

Manage SA Government Funded Program Procedure

PURPOSE

To outline how Busy Bees services administer Preschool Plus Fee Relief for eligible 3- and 4-year-old children in South Australia.

SCOPE

Applies to all SA Busy Bees services delivering Preschool Plus funding.

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	Applies funding weekly, ensures families nominate one service, communicates fee offsets. Ensures funding appears as "Fee Relief".
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

- Preschool Plus is a targeted early-intervention program funding up to 30 hours per week, for eligible children in line with the South Australian Flying Start Program
- Families must nominate one service to receive Preschool Plus Fee Relief.

Applying Funding

- From 2026, eligible 3YO funding will be applied weekly during school terms
- 4YO eligible funding, once confirmed and received from the South Australian Government, will be applied to family accounts.
- Funding appears on statements as "Fee Relief".

Program Delivery

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

Priority Access

- Assessed in line with the Priority of Access Policy.

Record Keeping

- Preschool Plus eligibility evidence.
- Funding statements and audit records.

RELATED DOCUMENTS

- Fees and Billing 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