



Queensland Education and Care Service

Application for Queensland service approval

(Sections 43–45 of the *Education and Care Services Act 2013*)

Please read the following information before completing and submitting this application form.

Please ensure you are familiar with the requirements and obligations set out under the *Education and Care Services Act 2013* and the *Education and Care Services Regulation 2013*.

If you require further information about the obligations of approved providers under the *Education and Care Services Act* and *Regulation* or are unsure about the information required in this application, it is important that you visit the website <http://www.earlychildhood.qld.gov.au/ecs> or contact the relevant Regional Office for clarification.

Please ensure that the information you provide in this form is complete and correct.

Note: All references to the 'Education and Care Services Act' in this form are to be read as references to the 'Education and Care Services Act 2013' and references to the *Education and Care Services Regulation* as references to the *Education and Care Services Regulation 2013*. References to the 'Department' refer to the Department of Education and Training.

Application requirements and assessment

An applicant for service approval must:

- be an approved provider or have submitted an application for a provider approval; and
- only apply for a service approval for a Queensland education and care service (QEC service) if they are, or will be, the operator of the QEC service and are, or will be, responsible for the management of the staff members of that service.

This service approval application will not be granted until a provider approval has been granted.

Applications will be assessed and a determination made within 90 days starting the day after a complete application and fee are received by the Department.

Important

- Your application will not be assessed until all necessary sections are satisfactorily completed, all requested supporting documents are attached, and any prescribed fees paid.
- Please write clearly in BLOCK LETTERS in black ink. Do not use correction fluid. The signatory must initial any corrections to this form.



Privacy statement

The Department is committed to ensuring that all actions taken in the administration of the Education and Care Services Act are in compliance with the Information Privacy Principles of the *Information Privacy Act 2009* (Qld).

The Department is collecting the information on this form for the purpose of assessing this application under the Education and Care Services Act. The information on this form may also be provided to other authorities or to other government agencies in accordance with the Education and Care Services Act.

The Department and the Queensland Government may publish information collected on this form in accordance with the Education and Care Services Act.



Part A: Provider details

1. Approved provider name

2. Provider approval number *(if you do not have a provider approval number yet, write "under assessment" here)*

Part B: Provider contact details

(To be completed if you have not yet been issued a provider approval number)

3. Please provide contact details for the proposed provider here

Title First name

Last name Mobile

Phone number Fax number

Email

Part C: Service details

4. Service name

5. Location of the premises (Please tick one)

- Non-school site
- Government school site
- Non-government school site

6. Please provide contact details for the service premises

Phone number Mobile number

Fax number

Email



7. Physical address for the service premises

Address line 1

Address line 2

Suburb/Town

State/Territory

Postcode

Postal address for the service

As above

Address line 1

Address line 2

Suburb/Town

State

Postcode

8. After hours emergency phone number

9. Appointment of nominee

(Note: an approved provider must appoint a nominee to help communication between the department and an approved service. A nominee must be an adult and may be a supervisor at a Queensland education and care service.)

Title

First name

Middle name

Last name

Mobile

Phone number

Email

10. Postal address

Address line 1

Address line 2

Suburb/Town

State/Territory

Postcode

Part D: Operational details

11. Proposed service commencement date: DD/MM/YYYY

12. What is the expected nature of the education and care to be provided? (Please tick)

- Service funded by the Queensland Government to provide Limited Hours Care
 - Occasional care
 - Services funded by Australian Government under Budget based Funded (BBF) Programme, not in receipt of Child Care Benefit (CCB)
 - Disability service—disability service under the *Disability Services Act 2006 (DSA)* or early childhood intervention service
 - Other (please specify)
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-

Further information about service type

Disability or early childhood intervention service: an early childhood education and care service that is classified as a disability service under the DSA is excluded from the National Law. Any service type, even long day care, could be classified in this way if it is delivering a service for children with a disability that is a Queensland education and care service and is also one or more of the following –

- i. a respite service;
- ii. a community support service; or
- iii. another service under section 12 of the DSA.

An early childhood intervention service is provided for the principal purpose of providing intervention or support for children with a disability, additional needs or developmental delay.

Limited hours care: services that provide education and care for less than 20 hours per week for up to 30 children **and** will be funded by the Queensland Government to provide limited hours care.

Occasional care: services that provide education and care in a centre based service primarily on an ad-hoc or casual basis where –

- i. the service does not usually offer full-time or all day education and care to children on an ongoing basis; and
- ii. most of the children provided with education and care are preschool age or under.

BBF services not in receipt of CCB: The Australian Government Budget Based Funded (BBF) Programme provides direct operational funding to early childhood education and care services in areas where the market would not normally allow the services to operate. BBF services that are not eligible for CCB funding are captured under the ECS Act. Services that will be in receipt of CCB are captured under the National Quality Framework. BBF services include outside school hours care services that provide care for school age children before school, after school, during school holidays, and on pupil free days and long day care provided for a Multi-functional Aboriginal Children's Service.

13. Proposed ages of children to be educated and cared for (Please tick all that apply)

- Birth–2 years
- 2 years–3 years
- 3 years–preschool age
- School age

14. What is the proposed maximum number of children to be educated and cared for by the service?

15. Public liability insurance

Please provide details of the current public liability insurance policy for at least \$10,000,000 held by the service and attach a copy of the certificate of currency (insurance)

Insurance company: _____

Policy number: _____

Date of expiry: (DD/MM/YYYY) _____

Part E: Proposed hours and days of operation of the service

16. For each operational period type please provide the start date, end date and a description of the operational period (DD/MM/YYYY)

(If you have more than two operational periods, please provide the following information for these periods on a separate sheet of paper)

Operational period 1

Start date _____ End date _____

Operational type (i.e. annual or holiday care) _____

Number of operational weeks per year _____

Please indicate in the table below the proposed hours and days of operation of the service for this operational period.

Day	Opening time	Closing time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Operational period 2

Start date

End date

Operational type (i.e. annual or holiday care)

Number of operational weeks per year

Please indicate in the table below the proposed hours and days of operation of the service for this operational period.

Day	Opening time	Closing time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

17. Do you wish to apply for a rest period?

- Yes → provide details below
- No → go to Question 18

Please state the time and duration of the proposed rest period/s (maximum of two rest periods per day)

Rest period 1

Rest period 2

Please attach a statement providing details of the following matters, as they apply to the rest period/s:

- Ages of the children being educated and cared for
- Times the children will usually be resting
- Service capacity
- How the physical layout of the service premises allows for adequate supervision
- Staffing arrangements for the rest period (Regulations 46–47)
- Information provided to parents and/or guardians about staffing arrangements for rest periods

Part F: Policies and procedures

- 18. By ticking the boxes below you confirm that the following policies and procedures have been prepared in accordance with the Education and Care Services Act and Regulation 65 for the proposed Queensland education and care service and that these will be available upon request by the Department.**

(NOTE: You do not need to provide copies with this application)

For further information on the policies and procedures required for your service, please refer to Regulation 65 of the Education and Care Services Regulation.

Policies and procedures are required in relation to the following:

Health and safety, including matters relating to:

- nutrition, food and beverages, dietary requirements,
- sun protection,
- water safety, including safety during any water based activities, and
- the administration of first aid.

Incident, injury, trauma and illness procedures complying with Regulation 23

Dealing with infectious diseases, including procedures complying with Regulation 24

Dealing with medical conditions in children

Emergency and evacuation

Delivery of children to, and collection of children from, Queensland education and care service premises, including procedures complying with Regulation 26

Excursions, including procedures complying with Regulations 55 and 56

Providing a child safe environment

- Staffing, including:
 - a code of conduct for staff members
 - determining the responsible person present at the service
 - the participation of volunteers and students on practicum placements.
- Interactions with children including the matters set out in Regulation 57
- Enrolment and orientation
- Governance and management of the service, including confidentiality of records
- The acceptance and refusal of authorisations
- Payment of fees and provision of a statement of fees charged by the education and care service
- Dealing with complaints.

Part G: Building premises information

- 19. Please supply plans prepared by a building practitioner which shows all of the following information.**
- The locations of all buildings, structures, outdoor play areas and shaded areas
 - The location of all entries and exits
 - The location of all fences and gates, specifying the type of fence or gate used or to be used
 - The location of toilet and washing facilities, nappy changing areas and any food preparation areas
 - The boundaries of the premises
 - The landscaping of, or landscaping plans for, outdoor spaces that will be used by the education and care service, specifying the natural environments that are or will be provided
 - A floor plan, indicating unencumbered indoor spaces and a site plan indicating the unencumbered outdoor spaces that will be used by children

- The location of any associated children's service
- Calculations carried out by a building practitioner of the areas referred to in Regulation 29 and 32 relating to unencumbered indoor and outdoor space
- The elevation plans of the premises*

*The Department may agree to accept an application that does not include elevation plans of the premises if you are seeking to operate a service on a school site. If this applies to you, contact your Regional Office before submitting your application.

20. Please provide at least one of the following

- A soil assessment for the site of the proposed education and care service premises.
- If a soil assessment for the site of the proposed education and care service premises has previously been undertaken, a statement to that effect, specifying when the soil assessment was undertaken.
- A signed declaration made by the applicant that states that, to the best of the applicant's knowledge, the site history does not indicate that the site is likely to be contaminated in a way that poses an unacceptable risk to the health of children.

21. Is a planning permit required under the planning and development law of your jurisdiction?

- Yes → please attach a copy of the planning permit
- No

22. Is there a swimming pool or other water hazard situated on the proposed premises?

- Yes → please attach a copy of the service's water safety policy
- No

23. Do you have the right to occupy the premises?

- Yes → please provide any documentary evidence such as a lease or title for the premises
- No

24. Is the education and care service premise part of a government or registered school, utilising existing school buildings and infrastructure (and not a purpose built premise intended for the delivery of early childhood education and care)?

- Yes → Please note that the documentation referred to below may still be requested to support your application.
- No → Please provide one of the following or if this documentation will be supplied at a later date, please indicate the estimated date that it will be provided to the Department:
1. A copy of any occupancy permit, certificate of final inspection, building certificate, certificate of classification or building surveyor’s statement issued or given in respect of the final construction and fit out of the education and care service premises (noting that this documentation must evidence compliance with the requirements for a class 9b early childhood education and care building).
- Yes
- To be provided on (estimated date for provision of this documentation) / /

OR

2. A statement made by a building certifier that states that the education and care service premises complies with relevant building requirements under a building law (for a class 9b early childhood service) or planning and development law (indicating that under that planning law the proposed building is approved for use as an education and care service).
- Yes
- To be provided on (estimated date for provision of this documentation) / /

Please note: The Department may commence processing any application prior to receiving the documentation specified in Q24. However, the timeframe for determination of an application does not commence until this documentation is received and a Queensland service approval will not be granted unless, and until, the documentation is received. This requirement may be waived in exceptional circumstances (refer to form ECS10 – *Queensland Education and Care Service Application for exceptional circumstances Queensland service approval*). If this applies to you, please contact your Regional Office before submitting your “exceptional circumstances” application.

Part H: Contact details

25. Contact person for this application

(Note: this will be the person who the Department may contact for questions relating to this application)

Title	First name
Last name	Mobile number
Phone number	Fax number

Email

Postal address

Address line 1

Address line 2

Suburb/Town

State

Postcode

Applicant declaration

I, _____ (insert full name of person signing the declaration)

of, _____ (insert address)

am, _____ (insert position/title of applicant)
for example, proprietor, director, partner, president

I declare that the information provided in this application (including any attachments) is true, complete and correct.

Signature of person making the declaration _____

Signed at _____ On the _____

Second applicant (if applicable)

I, _____ (insert full name of person signing the declaration)

of, _____ (insert address)

am, _____ (insert position/title of applicant)
for example, proprietor, director, partner, president

I declare that the information provided in this application (including any attachments) is true, complete and correct.

Signature of person making the declaration _____

Signed at _____ On the _____

Who may sign?

- The applicant
- The approved provider
- A person authorised to sign on the approved provider's behalf



Payment Details

The fee required to be paid with a service approval application is **\$104.00**.
Note: The Department can waiver/defer/refund fees in some circumstances.

Fees can be made by electronic funds transfer, cheque or money order.

Payment by electronic funds transfer

To pay your fee by electronic funds transfer please contact your regional office.
<http://www.qld.gov.au/education/childcare/contacts/pages/regional.html>

Payment by cheque or money order

Please make your cheque or money order payable to the Department of Education and Training.

Lodging your application

Please lodge your application along with all of the required documentation by posting or emailing to the relevant Regional Office, Department of Education and Training.

<http://www.qld.gov.au/education/childcare/contacts/pages/regional.html>

Enquiries

Contact the relevant Regional Office
<http://www.qld.gov.au/education/childcare/contacts/pages/regional.html>

Early Childhood and Community Engagement Division
Department of Education and Training
E-mail: ecis@dete.qld.gov.au
Phone: 13 QGOV (13 7468)
Website: <http://www.earlychildhood.qld.gov.au/ecs>

For office use only	
Date form received: ___ / ___ / ___	
Name of receiving officer:	Signature:
<input type="checkbox"/> Application fee received (see Schedule 1, <i>Education and Care Services Regulation 2013</i>)	
Please tick and provide details – (bank/branch/number/amount)	
<input type="checkbox"/> Cheque	
<input type="checkbox"/> Money order	
<input type="checkbox"/> Electronic funds transfer	
Payment receipt number:	