

Manage QLD Government Funded Program Procedure



PURPOSE

To outline how Busy Bees services in Queensland administer Free Kindy funding for eligible children.

SCOPE

This applies to all Busy Bees Queensland services delivering Free Kindy.

RESPONSIBILITIES

Role/Position	Responsibilities
Approved Provider / Governing Body	Ensure policies and procedures remain up to date
Nominated Supervisor / Centre Director / Service Manager	Confirms eligibility, applies funding, monitors statements, ensures families nominate only one funded service
Finance and Enrolments Teams	Confirms eligibility, ensures automatic CCMS funding application, communicates conditions. Confirms Free Kindy appears correctly on family statements
Educators and Service Administration Staff	Support families with information on program participation and daily attendance.
Families / Guardians	Nominate one funded service and complete required forms

PROCEDURES

Funding Eligibility

- Free Kindy provides 15 hours per week for 40 weeks per year (2 days × 7.5 hours).
- Families must nominate one service only if attending multiple kindergarten programs.

Applying Funding

- Funding is automatically applied by the CCMS provider.
- Funding appears as "QLD Government Free Kindy".
- Displays during the week of allocation.

Program Delivery

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

Priority Access

- Priority of Access applies as per Busy Bees Priority of Access policy.

Record Keeping

- Free Kindy eligibility forms.
- CCMS funding reports.

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