

# Manage NSW Government Funded Program Procedure



## PURPOSE

To outline the administration of Start Strong Fee Relief for eligible 3- and 4-year-old children attending Busy Bees services in NSW.

## SCOPE

This procedure applies to all Busy Bees NSW services delivering Start Strong Fee Relief.

## 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>	Applies funding weekly, ensures families nominate one service, communicates fee offsets.
<b>Educators and Service Administration Staff</b>	Support families with information on program participation and daily attendance.
<b>Families / Guardians</b>	Nominate one funded service and complete required forms

## PROCEDURES

### Funding Eligibility

- Start Strong provides fee relief to 3- and 4-year-olds attending a funded kindergarten program.
- Families must nominate one service only if attending multiple funded services.

### Applying Funding

- Funding is applied weekly, with backdating where required.
- Payments commence at the start of January.
- Funding appears as "Fee Relief" on statements and invoices.

### Program Delivery

- Busy Bees kindergarten program hours: 7.5 hours per day
- Payments are applied weekly.
- Integrated long day care programs must pass the full Free Kinder savings to families.

### Priority Access

- Priority of Access is assessed as per the Priority of Access Policy.

### Record Keeping

- Start Strong eligibility evidence.
- One-service nomination documentation.
- Funding reports and adjustments.

## RELATED DOCUMENTS

- Fees Payment Policy and 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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