

## Who is C&K?

C&K is one of Queensland's oldest and largest not-for-profit early childhood education and care providers. With 116 years' experience and 330 kindergartens and childcare centres across the state, C&K has provided over one million children with quality education since we first started operating in 1907.

## What services does C&K offer to families?

The C&K philosophy encourages a love of learning in both indoor and outdoor areas of learning, where children are encouraged to actively engage through play-based experiences. C&K teachers and educators are passionate, dedicated and highly qualified. They believe every child can achieve their fullest potential by nurturing happy and healthy minds, hearts and bodies. You can find out more about C&K on our [website](#).

## What is the difference between C&K branch and affiliated kindergartens?

C&K is a central governing body (CGB) for both affiliated and branch Kindergartens. This means we distribute state government funding to centres and monitor and audit their compliance obligations. C&K supports each kindergarten and childcare centre to maximise outcomes for their children, families and staff. The differences between the models are detailed below:

	C&K affiliated centre	C&K branch centre
<b>Management</b>	Volunteer parent association/committee	C&K management and Centre Directors
<b>Approved service provider</b>	Volunteer parent association/committee	C&K
<b>Support &amp; expertise available</b>	Subject to committee and parent knowledge	Full range of organisational support available to Centre Director
<b>Legal responsibility</b>	Volunteer parent association/committee	C&K

## What does it mean for a centre to be a C&K Branch Kindergarten?

Affiliate Kindergartens and Childcare Centres are operated by a Volunteer Parent Association, sometimes referred to as a committee. As an affiliated centre, C&K provides use of its name, brand, and operational support, while the committee manages the day-to-day operations of the centre.

When the committee transitions from an affiliated kindergarten to a C&K branch kindergarten, C&K takes over the operational, legal, financial, HR and administrative support the Committee has been providing. As a branch service, the kindergarten will be supported by an Early Childhood Manager and Pedagogical Leader.

C&K, as the licensee, becomes responsible for:

- staff management, including recruitment, performance management, professional development and payroll
- workplace health and safety, including incident and accident management, reporting, training and compliance
- provision of all required IT, maintenance, training and support
- all aspects of legislative and regulatory compliance, including the National Quality Framework
- all aspects of building repair and maintenance
- management of Queensland Kindergarten Funding Scheme (QKFS) data collection, funding calculation and distribution.

## How does a kindergarten volunteer parent committee apply to become a C&K Branch Kindergarten?

Firstly, you need to contact C&K through [cgb@candk.asn.au](mailto:cgb@candk.asn.au). From 1 June 2022, there is an application fee, which must be paid when a formal application is made to C&K to transition to a branch. This occurs after a Special General Meeting of the Association, where members vote on applying for a transition to a C&K branch. You will be required to provide additional information and documentation about your centre, including your Service Approval, Association Constitution, NQF Assessment, Financial Management Accounts and Facilities reports, etc...

## What does C&K do on receipt of an application to transition to branch?

C&K conducts a thorough due diligence process of the information and documents provided by the committee to ensure the operational, regulatory and legal requirements are met. This includes a comparison of the current EBA to C&K's EBA. Additionally, a site visit is usually required to assess the condition of the facility and evaluate the investment needed for the long-term maintenance of the building and premises.

Once your application and supporting documentation are assessed, approval will be sought from the C&K Board to approve your application. If the C&K Board approves the application, your committee then enters into an Agreement with C&K, and a date for transitioning to branch will be set. The entire process can take a few months to a year, depending on the circumstances of individual applications.

### **Does a kindergarten committee need to continue to manage the kindergarten throughout the transition process?**

Yes, the under the National Law, the committee is the Approved Provider of the kindergarten until it transitions to C&K. Once the transition has occurred, there are a number of administrative tasks that need to be completed by the committee to wind up the Association. C&K will support the committee through this process.

### **Why does C&K charge a fee for applications to transition to branch?**

The application fee is intended to secure the committee's commitment to the assessment process. When your kindergarten/childcare centre's transition to a C&K branch is complete, the fee is refunded into your kindergarten/childcare centre's CAG (Community Action Group funds). Should the committee opt out of the transition to branch after a formal application is submitted, the application fee is retained to cover costs C&K incurs from the due diligence process detailed above. If your application is not approved, the application fee is refunded to the kindergarten/childcare centre.