

## **Who is C&K?**

C&K is one of Queensland's largest not-for-profit early childhood education and care providers. With approximately 330 kindergartens and childcare centres, C&K have provided over one million children with quality education since 1907.

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

C&K operates kindergartens and childcare centres and delivers playgroups and other Early Childhood Education and Care programs for younger children. The C&K philosophy encourages a love of learning in both indoor and outdoor areas of learning, where children are encouraged to engage through play-based experiences actively. C&K educators are passionate and qualified. They believe every child can achieve their fullest potential by nurturing happy and healthy minds, hearts and bodies. Sixty per cent of C&K Kindergartens have achieved a National Quality Framework "Exceeding" rating (30% above the national average).

## **How does C&K support other Kindergartens?**

C&K has a long history of supporting kindergartens across Queensland by representing the broader Early Childhood Education and Care sector at Australian and State Government levels. C&K also engages with sector experts and recent research to redefine our approach and commitment to the youngest children.

## **What is the difference between C&K Branch and C&K Affiliate Kindergarten?**

C&K is a Central Governing Body (CGB) for both Affiliate and Branch Kindergartens and distributes state government funding to approved members, and monitors and audits its members' compliance obligations. C&K's role is to support each kindergarten to maximise outcomes for their children, families and staff.

# Frequently Asked Questions Becoming a C&K Branch Kindergarten

The differences between the two support models are detailed below:

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

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

Volunteer parent committees face challenges in time commitment, pressure and increased legal, financial and regulatory demands of running a kindergarten. In recognition of this, C&K offers affiliated kindergartens the opportunity to become C&K branches. Many branch kindergartens used to be affiliated with C&K and transitioned to C&K Branches to benefit from the additional support.

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?**

First, 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, payable in two instalments. The first instalment 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 to begin transitioning to a C&K branch. You will be invited to provide additional information and documentation about your service, including your Service Approval, Association Constitution, NQF Assessment, Financial Management Accounts and Facilities reports.

## **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, C&K Board will be invited to approve your application. When C&K Board approves the application, the second instalment of the application fee is due. The 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.

## **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. The fee is refunded on the kindergarten's transition to branch to the kindergarten'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.