

# Queensland Kindergarten Funding

# Central governing bodies

## Roles and responsibilities

Sessional kindergartens accessing Queensland Kindergarten Funding must be a member of a central governing body (CGB).

The Department of Education funds CGBs to:

- support their member kindergarten services to deliver quality and affordable approved kindergarten programs.
- distribute subsidies to their member kindergarten services.
- support their operations.
- provide volunteer management committees with professional development and advisory services (where relevant).

CGBs are responsible for implementing sufficient and appropriate governance mechanisms to ensure their member services use funding for the purposes outlined in the [Queensland Kindergarten Funding Category Guidelines and Funding Essentials](#).

CGBs also:

- act as the primary contact for kindergarten services for all matters relating to the delivery of their approved kindergarten program.
- submit forecast and actual enrolment and attendance data to the department on behalf of member services and distribute funding.
- provide advice and support to kindergarten services to meet the Queensland Kindergarten Funding eligibility requirements.

- request approval from the department on behalf of member services seeking to operate a kindergarten program outside of the 15 hours per week, 40 weeks per year model.

CGBs can advise member kindergarten services about:

- using Queensland Government kindergarten funding appropriately.
- providing an inclusive kindergarten program.
- maximising kindergarten enrolments.
- ensuring that fees are not a barrier to participation.
- managing kindergarten enrolment processes.

## Joining a CGB

An approved kindergarten program provider who is a kindergarten service may apply to become a member of any [CGB](#) where they can meet the membership criteria. A kindergarten service will be asked to enter into a binding service agreement with their chosen CGB.

## Transferring membership

A kindergarten service can choose to transfer its membership from one CGB to another but only at the end of each calendar year.

The CGB must notify the department when a service has provided notice of their intent to transfer to another CGB.

Once a kindergarten service has signed a service agreement with the new CGB, this CGB must provide the department with confirmation of the new membership.

## Distribution of funding

The department allocates subsidies to CGBs as a block grant to distribute to their kindergarten services for the delivery of an approved kindergarten program. Funding is distributed to CGBs in accordance with their service agreement with the department.

## Monitoring and review of CGBs

CGBs and kindergarten services are required to provide a range of data, as outlined in their service agreement with the department, to enable the department to monitor the use of funding.

All CGBs are required to submit bi-annual forecast enrolment data and quarterly (term) reconciliation data to inform funding calculations and entitlements.

The department has the right to confirm the compliance of:

- a CGB with their service agreement and the Queensland Kindergarten Funding Category Guidelines.
- a CGB's member kindergarten services with the eligibility requirements and the Queensland Kindergarten Funding Category Guidelines.

The department may conduct planned or unplanned assurance reviews which may include site visits to a CGB and/or its member kindergarten services.

## Roles and responsibilities

Central Governing Bodies (CGBs)	Sessional kindergartens
<b>Kindergarten program provider (KPP) approval</b>	
Ensure that government investment is directed to eligible kindergarten services, including a policy regarding funding distribution from CGBs to affiliate services (where relevant) to better support kindergarten services to manage their cash-flows throughout the calendar year.	Use funding to deliver an approved kindergarten program that meets all program delivery requirements.
Act as kindergarten services' 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 kindergarten funding service agreements and the Queensland Kindergarten Funding Essentials (sessional kindergartens).
Provide advice and support to kindergarten services to meet the eligibility requirements.	Display their KPP approval certificate, the approved kindergarten program operating times, and the name and qualifications of the early childhood teacher.

Central Governing Bodies (CGBs)	Sessional kindergartens
	Use the approved kindergarten program identifier, the 'kindy tick', in accordance with the Queensland Government Style Guide.
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 member kindergarten service's eligibility to meet the QKF Funding Category Guidelines or other matters identified in the service agreement with the CGB.
<b>CGB membership</b>	
<p>Disseminate information regarding the application process and criteria for membership (including details of any membership fee).</p> <p>Provide the Department with a copy of this information prior to distribution.</p>	Provide written advice to the CGB within 10 business days of any significant changes to the kindergarten service, such as service name or address, banking details, principal office bearers, contact persons or key staff or changes to current or potential financial status that could impact on the financial viability and stability of the kindergarten service.
Give an applicant written notice of their 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 member kindergarten service.	Comply with the requirements of their service agreement with the CGB.
Maintain a policy that supports the transfer of member kindergarten services to another CGB if required, including a process for transferring any outstanding funding entitlements.	n/a
Maintain a record of current member Kindergarten services	Provide up-to-date and accurate data to the CGB.
Notify the department within 10 working days if a kindergarten service's membership has either ceased or been terminated.	n/a
<b>Program Delivery</b>	
Provide advice and support to assist member kindergarten services to maximise the number of eligible-age children enrolled and to increase enrolments that represent the	Implement strategies to maximise the number of eligible-age children enrolled.

Central Governing Bodies (CGBs)	Sessional kindergartens
characteristics of individual communities.	
Seek approval from the department on behalf of member services for operating models that are outside of the 15 hours per week for 40 weeks per annum model.	Offer a learning program that is provided for 15 hours per week for 40 weeks, or 600 hours per year. Report another proposed model to your CGB to seek departmental approval before advertising and enrolling children in this model.
Provide advice and support to member kindergarten services 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.	n/a
Provide advice and support (including resources and policies) to member kindergarten services to enable the delivery of an inclusive quality education program for all children.	Ensure all children have equitable access to an approved kindergarten program.  Deliver an approved kindergarten program using the Queensland Kindergarten Learning Guideline (QKLG) or alternative kindergarten learning guideline accredited by the Queensland Curriculum and Assessment Authority (QCAA).
Support kindergarten services 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 kindergarten services to support increased participation of children who may be experiencing vulnerability and/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.
<b>Funding</b>	
Maintain policies and procedures for administering funding to member kindergarten services, including a policy regarding funding distribution from CGBs to affiliate services to better support kindergarten services to manage their cash-flows throughout the calendar year.	n/a

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Ensure information about the funding distribution model is available publicly.	n/a
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Clearly identify and account for the funding provided by the department in its annual audited financial statements.	n/a
Ensure the member kindergarten service's fee structure is not a barrier to access.	<p data-bbox="805 689 1268 824">Document and publish their fee structure, including a written statement about the fees to be charged and the payment process.</p> <p data-bbox="805 857 1295 1059">Ensure the fee structure clearly demonstrates how the Base subsidy, Kindy Plus subsidy and Kindy Affordability subsidy (if applicable) is applied to individual family's statement of fees.</p> <p data-bbox="805 1061 1300 1397">Notify all parents and carers prior to the new fees taking affect and display the new fee structure at the kindergarten service. Where possible, this information should be provided in languages and formats appropriate to the needs of families attending the service. The CGB must notify the Department as part of the semester forecast if fees change.</p> <p data-bbox="805 1431 1252 1496">Notify the CGB in advance of any changes to the fee structure.</p>
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 does not include children enrolled in more than one approved kindergarten program for the purposes of funding.
Work with member kindergarten services to strengthen viability and sustainability.	<p data-bbox="805 1704 1289 1868">Operate in accordance with good governance principles, including risk management, ethical decision-making, effective recordkeeping and financial accountability.</p> <p data-bbox="805 1904 1289 2000">Meet the governance standards under the National Quality Standard, Quality Area 7.</p>

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<b>Data collection, monitoring and reporting</b>	
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 centralised kindergarten software solution.
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 member Kindergarten services, including information about enrolments, attendance, demographic characteristics of children, 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 kindergarten service's approved kindergarten program.
Provide information on the number of children per kindergarten service 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 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 per kindergarten service where the enrolment was cancelled by the kindergarten service. Supporting data is to include date of enrolment and date of cancellation.	Provide timely information to CGBs about the cancellation of a child's enrolment initiated by the kindergarten service.

## 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 central governing body.