



Queensland Kindergarten Funding Essentials (sessional kindergartens)



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Queensland kindergarten funding

Every child, regardless of circumstance, deserves the best start in life. Access to a quality kindergarten program supports that start. It lays the foundation for every child in Queensland to thrive and achieve lifelong success.

From 1 January 2023, the Queensland Government will introduce new kindergarten funding to give every child a great start.

This \$1 billion investment over five years means kindergarten is not only world-class, but accessible and affordable.

The Department of Education will provide funding to eligible kindergarten service providers to ensure greater access to a quality kindergarten program for Queensland children, and to reduce out-of-pocket fees for many families from 2023.

By providing kindergarten funding to eligible service providers, the Department of Education aims to:

- improve educational outcomes for children
- increase participation and attendance of all children in Queensland
- target funding to children who need it most
- improve inclusiveness of services
- improve affordability by reducing fees for families
- help children reach their full potential when they are at kindergarten.

Eligibility criteria for sessional kindergartens

To be eligible for funding, service providers must meet two sets of criteria.

Child eligibility criteria

A child must be at least four years of age by 30 June in the year they commence kindergarten. Service providers may only claim funding for each enrolled, eligible child.

Service provider eligibility criteria

Each service provider (members and affiliates of central governing bodies) must:

- operate a service that has a current service approval under the [Education and Care Services National Law](#) (National Law) or the [Education and Care Services Act 2013 \(ECS Act\)](#)

- be registered as an approved kindergarten program provider. Information relating to approved kindergarten program provider status and how to apply may be accessed in Appendix 1
- not had approved kindergarten program provider status suspended or revoked. Information relating to this may be accessed in Appendix 2
- employ a qualified early childhood teacher to deliver the approved kindergarten program. Information relating to exceptional circumstances may be accessed in Appendix 3. Qualifications must:
 - meet requirements of an early childhood teacher under the National Quality Framework
 - be checked against approved early childhood teacher qualifications on the [Australian Children's Education and Care Quality Authority](#) website
- deliver an approved kindergarten program using the [Queensland kindergarten learning guideline](#) or an alternative kindergarten learning guideline accredited by the [Queensland Curriculum and Assessment Authority](#)
- offer and provide all eligible children in the approved kindergarten program an annual provision of 600 hours made up of at least 15 hours a week or 30 hours per fortnight for 40 weeks. Any other model must be approved by the Department of Education prior to commencement
- have a rating of working towards National Quality Standard or higher. Services waiting to be assessed by the regulatory authority against the National Quality Standard are still eligible for funding
- be a member or affiliate of a central governing body (sessional kindergartens).

Requirements for sessional kindergartens

In claiming and receiving kindergarten funding, service providers agree to and must:

- adhere to the terms and conditions detailed in kindergarten funding service agreements
- retain and provide on request any evidence to demonstrate compliance with kindergarten funding for up to three years, including early childhood teacher qualifications, staff rosters, room rolls, programming information, enrolment forms, policies and procedures, invoices, software provider reports, fee structures and family fee statements
- spend funding for eligible children in the year for which the funding was claimed

- adopt a fee structure that is not a barrier to participation by families, and the pricing methodology used to establish these fees aligns to the service's purpose as a not for profit community association
- ensure fees are developed in consultation with the relevant central governing body
- ensure funding is used to reduce fees for eligible children (that is, the fees charged for eligible children must be less than fees for non-eligible children attending the kindergarten program)
- not transfer affiliation from one central governing body to another during a calendar year (sessional kindergarten affiliates). The central governing body must provide the Department of Education with confirmation of the new membership
- ensure enrolment policies and procedures are followed and:
 - prioritise enrolment of eligible children into approved kindergarten programs prior to opening additional programs or enrolling non-eligible children
 - only offer non-eligible children places in an approved kindergarten program at the end of February each year, if places are available after finalising the enrolment of eligible children. Earlier enrolments of non-eligible children must be approved in writing by a central governing body and the Department of Education prior to offering places
 - ensure claims are made for eligible children in one kindergarten program only
 - support family choice regarding the service provider to which kindergarten funding is applied, where a child attends multiple services
 - ensure enrolments are not refused for eligible children in an approved kindergarten program if funding has been claimed for that child by another service provider
- display the following information at all times an approved kindergarten program is being delivered:
 - approved kindergarten program provider certificate
 - kindergarten program operating times
 - name and qualifications of the early childhood teacher delivering the kindergarten program
 - fee structure clearly documenting the kindergarten program fees, including how subsidies are allocated or passed on to families
- use the online application in the [Queensland Curriculum and Assessment Authority](#) portal to develop and upload a transition statement (with family permission) for each

eligible child's family in November of the kindergarten year. Further information on transition statements may be accessed [here](#)

- have a workforce plan that is reviewed at least annually and includes a range of strategies to attract and retain suitably qualified early childhood teachers. Further information regarding workforce plans may be accessed [here](#).

Kindergarten funding grants for sessional kindergartens

Kindergarten funding is provided to service providers through one or more grants:

- **base subsidy** – provided for each eligible child who is enrolled in an approved kindergarten program
- **affordability subsidy** – provided for each eligible child who meets one or more specified criteria
- **service location subsidy** – provided to service providers (for each eligible child) where the service is located in an eligible remoteness category using the Australian Bureau of Statistics (ABS) remoteness measure at the SA2 geographic level
- **educational need grant** – provided to eligible service providers, determined by the Department of Education, to respond to children's learning and development needs through provision of evidence-based initiatives
- **inclusion subsidy** – provided to service providers to support inclusion of all eligible children in an approved kindergarten program irrespective of diversity of background or additional needs.

Kindergarten funding claims and payments for sessional kindergartens

Sessional kindergartens are funded collectively through a kindergarten funding service agreement with central governing bodies. Each central governing body distributes funding to members or affiliates in accordance with individual kindergarten funding service agreements.

Payments from the Department of Education are made to central governing bodies through two block grants in advance over a calendar year, with an acquittal process completed at the end of each quarter.

Payments are made by electronic funds transfer.

Legal obligations for sessional kindergartens

Central governing bodies have legal obligations relating to kindergarten funding and must have financial oversight of the use of grant funding provided to each service provider.

Central governing bodies are contractually bound to the terms and conditions in kindergarten funding service agreements. Each central governing body is the legal entity that enters into this contractual and legal relationship with the Department of Education. Legal obligations include:

- reporting and governance requirements
- financial accountability
- compliance with the *Kindergarten Funding Essentials*, including service eligibility and requirements.

Sessional kindergartens (affiliates only) are bound to the terms and conditions of respective affiliate funding agreements with their central governing body. Affiliate funding agreements legally bind each central governing body's affiliate to the Department of Education's kindergarten funding requirements.

Kindergarten funding assurance for sessional kindergartens

The Department of Education conducts assurance reviews of approved kindergarten providers to monitor compliance against the requirements of kindergarten funding.

Assurance reviews are conducted by officers authorised under the *Community Services Act 2007*. The *Community Services Act 2007* authorises investigating, monitoring and ensuring compliance of services in receipt of kindergarten funding.

Funding provided by the Department of Education will be recovered (or reimbursed) in full for all periods where:

- the kindergarten funding terms and conditions, service eligibility criteria or requirements have not been met, or there is insufficient evidence to support compliance
- there is insufficient evidence of:
 - appropriate expenditure of subsidies
 - support for claims, particularly where the claim falls outside the normal operating context of the service

- establishment of fees in accordance with the service's purpose as a not-for profit association or that the central governing body has not supported these fees.
- claiming anomalies or deliberate overclaiming have been identified
- subsidies have not been passed on to families
- grants have not been correctly applied
- enrolment of an eligible aged child into the kindergarten program has been denied on the basis of parental choice as to the application of the funding in multiple service settings.

Sessional kindergarten grants (funded through central governing bodies)

Base subsidy for sessional kindergartens

The base subsidy is provided to service providers for each eligible child enrolled in an approved kindergarten program.

Base subsidy amounts funded

Details of amounts funded through the base subsidy may be accessed in Appendix 4.

Base subsidy spending rules

To reduce out-of-pocket kindergarten costs for families, sessional kindergartens are required to pass on to each eligible child's family a minimum of \$1,500 for each eligible child per annum.

The remaining base subsidy funds must only be spent on any of the items outlined below:

- fee reduction for eligible children only
- improved entitlements for the early childhood teacher delivering the approved kindergarten program, including wages, professional development or learning resources
- quality and age-appropriate resources specifically for eligible children
- operational costs directly related to the delivery of the approved kindergarten program for eligible children.

The base subsidy must **not** be used for any costs **not** directly related to the delivery of the approved kindergarten program for eligible children.

Base subsidy financial obligations

Each central governing body or sessional kindergarten must be able to demonstrate to the Department of Education:

- how at least \$1,500 in base subsidy was used to reduce out-of-pocket costs for each eligible child's family
- how the base subsidy was spent by each sessional kindergarten for which the funding was granted
- that the base subsidy was used for the relevant kindergarten cohort enrolled in the year for which the funding was claimed
- that the base subsidy was used to directly enhance the approved kindergarten program for which the funding was granted
- that kindergarten funding was not used to subsidise the delivery of other programs (for example, kindergarten programs for non-eligible children).

Each central governing body or sessional kindergarten must retain and provide on request evidence to demonstrate compliance with kindergarten funding – base subsidy. This evidence may include:

- enrolment policies and procedures supported by enrolment forms
- fee structure for the service/s
- family fee statements
- financial reports supported by receipts, invoices, bank account statements
- early childhood teacher payslips/employment contracts.

Affordability subsidies for sessional kindergartens

The affordability subsidies are designed to offset a family's kindergarten fees. The affordability subsidies are provided to service providers for each eligible child who meets one or more specified criteria.

There are two affordability subsidies: *Kindy Plus* and *Kindy Family Tax Benefit (FTB)*.

Affordability – *Kindy Plus* subsidy

The *Kindy Plus* subsidy is applied quarterly for each eligible child who meets one or more of the following specified criteria:

- the family (including foster families and kinship care families as determined by the *Child Protection Act 1999*) or the child must present one of the following:
 - an Australian Government Health Care Card, with the child named on the card
 - a current Australian Government Concession Card
 - a Department of Veterans' Affairs Gold Card or White Card
 - evidence of formal foster or kinship care arrangements
- the child is living in a formal child protection out-of-home-care arrangement
- the child or parent identifies as Aboriginal or Torres Strait Islander
- the family has three or more children of the same age attending a kindergarten program at the same time
- the family and child have entered Australia under the Australian Government's Refugee and Humanitarian Program, or is in the process of seeking asylum and holds a temporary visa. Information on temporary visas may be accessed in Appendix 5
- temporary financial hardship (equivalent to the Australian Government's Additional Child Care Subsidy). The Affordability – *Kindy Plus* (temporary financial hardship) category *Record of Application and Service Decision Form* is available in Appendix 6.

A child who is eligible for *Kindy Plus* will be eligible for fee-free kindergarten.

Affordability – *Kindy FTB* subsidy

The *Kindy FTB* subsidy is applied quarterly for each eligible child whose family was eligible for the Australian Government's Family Tax Benefit Part A or Part B payment in the financial year prior to the kindergarten year.

The 2021-22 financial year is the relevant financial year for the 2023 kindergarten year (January to December). If a family was not eligible for the family tax benefit in the 2021-22 financial year, they are not entitled to the *Kindy FTB* subsidy for the 2023 kindergarten year.

Some families may receive confirmation of eligibility during 2023 as families have until 30 June 2023 to lodge claims for the 2021-22 financial year. In this instance, and where the child has been enrolled since the commencement of the 2023 kindergarten year, the family will be eligible for the *Kindy FTB* subsidy for the whole year. A claim for back-payment of the subsidy can be made by the kindergarten service.

A family can check their eligibility for Family Tax Benefit by visiting the [Services Australia Family Tax Benefit website](#).

Families can provide one of the following documents to provide evidence for their claim for the *Kindy FTB* subsidy:

- a reconciliation statement from Services Australia '[About your Family Tax Benefit letter](#)' for the previous financial year a child is enrolled in kindergarten or
- a recent [income statement](#) issued by Services Australia that shows payment of FTB or
- a screen shot from a family's MyGov app with payment dates for FTB in the same financial year a child is enrolled in kindergarten or
- a copy of a recent bank statement that shows receipt of Family Assistance payments from Services Australia or Centrelink.

A child who is eligible for *Kindy FTB* will be eligible for fee-reduced kindergarten.

Affordability subsidies funded amounts

Details of amounts funded through both affordability subsidies may be accessed in Appendix 4.

Affordability subsidies spending rules

Affordability subsidies spending rules:

- Affordability subsidies must only be used to offset the cost of kindergarten fees paid by families through reducing out-of-pocket kindergarten costs for each eligible child's family.
- Periodic fee deductions may be made on a daily/weekly/fortnightly/quarterly basis.
- The subsidies must be applied to each eligible child only. Affordability subsidies cannot be applied by the service provider to reduce the overall kindergarten fee for **all** eligible children.
- If a service provider claims the *Kindy Plus* subsidy for an eligible child, service providers are **not** able to claim the *Kindy FTB* subsidy for **that same child**.
- The full quarterly amount for subsidies must be passed on to each eligible child's family, irrespective of how many weeks the child was at the service in the claim period. A credit on families' accounts, after all out-of-pocket expenses are paid for each quarter, cannot be applied. All remaining funds must be used in accordance with the base subsidy spending rules.
- As the *Kindy Plus* subsidy is paid in advance, once a child is no longer eligible (for example, Australian Government Health Care Card or Concession Card expires), the service provider cannot claim the subsidy for **that same child** in subsequent terms.
- A child eligible for the *Kindy FTB* subsidy will receive the subsidy or part thereof (if the child leaves the service) for the whole kindergarten year.

Affordability subsidies financial obligations

The central governing body must be able to demonstrate to the Department of Education how the affordability subsidies have been used to reduce out-of-pocket expenses for families whose eligible child/ren are enrolled in the approved kindergarten program.

Each central governing body or sessional kindergarten must retain and provide on request evidence to demonstrate compliance with kindergarten funding – affordability subsidies. This evidence may include:

- enrolment policy and procedures supported by enrolment forms
- fee structure for the service
- family fee statements
- service management software program reports
- evidence (including expiry dates) of any applicable veterans', Health Care or Concession cards, kinship or foster care arrangements, or a copy of Services Australia letter confirming Family Tax Benefit eligibility for the current kindergarten year
- *Kindy Plus* (temporary financial hardship) subsidy *Record of Application and Service Decision Form* to support all financial hardship decisions.

Service location subsidies for sessional kindergartens

Service location subsidies are provided for each eligible child to service providers located in an eligible remoteness category using the ABS remoteness measure at the statistical area level 2.

There are two service location subsidies: *Early Childhood Teachers* and *Financial Viability*.

Service Location – *Early Childhood Teachers* subsidy

The subsidy is designed to assist service providers to attract and retain qualified early childhood teachers to deliver an approved kindergarten program.

Service Location – *Financial Viability* subsidy

The subsidy is designed to assist service providers with the cost of delivering a kindergarten program in a regional/remote area.

The Department of Education determines service and funding eligibility.

Service location subsidies amounts funded

The subsidy is calculated as a per child amount multiplied by the number of eligible children enrolled in the service. Where eligible enrolments are fewer than 22 children (at the service), a minimum payment based on 22 enrolments will be provided.

The kindergarten funding service agreement includes a condition that the service provider must seek to maximise the number of eligible aged children enrolled in the program. As a condition of payment, the Department of Education may seek additional information or evidence from the service about activities to maximise eligible aged enrolments.

Details of amounts that can be claimed may be accessed in Appendix 4.

Service location subsidies spending rules

The Service Location – *Early Childhood Teacher* subsidy must only be used to attract and retain qualified early childhood teachers at the eligible service, including:

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

Service providers must provide an annual Service Location – *Early Childhood Teachers* plan to their central governing body specifying how the funding will be used to attract and retain early childhood teachers. See Appendix 7 for a sample template, which will be available online in an editable format.

The Service Location – *Financial Viability* subsidy may only be used to offset the operational costs for delivery of the approved kindergarten program at an eligible service.

If the service wishes to use either of the subsidies for any purpose other than the intent of each subsidy, approval from their central governing body and the Department of Education must be obtained.

Service location subsidies financial obligations

The central governing body must be able to demonstrate to the Department of Education how the service location subsidies have been spent for the purpose of attracting and retaining a qualified early childhood teacher and for financial viability (if applicable) at each sessional kindergarten.

Each central governing body or sessional kindergarten must retain and provide on request evidence to demonstrate compliance with the service location subsidies. This evidence may include:

- early childhood teacher payslips/employment contract
- correspondence relating to negotiation of the early childhood teacher wage and entitlements
- financial reports supported by receipts, invoices, bank account statements
- fee structure for the service
- family fee statements
- evidence of administering and monitoring financial viability component to member services
- annual Service Location – *Early Childhood Teachers* plans.

Educational need grant for sessional kindergartens

The educational need grant (*Kindy Uplift*) is provided to eligible service providers to respond to children's learning and development needs through provision of evidence-based initiatives. *Kindy Uplift* is designed to strengthen children's access to, and meaningful participation in, the full range of kindergarten experiences.

The Department of Education determines service and funding eligibility.

Educational need grant – *Kindy Uplift* amounts funded

Details of amounts that **can** be claimed may be accessed in Appendix 4.

Educational need grant – *Kindy Uplift* spending rules

Kindy Uplift must be used to fund programs, resources, educational supports and professional development to build educator capability, support inclusion and improve children's learning and development with a focus on one or more of the priority areas:

- social and emotional capability
- physicality
- thinking and responding

- oral language and communication
- access and inclusion
- Aboriginal and Torres Strait Islander access and inclusion (from 2024).

Service providers must submit an annual *Kindy Uplift* plan to demonstrate how the funding will improve outcomes for eligible children. Each *Kindy Uplift* plan must be approved by a *Kindy Uplift* advisor allocated to the service.

Kindy Uplift must **not** be used for any costs **not** directly related to the delivery of the approved *Kindy Uplift* plan.

Educational need grant – *Kindy Uplift* financial obligations

Each central governing body or sessional kindergarten must be able to demonstrate to the Department of Education how *Kindy Uplift* was spent by each service provider for which the funding was granted.

Each central governing body or sessional kindergarten must retain and provide on request evidence to demonstrate compliance with kindergarten funding – educational need grant.

This evidence may include:

- enrolment policies and procedures supported by enrolment forms
- financial reports supported by receipts, invoices, bank account statements
- an approved *Kindy Uplift* plan specifying a focus on one or more of the five priority areas.

Each central governing body must acquit this funding at the end of each calendar year. This acquittal is to be submitted through QGrants on or before 28 January of the following calendar year.

Inclusion subsidies for sessional kindergartens

Inclusion subsidies are provided to service providers to support inclusion of **all** eligible children in an approved kindergarten program irrespective of diversity of background or additional needs. Funding is provided to ensure **all** eligible children meaningfully participate in kindergarten on the same basis as their peers.

There are two inclusion subsidies: *Inclusion Ready* and *Kindergarten Inclusion Support Scheme*.

Inclusion Ready subsidy

The *Inclusion Ready* subsidy is provided to service providers for each eligible child enrolled in an approved kindergarten program.

The *Inclusion Ready* subsidy is provided to service providers to:

- improve kindergarten participation and attendance for **all** children
- ensure children with diverse backgrounds or additional needs are provided with adjustments, supplementary to the strategies and resources already available
- engage in professional development to ensure educators support children and families to feel welcome, engaged and culturally safe
- support the transition into kindergarten or Prep for children with diverse backgrounds or additional needs.

Kindergarten Inclusion Support Scheme subsidy

The *Kindergarten Inclusion Support Scheme* subsidy is provided to service providers to make reasonable adjustments for eligible children who meet one or more of the following criteria:

- a suspected or diagnosed disability
- a suspected or diagnosed developmental delay
- present with challenging behaviours
- a serious medical or health condition, including mental health
- present with trauma-related behaviours or additional and high-support needs.

Funding is designed to support educators to meet their legal responsibility to ensure **all** children are included in the kindergarten program through:

- building educator capability to develop and implement programs inclusive of children with disability or additional needs
- promoting collaboration between families and professionals, including National Disability Insurance Scheme partners, early childhood development programs, specialist support providers and local schools
- providing equitable access to resources, participation and opportunities for children to demonstrate their learning.

Funding will be provided based on the level of adjustments made to enable the eligible child to access and participate in the kindergarten program.

Inclusion subsidies amounts funded

Details of the amounts funded through the inclusion subsidies may be accessed in Appendix 4.

Inclusion subsidies spending rules

Inclusion subsidies must be spent to improve access and participation for **all** children, including those with diverse backgrounds or additional needs. Funding must be spent on additional educators, programs, resources, equipment, educational materials, professional development, or visiting partners or specialists.

Inclusion subsidies financial obligations

Each central governing body or sessional kindergarten must be able to demonstrate to the Department of Education how the inclusion subsidies were spent by each service provider for which the funding was granted.

Each central governing body or sessional kindergarten must retain and provide on request evidence to demonstrate compliance with kindergarten funding – inclusion subsidies. This evidence may include:

- enrolment policies and procedures supported by enrolment forms
- financial reports supported by receipts, invoices, bank account statements.

Appendix 1 – Application process to become an approved kindergarten program provider

To be eligible for and receive Queensland kindergarten funding subsidies, a service must have obtained approved kindergarten program provider status. Service providers must lodge an application to become an approved kindergarten program provider through the Queensland Government's QGrants Portal.

Application assessment

An application made by an approved provider to become an approved kindergarten program provider will be assessed and approved based on eligibility criteria. Kindergarten program provider approvals are issued periodically throughout the year. Once approved, service providers are eligible to receive funding from the beginning of the next payment cycle.

An application to become an approved kindergarten program provider may be rejected based on the grounds outlined in Appendix 2.

Approved kindergarten program provider status does not transfer with a service. If the approved provider of an approved kindergarten program provider changes, either through the transfer of a service approval or an application for a new service approval, the new approved provider must make an application for that service to be an approved kindergarten program provider.

Where the approved provider has existing service/s that are approved kindergarten program providers, they must make an application for any new service, as each service is required to be an approved kindergarten program provider.

Approved kindergarten program provider status does not automatically apply to all services that are subject to the approved provider's operations or service approvals.

An approved provider must hold the service approval for a new or transferring service prior to making an application to become an approved kindergarten program provider.

Lodging an application

Approved providers must register in QGrants before applying to become an approved kindergarten program provider.

The approved provider, being the entity who can be legally bound, will enter into an agreement for the provision of the funding. QGrants is separate to the:

- National Quality Agenda ITS, which allows approved providers under the National Quality Framework to submit applications and notifications to the Queensland Regulatory Authority
- Australian Government's Child Care Management System, which is required to account for Child Care Subsidy funding.

Once registered for QGrants, approved providers are able to:

- manage their accounts
- approve access requests to their information
- submit an application to become an approved kindergarten program provider
- link their approved kindergarten program providers.

The QGrants Guide for Account Creation outlines the registration process in detail and may be accessed [here](#).

Submitting a kindergarten program provider application

Once registered with QGrants, an approved provider can proceed to apply for a service provider to become an approved kindergarten program provider.

Information regarding [submission of applications](#) may be accessed at sessional kindergartens.

Approved providers must read the 'Before you start the Application' section in the relevant guide for their service provider, which outlines documents they will need to complete the application, including the program delivery template.

For assistance with the application process or to claim funding, contact the Grants Management team on:

- Phone: 07 3035 2244
- Email: QKFS.LDC@ged.qld.gov.au.

Approval process

Successful applicants will be advised in writing and provided with an approval certificate and a range of materials to promote the approved kindergarten program.

Approved kindergarten program providers and approved providers must **not** promote their kindergarten programs as being government approved, or use the 'kindy tick' identifier, until the application for the service to become an approved kindergarten program provider has been approved.

Unsuccessful applicants will be advised in writing of the reasons their application to become an approved kindergarten program provider was not approved. Review options are outlined in the [Customer Complaints Management Framework](#).

To remain an approved kindergarten program provider and remain eligible for funding, the approved kindergarten program provider must continue to meet national and Queensland eligibility requirements.

Appendix 2 – Grounds for suspending or revoking approved kindergarten program provider status

Approved kindergarten program provider status may be suspended or revoked based on any of the following grounds.

The approved provider is currently:

- insolvent, under management, under administration or in liquidation
- in receipt of outstanding compliance issues of a serious or ongoing nature that would impact on the delivery of the approved kindergarten program or the operation of the service
- the subject of an investigation by a state, territory or Australian Government regulator or
- not meeting the eligibility requirements, by virtue of their own or an approved kindergarten program provider non-compliance, after the submission of a claim for funding.

The approved provider has (or its directors or office bearers have been directors or office bearers of an approved provider that has) previously:

- had a department funding agreement terminated
- had Queensland Government funding or services suspended, ceased or substantially varied
- persistently breached (without remedy) funding agreements with the Queensland Government or
- received an adverse finding by a state, territory or Australian Government regulator where these findings are reported through:
 - Australian Charities and Not-for-profit Commission
 - Australian Securities and Investments Commission
 - Office of the Registrar of Indigenous Corporations or
 - otherwise within the knowledge of the department and regarded as an adverse finding.

Appendix 3 – Early childhood teacher exceptional circumstances

Where exceptional circumstances exist, an approved provider may be able to claim funding for an approved kindergarten program when an early childhood teacher who is ‘actively working towards’ completing an ACECQA approved qualification is delivering the approved kindergarten program.

The Department of Education will consider the service’s location, community demographics and the educator’s progress towards their qualification in determining whether the approved provider can continue to claim funding.

The requirements for actively working towards an approved early childhood teacher qualification are:

- being enrolled in a course for the qualification
- having commenced the course
- making satisfactory progress towards completion
- meeting the requirements to maintain enrolment.

The Department of Education determines services’ funding eligibility for exceptional circumstances.

Instances where the educator will **not** be considered to be actively working towards an early childhood teacher qualification include if they:

- have not enrolled in any subjects for a semester/teaching period or more
- have deferred or withdrawn from all subjects in a semester/teaching period or more or
- have not successfully completed any subjects across two or more semesters/teaching periods.

Approval for early childhood teacher exceptional circumstances **must** be obtained from the Department of Education prior to submission of any claims.

Enquiries should be directed in writing to QKFS.LDC@qed.qld.gov.au.

Appendix 4 – Kindergarten funding grants for sessional kindergartens

Subsidy/grant	Component	Amount* (annual funding per eligible child)
Base	Total	\$5,524.50
	<ul style="list-style-type: none"> minimum base subsidy funds to reduce out-of-pocket kindergarten costs for families 	\$1,500.00
	<ul style="list-style-type: none"> remaining base subsidy funds 	\$4,024.50
Affordability	<i>Kindy Plus</i>	Free**
	<i>Kindy FTB</i>	Up to \$2,159.10
Service location	<i>Early childhood teacher</i> Subsidy is based on total number of eligible children enrolled. Where enrolments are fewer than 22, a minimum subsidy based on 22 enrolments will be provided.	Outer regional – \$403.70 (minimum payment \$8,881.40)
		Remote – \$1,051.40 (minimum payment \$23,130.80)
		Very remote – \$1,516.60 (minimum payment \$33,365.20)
	<i>Financial viability</i> Subsidy is based on total number of eligible children enrolled. Where enrolments are fewer than 22, a minimum subsidy based on 22 enrolments will be provided.	Outer regional – \$403.70 (minimum payment \$8,881.40)
		Remote – \$1,051.40 (minimum payment \$23,130.80)
		Very remote – \$1,516.60 (minimum payment \$33,365.20)
Educational need	Available to approximately 900 eligible service providers determined by the Department of Education	Service specific
Inclusion	<i>Inclusion Ready</i>	\$166.90
	<i>Kindergarten Inclusion Support Scheme</i>	Service specific

*Amounts as at 1 July 2023.

**Kindy Plus children will be free. The amount of the subsidy is determined by the out-of-pocket less the mandated pass through of \$1,500 per annum.

Appendix 5 – Affordability *Kindy Plus* subsidy eligible visa card holders

Visa subclass	Visa type
Refugee Category Visas	
200 Refugee Visa	Refugee and Humanitarian Visas
201 In-country Special Humanitarian Visa	Refugee and Humanitarian Visas
203 Emergency Rescue Visa	Refugee and Humanitarian Visas
204 Woman at Risk Visa	Refugee and Humanitarian Visas
Special Humanitarian Program Visas	
202 Global Special Humanitarian Program Visa	Refugee and Humanitarian Visas
785 Temporary Protection Visa	Refugee and Humanitarian Visas
790 Safe Haven Enterprise Visa	Refugee and Humanitarian Visas
866 Protection Visa	Refugee and Humanitarian Visas
Other Visas	
050	
051 Bridging Visa E	Other Visas
010 Bridging Visa A (BVA)	Other Visas
020 Bridging Visa B (BVB)	Other Visas
030 Bridging Visa C (BVC)	Other Visas
449 Temporary Humanitarian Stay	Other Visas
100 Partner (Migrant) Visa	Other Visas
216 Ahmadi	Other Visas
211 Burmese in Burma	Other Visas
213 Burmese in Thailand	Other Visas
209 Citizens of the Former Yugoslavia (Displaced Persons)	Other Visas
448 Kosovar Safe Haven (Temporary)	Other Visas
451 Secondary Movement and Relocation (Temporary)	Other Visas
447 Secondary Movement Offshore Entry (Temporary)	Other Visas
215 Sri-Lankan (Special Assistance)	Other Visas
212 Sudanese	Other Visas
786 Temporary (Humanitarian Concern)	Other Visas
800 Territorial Asylum (Residence)	Other Visas
695 Return Pending (Repealed)	Other Visas

Appendix 6 – 2023 Affordability – *Kindy Plus* (temporary financial hardship) category

Record of application and service decision

Section A – to be completed by the family

Name of service:

Name of child:

Name of parent/carer:

Kindergarten semester:

Category of financial circumstance – *please circle relevant category*

Death of parent/carer	Failure of family business
Serious illness of parent/carer	Domestic/family violence
Homelessness	Significant damage to family residence
Involuntary unemployment	

Hardship circumstances applied for by the family

I consent to sharing the information in this record with the kindergarten employees, the central governing body of the kindergarten service and the Department of Education.

Parent/carer

Signature

Date

Section B – to be completed by the kindergarten director/nominated supervisor

Application for Affordability – *Kindy Plus* (temporary financial hardship) category is supported/not supported

Reasons for decision

Kindergarten director/nominated
supervisor

Signature

Date

Reviewed by central governing
body

Signature

Date

Section C – Important information for the kindergarten service provider

The intent of the Affordability – *Kindy Plus* temporary financial hardship category is to ensure parents/carers experiencing an unforeseen event that has a major financial impact on their ability to pay kindergarten fees can claim the subsidy. This subsidy will offset out-of-pocket costs of the kindergarten program.

Unforeseen events include:

- death of a parent/carer or serious illness that impacts the financial wellbeing of the family
- temporary or general homelessness of a longer term nature
- involuntary unemployment resulting in significant loss of family income
- loss of income as a result of natural disaster
- loss or failure of family-owned business resulting in significant reduction in family income and ability to pay kindergarten fees
- destruction of family home (for example, fire or flood) that requires the family to relocate

- parent/carer is victim of domestic or family violence and is accessing temporary accommodation/support services.

If approved, eligibility is limited to one semester at a time. Eligibility should be reviewed at the commencement of the next semester.

The service provider must:

- capture the reasons supporting Affordability – *Kindy Plus* temporary financial hardship eligibility
- be satisfied that the parent/carer meets at least one of the categories for temporary financial hardship.

The service is not required to seek supporting documentation from families unless the service believes it is necessary and appropriate.

As this form is a record of the reasons and decision, it should be retained by the service for three years.

The Department of Education may request copies of any records to satisfy any claim for the Affordability – *Kindy Plus* (temporary financial hardship) category.

Appendix 7 – Service Location – *Early Childhood Teachers* annual plan

<Name of service>		
Summary of Queensland Kindergarten Funding Service Location plan budget allocation (per kindergarten program) in 2023		
Provided to eligible service providers located in an eligible remoteness category. The subsidy is designed to assist service providers to attract and retain qualified early childhood teachers to deliver an approved kindergarten program.		
NOTE: Please add/remove lines where required		
Service location according to SA2 level	Very remote	Advised by the department
Service Location – Early Childhood Teachers subsidy per child per annum	\$ 1,405.00	
Total estimated number of kindergarten age children participating in the program	22	Insert number of kindergarten age children (minimum 22 enrolments)
Total Service Location – Early Childhood Teachers subsidy	\$ 30,910.00	

Examples have been provided for your reference (note, this is not an exhaustive list)

*Please include GST exclusive amounts where applicable.

The Service Location – Early Childhood Teachers subsidy must only be used to attract and retain qualified early childhood teachers.		\$ 30,910.00
2023 ECT attraction and retention		
Relocation cost: <Name of ECT> to be paid <\$X> to assist with relocation costs	\$XXX	Evidence: Invoices/receipts
Subsidising rent: <Name of ECT> to be subsidised <\$X> to assist with the cost of rent	\$XXX	Evidence: ECT contract, invoice/receipts
Above award wage: <Name of ECT> to be paid an additional <\$X> an hour above level <X> of the individual ECT's award rate	\$XXX	Evidence: ECT contract, payslips
Lump sum bonus: <Name of ECT> to receive a lump sum bonus	\$XXX	Evidence: ECT contract, payslips
Additional paid annual leave (in addition to the standard 4 weeks leave): <Name of ECT> to be paid an additional <X> weeks annual leave	\$XXX	Evidence: ECT contract
Subsidising flights: <Name of ECT> to be subsidised <\$X> for flights to and from the community to ECT's home base	\$XXX	Evidence: ECT contract, invoice/receipts
ECT professional development (delivered by an accredited organisation): <Name of ECT> will attend <X> to assist them in delivering an approved kindergarten program	\$XXX	Evidence: Invoices/receipts
ECT learning resources: <Name of ECT> is allocated <\$X> of learning resources to enhance the delivery of the approved kindergarten program	\$XXX	Evidence: Invoices/receipts
TOTAL early childhood teacher attraction and retention	\$ -	
Variance	\$ 30,910.00	

Service providers must prepare and retain this service location plan annually specifying how the funding will be used to attract and retain early childhood teachers.