



# Procedure

## Pre-Prep/Kindergarten in state schools in identified Indigenous communities

Implementation Date: 05/09/2018  
Version: 4.0

### Audience

State schools delivering pre-Prep/kindergarten programs in identified Indigenous communities.

### Purpose

This procedure outlines the delivery of state school pre-Prep/kindergarten programs for all children between 3½ and 4½-years-old living across [35 identified Indigenous communities](#). See list of [Pre-Prep/Kindergartens in state schools in identified Indigenous communities](#).

### Overview

Pre-Prep/kindergarten lays the foundations for successful learning. It provides Aboriginal and Torres Strait Islander children living in identified Indigenous communities with access to a quality early learning program that meets national quality requirements and places a specific emphasis on play-based early learning.

While pre-Prep/kindergarten children are not enrolled as students of the school and attendance at the program is voluntary, the school is still responsible for the children's health, safety, and wellbeing and is therefore accountable for these children.

It should also be noted that while children are registered in the pre-Prep/kindergarten program at the school, this does not automatically authorise the child's enrolment in Prep the following year at the school.

### Responsibilities

#### Approved Provider

- provide ongoing leadership and resource support to ensure that pre-Prep/kindergarten programs (including the service's [Quality Improvement Plan](#)), are delivered in accordance with the objectives and guiding principles and legislative requirements of the:
  - [Education and Care Services National Law \(Queensland\)](#)
  - [Education and Care Services National Regulations \(Qld\)](#)
  - [National Quality Framework](#)



- take reasonable steps to ensure the Nominated Supervisor, educators and volunteers are trained and well informed of their legislative obligations under the [Education and Care Services National Law \(Queensland\)](#), [Education and Care Services National Regulations \(Qld\)](#) and well informed of the [National Quality Standard](#) (NQS) and follow policies and the procedures under Regulation 168 of the [Education and Care Services National Regulations \(Qld\)](#), including the provision of professional development where necessary to ensure outcomes are achieved
- ensure that a responsible person is present at the service at all times that the service is educating and caring for children
- utilising the internal delegations with the department with respect to the persons with management or control (officers as listed with the Regulatory Authority) to ensure compliance with the requirement to notify the Regulatory Authority about certain circumstances under sections 173 and 174 of the [Education and Care Services National Law \(Queensland\)](#) with respect to:
  - changes to the name of Approved Provider (including their fitness and propriety)
  - appointment or removal of persons with management or control
  - suspension or cancellation of a working with children card or teacher registration for a Nominated Supervisor or person in day-to-day charge at the service
  - if a Nominated Supervisor ceases employment, is removed from the role of Nominated Supervisor or withdraws consent to be a Nominated Supervisor
  - proposed change to the education and care service premises
  - ceasing operations
  - any serious incident or death
  - complaints alleging that a serious incident has occurred/is occurring while education and care is being provided at the service; or that the [Education and Care Services National Law \(Queensland\)](#) or [Education and Care Services National Regulations \(Qld\)](#) have been contravened
  - any change to hours and days of operations
  - any incident requiring Approved Provider to close or to reduce the amount of children in attendance
  - any circumstance that poses a risk to the safety, health or wellbeing of a child attending the service
  - attendance of any additional child/children being cared for due to an emergency
  - allegations of, or any incident where the Approved Provider believes that, physical or sexual abuse of a child/children has occurred/is occurring while being cared for by the service
- designate in writing a suitably qualified and experienced educator, coordinator or other individual as an Educational Leader at the service to lead the development and implementation of the educational programs in the service.

## Regional Directors

- provide leadership, monitoring and resource support to ensure the pre-Prep/kindergarten services complies with the:
  - [Education and Care Services National Law \(Queensland\)](#)
  - [Education and Care Services National Regulations \(Qld\)](#)

- [National Quality Framework](#)
- distribute and align targeted human and other resources to support:
  - mandatory supervision and staffing requirements
  - minimum qualification and educator-to-child ratio requirements
  - compliance and program implementation
- provide executive direction and support for Nominated Supervisors (principals/heads of campus) in charge of pre-Prep/kindergarten programs
- ensure the Approved Provider is informed of:
  - any incidents and complaints or notification requirements as outlined above
  - changes to Nominated Supervisors (principals/heads of campus) at any pre-Prep/kindergarten program operating in the region
  - new pre-Prep/kindergarten programs requiring service approval processes.

### **Nominated Supervisors (Principals/Heads of Campus)**

- ensure delivery of the pre-Prep/kindergarten program in accordance with the
  - [Education and Care Services National Law \(Queensland\)](#)
  - [Education and Care Services National Regulations \(Qld\)](#)
  - [National Quality Framework](#)
- ensure that pre-Prep/kindergarten educators are well informed of and understand their legislative obligations under the [Education and Care Services National Law \(Queensland\)](#), [Education and Care Services National Regulations \(Qld\)](#) and the [National Quality Standard](#) and the [Handbook for Services](#) (authorised DoE employees only)
- provide leadership for pre-Prep/kindergarten staff in raising expectations for continuous quality improvement as part of the whole school community, support early childhood pedagogy in the school setting, and administer the pre-Prep/kindergarten program
- notify the Approved Provider within specified timeframes of operational notifications and requirements in accordance with pre-Prep/kindergarten policies, procedures and flowcharts
- ensure pre-Prep/kindergarten staff use [Foundations for Success: Guideline for extending and enriching learning for Aboriginal and Torres Strait Islander children in the Kindergarten Year](#)
- the premises, equipment and furniture must be safe, clean and in good repair, and each child being educated and cared for must have access to sufficient resources, materials and developmentally appropriate equipment
- ensure that every reasonable precaution is taken to protect children from harm and from any hazard likely to cause injury
- ensure that serious incidents and complaints are recorded and submitted to the Approved Provider within 24 hours of occurrence by emailing [EQpre-Prep@qed.qld.gov.au](mailto:EQpre-Prep@qed.qld.gov.au) and/or telephoning (07) 3513 5810
- ensure the health, safety and wellbeing of children, staff and others through the provision of appropriate pre-Prep/kindergarten specific policies, procedures and programs

- lead, monitor, promote and support continuous quality improvement, including participating in the development and maintenance of a [Quality Improvement Plan](#) (QIP) and reviewing and signing off on QIPs
- ensure [Management of contagious conditions](#) and associated [Infection Control Guideline](#) are followed when a child may be suffering from a contagious condition
- ensure staff are [appropriately qualified](#) under the [National Quality Framework](#), including an early childhood teacher, to satisfy educator-to-child ratio requirements (1:11) and any additional staff required for the adequate supervision of children. (NB: Under Part 4.4 of the [Education and Care Services National Regulations \(Qld\)](#) educational qualifications for educators and educator-to-child ratios must be complied with at all times, including during lunch breaks, non-contact timeframes and when organising relief staff for an absent pre-Prep/kindergarten educator)
- maintain accurate information and record keeping under Part 4.7 Division 3 of the [Education and Care Services National Regulations \(Qld\)](#)
- ensure that any qualified teacher who is registered with the Queensland College of Teachers and who works in the pre-Prep/kindergarten service has a current [Exemption card](#) issued
- ensure all other educators, tertiary students and volunteers (who are not parents) working with the pre-Prep/kindergarten service have a current [Blue card](#) issued.

### **Educational Leader**

- lead educators in the delivery of [Foundations for Success: Guideline for extending and enriching learning for Aboriginal and Torres Strait Islander children in the Kindergarten Year](#) to plan, implement and evaluate a quality early learning program
- lead curriculum, cross-curricular and assessment decision-making when planning and evaluating programs
- perform an influential role in inspiring, motivating, affirming and also challenging or extending practice and pedagogy of educators
- develop strategies needed to improve the educational program.

### **Pre-Prep/Kindergarten Educator (Early Childhood Teacher)**

- plan, develop, implement and evaluate the management and operations of the pre-Prep/kindergarten educational program, and promote continuous quality improvement
- utilise [Foundations for Success: Guideline for extending and enriching learning for Aboriginal and Torres Strait Islander children in the Kindergarten Year](#) as the practical guideline to extend and enrich learning for Aboriginal and Torres Strait Islander children
- comply with the [Early Years Learning Framework for Australia](#) (as a component of the [National Quality Framework](#) and the overarching curriculum for pre-Prep/kindergarten educators)
- in addition to [Queensland College of Teacher requirements](#) ensure a current [Exemption card](#) is held.

### **Volunteers (who are not parents)**

- ensure a current [Blue card](#) is held (unless an exemption applies) and follow the directions of the pre-Prep/kindergarten educator when working at the pre-Prep/kindergarten.

## Parents/Carers

- register the child by completing and signing the [Application to register a child in a pre-Preparatory learning program in a Queensland state school form](#) and comply with the responsibilities of parents outlined in the [Registration information sheet](#).

## Process

### Approved Provider

- determines the responsible person/s for the service taking into consideration the skills, qualifications and experience of the relevant person/s in delivering, leading and supervising an education and care service
- supports Nominated Supervisors and pre-Prep/kindergarten educators in the implementation of the [National Quality Framework](#)
- provides pre-Prep/kindergarten specific policies and procedures based on the [Education and Care Services National Regulations \(Qld\)](#) and ensures these are accessible and available at the service at all times
- lodges required notification form/s with the regulatory authority upon becoming aware of any circumstances outlined in the second point of the Nominated Supervisor's processes (below) by accessing the [National Quality Agenda IT System](#) and/or the [Emergency Closures Portal](#)
- consults with the regulatory authority and Nominated Supervisor to resolve issues of non-compliance
- leads and supports services to undertake continual improvement to meet the [National Quality Standard](#).

### Nominated Supervisors (Principals/Heads of Campus)

- ensure the health, safety and wellbeing of children, staff and others through the provision of specific policies, procedures and programs which consolidate community engagement and support the delivery of the [National Quality Framework](#) including, but not limited to Regulation 168, of the [Education and Care Services National Regulations \(Qld\)](#)
- immediately inform the Approved Provider by emailing [EQpre-Prep@qed.qld.gov.au](mailto:EQpre-Prep@qed.qld.gov.au) or phoning (07) 3513 5810 of any of the following circumstances:
  - any allegation, reasonable belief or incident of sexual or physical abuse which has occurred or is occurring while the child is being educated and cared for by the service
  - a child is mistakenly locked in or out of the premises or any part of the premises
  - a child is missing or cannot be accounted for or appears to have been removed from the premises by a person not authorised by a parent
  - any emergency for which emergency services attended
  - any complaint alleging that a serious incident has occurred or is occurring at an education and care service, or the [Education and Care Services National Law \(Queensland\)](#) has been contravened
  - any incident that requires the Approved Provider to close, or reduce the number of children attending, the pre-Prep/kindergarten for a period
  - any circumstance arising at the pre-Prep/kindergarten that poses a risk to the health, safety or wellbeing of a child or children attending the pre-Prep/kindergarten

- the service is educating and caring for extra children due to an emergency
  - any incident involving serious illness of a child while being educated and cared for which the child attended or ought reasonably to have attended a hospital
  - any incident involving serious injury, or trauma or death to a child while being educated and cared for which the child attended or ought reasonably to have attended a hospital, or a reasonable person would consider that the child would require urgent attention from a registered medical practitioner.
3. collaborate with the community and parents/carers to ensure consent, permissions and/or authorisations are accurately completed and received.

### **Educational Leader**

1. consistently engage with families and the community to ensure that children's learning and development outside the service is incorporated into the assessment and planning cycle
2. systematically and regularly reflect on opportunities to enhance professional development and pedagogical practices
3. liaise with the Approved Provider and/or Nominated Supervisors to assist in the resolution of matters and/or issues pertaining to the delivery of education and care at pre-Prep/kindergarten services.

### **Pre-Prep/Kindergarten Educator (Early Childhood Teacher)**

1. comply with and implement the pre-Prep/kindergarten policies and procedures (including staff and responsible person 'sign in and out' requirements)
2. follow the [Handbook for Services](#) (authorised DoE employees only) to develop and implement the management and operations of the pre-Prep/kindergarten program
3. understand and use [Foundations for Success: Guideline for extending and enriching learning for Aboriginal and Torres Strait Islander children in the Kindergarten Year](#) to plan, implement and evaluate a quality early learning program
4. ensure alignment of the pre-Prep/kindergarten program with the [Early Years Learning Framework for Australia](#) and [National Quality Framework](#)
5. ensure alignment of the pre-Prep/kindergarten educational program with relevant components of the [National Quality Standard](#)
6. provide a program that builds on children's knowledge and cultural background, strengthening partnerships between home and school
7. maintain individual learning portfolios of pre-Prep/kindergarten children's work and hold regular discussions with the child's parent/carer about the child's progress
8. promote continuous quality improvement through the development and maintenance of a [Quality Improvement Plan](#)
9. arrange registration for pre-Prep/kindergarten in Term 3 of the year prior to attendance, and provide an introductory visit to welcome children and discuss the program with families
10. ensure the health, wellbeing and safety of all children at all times and follow up absences of children

11. implement a [transition to school](#) program no later than the beginning of Term 4 in a child's final year of pre-Prep/kindergarten
12. maintain record keeping and information retention in accordance with the [Education and Care Services National Regulations \(Qld\)](#)
13. undertake risk assessments when any potential hazards or safety concerns are identified, ensuring that any outing or excursion is thoroughly assessed prior to departure
14. collaborate with the community and parents/carers to ensure consent, permissions and/or authorisations are accurately completed and received.

## Volunteers

1. record attendance by signing in and out of the pre-Prep/kindergarten Staff sign-in/out register
2. record details in the [Staff record](#) (and/or staff schedule documentation)
3. present a current [Blue card](#) (unless an exemption applies) to the teacher or Nominated Supervisors (principals/heads of campus) [before working in the pre-Prep/kindergarten](#)
4. understand the Department of Education's obligations outlined in the [Student protection](#) procedure
5. follow the directions of the pre-Prep/kindergarten educators
6. do not divulge to a third party any information which volunteers may have encountered in their capacity as a volunteer, including any information about a child.

## Parents/Carers

1. register the child by completing and signing the [Application to register a child in a pre-Preparatory learning program in a Queensland state school form](#) and discuss the [Registration information sheet](#) with the pre-Prep/kindergarten teacher
2. provide consent, permissions and/or authorisations on behalf of your child to safely engage in the pre-Prep/kindergarten program
3. comply with the responsibilities of parents outlined in the [Registration information sheet](#).

## Definitions

<a href="#">Application to register a child in a pre-Preparatory learning program in a Queensland state school form</a> (registration form)	This <i>registration form</i> is the Department of Education's approved registration form to register a child in a pre-Preparatory learning program in a Queensland state school.
Approved Provider	<p>The Approved Provider is a person who holds a provider approval. A provider approval authorises a person to apply for one or more service approvals and is valid in all jurisdictions.</p> <p>The Approved Provider for state school pre-Prep/kindergarten services is listed on the <a href="#">National register</a> as the State of Queensland, through the Department of Education (DoE).</p> <p>The Approved Provider responsibility has been delegated to State Schools Division to clearly separate pre-Prep/kindergarten in State School</p>

	<p>operations and provision from DoE's Regulatory Authority functions.</p> <p>Currently pre-Prep/kindergarten sits within State Schools, Indigenous Education and the Regulatory Authority performs its functions from within DoE's Regulation, Assessment and Service Quality in Early Childhood and Community Engagement (ECCE).</p>
<a href="#">Assessment and rating (A&amp;R)</a>	A&Rs are used by authorised officers during a service visit to assess and rate the service against the <a href="#">National Quality Standard (NQS)</a> .
<a href="#">Australian Children's Education &amp; Care Quality Authority (ACECQA)</a>	ACECQA oversees the regulation system and guides its implementation in a nationally consistent way. The Department of Education is Queensland's Regulatory Authority and is responsible for monitoring early childhood education and care services throughout the state ensuring compliance with, and enforcement of, the <a href="#">Education and Care Services National Law (Queensland)</a> and <a href="#">Education and Care Services National Regulations (Qld)</a> .
<a href="#">Blue Card Services</a>	Queensland's blue card Working with Children Check promotes and protects the rights, interests and wellbeing of children and young people in Queensland and is responsible for the issue of both Blue and Exemption cards.
Early Childhood Teacher (ECT)	A registered teacher with an approved early childhood teaching qualification (as per the <a href="#">Education and Care Services National Regulations (Qld)</a> ). The <a href="#">Education and Care Services National Law (Queensland)</a> also refers to 'qualified early childhood teacher', which should be taken to refer to an ECT. Approved centre-based services in state schools are required to have access to or attendance of an ECT. The requirements are based on the number of registrations at the service.
<a href="#">Early Years Learning Framework for Australia (EYLF)</a>	The EYLF is a learning framework for nationally consistent and quality early childhood education across all settings throughout Australia.
Educational leader	There is a legislated requirement for a pre-Prep/kindergarten to have a designated educational leader, which is a professional practice leadership role. It is important that services document how the role is interpreted, and how it will operate in their particular setting.
Educator	An individual who provides education and care for children as part of an education and care service <a href="#">Education and Care Services National Law (Queensland)</a> .
<a href="#">Emergency closures portal</a>	<p>Regulation 175 of the <a href="#">Education and Care Services National Regulations (Qld)</a> requires that any incident that requires the Approved Provider to close must be notified to the regulatory authority. Notifying of a closure due to a natural disaster or weather event through the <i>Emergency closures portal</i> meets this requirement.</p> <p>Notifications made using this portal do not require additional notifications</p>

	via the <a href="#">NQA ITS</a> (National Quality Agenda IT System).
Foundations for Success	<p><a href="#">Foundations for Success: Guideline for extending and enriching learning for Aboriginal and Torres Strait Islander children in the Kindergarten Year</a> (Foundations for Success) provides educators with a framework for planning, implementing and reflecting on a quality early learning program for Aboriginal and Torres Strait Islander children (3½ to 4½-years-old) in the year before prep in Queensland.</p> <p>Foundations for Success meets the requirements of the national <a href="#">Early Years Learning Framework for Australia</a> (EYLF) and provides the curriculum guidelines for pre-Prep/kindergarten programs, which have been specifically tailored to engage Aboriginal and Torres Strait Islander children and their families. The program incorporates home language and culture exploration to strengthen early literacy, numeracy and social and emotional development.</p>
<a href="#">Handbook for Services</a> (authorised DoE employees only)	Supports state schools in the day-to-day management and operations of a pre-Prep/kindergarten program.
Medical management plan	Individual medical management plans are to be provided by a child's parents, and may be required by the service before the child is registered. It is considered best practice for parents to consult with the child's registered medical practitioner in the development of the plan and for the medical practitioner's advice to be documented. See also Risk minimisation and communication plan.
Monitoring and compliance	Monitoring is a compliance tool regulatory authorities may apply to an individual person, a single service or service type as part of deciding whether further regulatory action is needed. Monitoring is a proactive way of assessing and influencing compliance with the <a href="#">Education and Care Services National Law (Queensland)</a> and <a href="#">Education and Care Services National Regulations (Qld)</a> .
<a href="#">National Quality Framework</a> (NQF)	<p>The NQF for Early Childhood Education and Care consists of the:</p> <ul style="list-style-type: none"> <li>• National Law and Regulations <ul style="list-style-type: none"> <li>○ <a href="#">Education and Care Services National Law (Queensland)</a></li> <li>○ <a href="#">Education and Care Services National Regulations (Qld)</a></li> </ul> </li> <li>• <a href="#">National Quality Standard</a> (NQS) for Early Childhood Education and Care</li> </ul> <p>NQS is used to assess education and care services to determine rating levels under Part 5 of the <a href="#">Education and Care Services National Regulations (Qld)</a>. The seven standards are located in Schedule 1 titled National Quality Standard (NQS) in the <a href="#">Education and Care Services National Regulations (Qld)</a>.</p> <ul style="list-style-type: none"> <li>• <a href="#">Assessment and rating (A&amp;R) process</a></li> </ul>

	<p>An A&amp;R is the process through which services are assessed and a quality rating is granted by the regulatory authority.</p> <ul style="list-style-type: none"> <li>• <a href="#">National approved learning frameworks</a> <ul style="list-style-type: none"> <li>○ <a href="#">Early Years Learning Framework for Australia</a> (EYLF)</li> <li>○ <a href="#">Framework for School Age Care in Australia</a></li> </ul> </li> </ul> <p>The NQF is a partnership between all Australian governments through the Council of Australian Governments (COAG), which took effect on 1 January 2012 to raise quality, and drive continuous improvement and consistency for most: long day care; preschool/kindergarten; family day care; and outside school hours care services in Australia.</p>
<a href="#">National Quality Agenda IT System</a> (NQA ITS)	The NQA ITS is an online tool that offers Approved Providers a secure and direct way of communicating with regulatory authorities.
Nominated Supervisor	Under Part 6 of the <a href="#">Education and Care Services National Law (Queensland)</a> , it is an offence to operate an education and care service without a Nominated Supervisor. All pre-Prep/kindergarten services in state schools must therefore have a Nominated Supervisor. The Nominated Supervisor is the school principal or head of campus.
Parent	<p>A parent is defined under section 10 of the <a href="#">Education (General Provisions) Act 2006 (Qld)</a> as:</p> <ol style="list-style-type: none"> <li>1. (a) the child's mother (b) the child's father (c) a person who exercises parental responsibility for the child</li> <li>2. however, a person standing in the place of a parent of a child on a temporary basis is not a parent of the child</li> <li>3. a person who, under Aboriginal tradition, is regarded as a parent of the child</li> <li>4. a person who, under Island custom, is regarded as a parent of the child</li> <li>5. Despite subsections (1), (3) and (4), if - <ul style="list-style-type: none"> <li>(a) a person is granted guardianship of a child under the <a href="#">Child Protection Act 1999 (Qld)</a>; or</li> <li>(b) a person otherwise exercises parental responsibility for a child under a decision or order of a federal court or a court of a State;</li> </ul> then a reference in this Act to a parent of a child is a reference only to a person mentioned in paragraph (a) or (b). </li> </ol>
Person in day-to-day charge	<p>A person is in day-to-day charge of an education and care service if:</p> <ul style="list-style-type: none"> <li>• the person is placed in day-to-day charge by the Approved Provider or a Nominated Supervisor of the service; and</li> </ul>

	<ul style="list-style-type: none"> <li>the person consents to the placement in writing (<a href="#">Education and Care Services National Regulations (Qld)</a>).</li> </ul> <p>There are minimum requirements for a person to be placed in day-to-day charge under regulation 117B in the abovementioned regulations.</p>
Play-based learning	A context for learning through which children organise and make sense of their social worlds, as they engage actively with people, objects and representations.
Pre-Prep	Pre-Prep is the equivalent of kindergarten. In Queensland, the kindergarten year is the year before the Preparatory year of schooling. Under the <a href="#">National Quality Framework</a> (NQF) for Early Childhood Education and Care the pre-Prep year is referred to as preschool/kindergarten.
<a href="#">Qualifications</a>	<p>Under regulation 137 of the <a href="#">Education and Care Services National Regulations (Qld)</a> approved <a href="#">qualifications are listed</a> by the national authority (ACECQA) in relation to:</p> <ul style="list-style-type: none"> <li>early childhood teaching qualifications</li> <li>diploma level education and care qualifications</li> <li>certificate III level education and care qualifications</li> <li>suitably qualified persons</li> <li>first aid qualifications and anaphylaxis management and emergency asthma management training.</li> </ul>
<a href="#">Quality Improvement Plan</a> (QIP)	<p>The QIP assists providers to self-assess their performance in delivering education and care, and to plan for future improvements. The QIP also helps the regulatory authorities with their assessment of the service. The QIP includes three components:</p> <ol style="list-style-type: none"> <li>an assessment of the quality of service practices against the NQS and the <a href="#">Education and Care Services National Regulations (Qld)</a></li> <li>identified areas for improvement</li> <li>a statement of philosophy of the service.</li> </ol>
<a href="#">Registration information sheet</a>	The Registration information sheet is discussed with parents to ensure they understand how the pre-Prep/kindergarten program operates in the school, what children will be doing in pre-Prep/kindergarten, and how the program builds partnerships between family/community, pre-Prep/kindergarten and school.
<a href="#">Regulatory authority</a>	Each state and territory government is responsible for legislation under which child education and care services are approved. In Queensland, this is administered by the Department of Education's Regulation, Assessment and Service Quality in Early Childhood and Community Engagement (ECCE).

Responsible person	<p>Under Part 6 of the <a href="#">Education and Care Services National Law (Queensland)</a>, it is an offence to operate an education and care service without a 'responsible person' being present at all times that the service is educating and caring for children. All pre-Prep/kindergarten services in state schools must therefore have a responsible person who is:</p> <ul style="list-style-type: none"> <li>• the Approved Provider or a person with management or control; or</li> <li>• a Nominated Supervisor; or</li> <li>• a person in day-to-day charge of the service.</li> </ul>
Risk minimisation and communication plan	A communication plan developed between educators/staff and parents/carers addressing the risks associated with a child's medical (or suspected medical) condition and the steps taken to minimise a medical emergency or an escalation of that condition. See also Medical management plan.
<a href="#">Smart Choices - Healthy Food and Drink Supply Strategy for Queensland Schools</a>	Smart Choices offers healthy food and drink choices to students in Queensland schools.
<a href="#">ACECQA Glossary</a>	Refer to the <a href="#">ACECQA Guide to the National Quality Framework</a> glossary for further definitions.

## Legislation

- [Education and Care Services National Law \(Queensland\)](#)
- [Education and Care Services National Law \(Queensland\) Act 2011](#)
- [Education and Care Services National Regulations \(Qld\)](#)
- [Education \(General Provisions\) Act 2006 \(Qld\)](#) s419
- [Education \(General Provisions\) Regulation 2017 \(Qld\)](#)
- [Education and Care Services Act 2013 \(Qld\)](#)
- [Education and Care Services Regulations 2013 \(Qld\)](#)

## Delegations/Authorisations

- [Delegation of Director-General's Powers under the Education \(General Provisions\) Act 2006 \(Qld\)](#) Chapter 8 Part 1 Division 3
- [State of Queensland \(Acting through Department of Education\)](#) is the Approved Provider for pre-Prep/kindergarten services

## Related policies

- [National Quality Framework](#)
- [National Partnership Agreement on the Quality Agenda for Early Childhood Education and Care](#)

## Related procedures

- [Student protection](#)
- [Management of contagious conditions](#)

## Guidelines

- [Handbook for Services](#) (authorised DoE employees only)

## Supporting information/websites

### Forms

- [Application to register a child in a pre-Preparatory learning program in a Queensland state school form](#)

### Supporting documents

- [Registration information sheet](#)
- [List of identified Indigenous communities delivering an approved pre-Prep/kindergarten program](#)
- [List of pre-Prep/kindergartens in state schools in identified Indigenous communities](#)
- [Foundations for Success: Guideline for extending and enriching learning for Aboriginal and Torres Strait Islander children in the Kindergarten Year](#)

### Supporting links

- [Quality Improvement Plan](#)
- [National Quality Standard](#) for Early Childhood Education and Care
- [ACECQA Guide to the National Quality Framework](#)
- [Emergency closures portal](#) (Early Childhood Education and Care)
  - Nominated supervisors must e-mail [EQpre-prep@qed.qld.gov.au](mailto:EQpre-prep@qed.qld.gov.au) for relevant forms.
- [Online applications and notifications for Approved Providers](#) (National Quality Agenda IT System)
  - Nominated supervisors must e-mail [EQpre-prep@qed.qld.gov.au](mailto:EQpre-prep@qed.qld.gov.au) for relevant forms.

### Supporting websites

- [Australian Children's Education and Care Quality Authority](#)
  - [ACECQA Applications and notifications](#)
  - [ACECQA Sample forms and templates](#)
  - [ACECQA Qualifications requirements](#)
- [Blue Card Services](#)
- [Early Childhood Education and Care](#)
- [Foundations for Success: Learning. Teaching. Leading.](#)
- [Kindergarten in Indigenous communities](#)

- [State Schools, Indigenous Education – Pre-Prep](#)

## Contact

For further information regarding specific pre-Prep/kindergarten services, please contact the school principal/head of campus or the relevant regional office representative:

Central office contact details	<b>Early Years Support (pre-Prep) Team</b> (07) 3513 5810 <a href="mailto:EQpre-Prep@qed.qld.gov.au">EQpre-Prep@qed.qld.gov.au</a>
Far North Queensland Cairns	<b>Cairns Office</b> PO Box 6094 Cairns Qld 4870 Phone: (07) 4037 3822 Fax: (07) 4037 3910
North Queensland	<b>Townsville Office</b> PO Box 5179 Townsville Qld 4810 Phone: (07) 4758 3222 Fax: (07) 4758 3300
Central Queensland Rockhampton	<b>Rockhampton Office</b> PO Box 138 Rockhampton Qld 4700 Phone: (07) 4932 4000 Fax: (07) 4932 4091
Darling Downs and South West Queensland Toowoomba	<b>Toowoomba Office</b> PO Box 38 Toowoomba Qld 4350 Phone: (07) 4616 3771 Fax: (07) 4616 3701

For further information regarding requirements under the [National Quality Framework](#), please contact the [Australian Children's Education and Care Quality Authority](#) by telephone on 1300 4 ACECQA (1300 422 327).

For further information regarding a Queensland early childhood education and care service, please contact Early Childhood Education and Care (ECEC):

- Via phone on 13 74 68
- Via email at [ecec@qed.qld.gov.au](mailto:ecec@qed.qld.gov.au)
- Visit [Early Childhood Education and Care](#) website
- Refer to the [ECEC regional offices](#)

## Review date

30/11/2018

## Superseded versions

*Previous seven years shown. Minor version updates not included.*

- 2.0 Pre-Prep in State Schools in Identified Indigenous Communities
- 3.0 Pre-Prep in State Schools in Identified Indigenous Communities

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