice given to parents and employees; and
- Comply with requests by Department of Education as the regulatory body

In line with the *Education and Care Service National Regulations*, <<ECEC Service Name>> will ensure that:

- Copies of this policy and any related procedures are readily accessible and available for inspection by the Nominated Supervisor, employees and families and
- Parents of children enrolled at the service are notified at least 14 days before the service makes any change to a policy or procedure that may have a significant impact on the service's provision of education and care to any child enrolled at the service or the family's ability to utilise the service

# Finalising your policy

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1. Ensure that you have addressed all of the highlighted areas around which you need to make a decision
2. Refer to your service's Style Guidelines for appropriate instructions on the application of fonts, colours and the placement of your service logo
3. Delete the front instruction sheet, the yellow notes and this final instruction section
4. Save and print your new policy

## Contact Us

For further information or for enquiries relating to this policy:

School Business Services Team

07 3228 1515 or [office@isq.qld.edu.au](mailto:office@isq.qld.edu.au)