

# Manage ACT Government Funded Program Procedure



## PURPOSE

To outline how Busy Bees services in the ACT administer the Free Kinder Subsidy for eligible 3-year-old children in line with ACT Government requirements.

## SCOPE

This procedure applies to all Busy Bees services delivering ACT Free Kinder funding.

## RESPONSIBILITIES

Role/Position	Responsibilities
<b>Approved Provider / Governing Body</b>	Ensure policies and procedures remain up to date
<b>Nominated Supervisor / Centre Director / Service Manager</b>	Confirms eligibility, applies funding, monitors statements, ensures families nominate only one funded service
<b>Finance and Enrolments Teams</b>	Ensures funding is correctly credited weekly during school terms and reflected as "Fee Relief".
<b>Educators and Service Administration Staff</b>	Support families with information on program participation and daily attendance.
<b>Families / Guardians</b>	Nominate only one service for Free Kinder funding and provide required documentation.

## PROCEDURES

### Funding Eligibility

- Funding supports up to 300 hours of free preschool per year for eligible 3-year-old children.
- Priority of Access is assessed in line with the Priority of Access Policy.
- Families must nominate one service only if attending multiple services.

### Applying Funding

- Funding is applied weekly during ACT school terms.
- Payments begin in Week 1 of the school term.
- The subsidy appears on family statements as "Fee Relief".

### Program Delivery

- Busy Bees kindergarten program hours: 7.5 hours per day
- Funding applies only during ACT school terms.

### Record Keeping

- Free Kinder eligibility documentation.
- Statements confirming funding application.

## RELATED DOCUMENTS

- Fees Payment Procedure
- Priority of Access Procedure
- Busy Bees Parent Kindergarten Acknowledgement Form

## VERSION CONTROL

This procedure will be reviewed every 2 years and/or in line with legislation and organisation requirements.

Version	Date	Owner	Responsibility	Change Description
1.0	02/12/2025	COO	Funding team	New procedure

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