



# Become part of C&K

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*Where children come first*

# Become part of C&K



The Crèche and Kindergarten Association Limited (C&K) is a not-for-profit organisation offering the highest standard of early childhood education and care since its establishment in 1907.

We're proud to have played a role in the lives of more than one million children over more than one hundred years, and we remain committed to continuing this support for children and their families, now and into the future.

A range of benefits are available to services that partner with C&K as a Central Governing Body (CGB) through one of our three membership options.

## Membership Options

### Branch

C&K operates over 180 services as C&K branches. As a branch, C&K is the approved service provider responsible for operating and managing the service. A C&K branch enjoys ready access to the full range of support and resources available across C&K.

C&K branches are given support to manage an early childhood service in the following areas: financial, IT, human resources, professional development, National Quality Framework (NQF), building maintenance, legislative and regulatory compliance and marketing.



### Affiliate

C&K affiliate members operate as an independent incorporated association, managed by a volunteer management committee.

A service affiliated with C&K receives support in managing kindergarten funding, training for committees and educators, access to C&K policies, advice and support regarding inclusion, enrolments and marketing, and use of the C&K brand and *Building waterfalls* curriculum.

### Associate

An associate service is operated independently from C&K, however receives support regarding kindergarten funding administration. The C&K brand and *Building waterfalls* curriculum is not permitted to be used by associate members.

# Become part of C&K



## C&K membership options

	Associate	Affiliate	Branch
QKFS funding management and administration	✓	✓	✓
QKFS compliance and auditing	✓	✓	✓
Desktop support to meet QKFS criteria and guidelines	✓	✓	✓
C&K policies and procedures		✓	✓
Discounted professional development		✓	✓
Management Assistance Services (MAS)		✓	✓
C&K's Building waterfalls curriculum		✓	✓
Curriculum support		✓	✓
Provision of enrolment booklets and portfolios		✓	✓
National Quality Framework support		✓	✓
C&K brand and marketing resources		✓	✓
Access to C&K's group insurance discount		✓	✓
Access to discounts through C&K's preferred suppliers		✓	✓
Full financial management of the service			✓
Information technology (IT) management of the service			✓
Employment and management of staff			✓
Full operational management of the service			✓
Enrolment management software			✓
Access to benefits through group purchasing			✓
Property maintenance and repairs			✓

Legend    ■ Branch    ■ Affiliate    ■ Associate  
 ■ Not included in membership option

# C&K Branch



Many volunteer management committees are finding that the time commitment and increased legal, financial and regulatory demands of running a kindergarten service are too great.

Many management committees find it challenging to recruit parents to volunteer the time and skills necessary to operate what is in effect, a complex small business.

Becoming a C&K branch service removes these pressures on volunteer committee members.

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## C&K Branch Operations

### Financial management and audit

A branch is legally owned by C&K, and all financial aspects of the service and results form part of C&Ks Annual Report.

### Information Technology

All supply and support of information technology equipment is the responsibility of C&K. This includes the provision of the CCMS system (Kidsoft) and all other software and hardware requirements for greatest service operational efficiency.

### Policy, quality and legislative compliance

A specialist team is available to provide advice and support relating to the NQF, including regulatory, legislative, qualification and staffing requirements, Quality Improvement Plans (QIP), and assessment and rating. The team also submits regulatory notifications on behalf of the branch service.

### Operations

A C&K Business Operations Consultant (BOC) provides operational, management and governance advice.

### Education

A C&K Early Childhood Advisor (ECA) provides educators with high level curriculum and pedagogical support.

### Building and playgrounds

C&K as the licensee is responsible for building repairs and maintenance and manages all lease responsibilities, including lease negotiations.

*An extensive range of membership benefits are available to our C&K branches, including all affiliate member benefits in the areas of publications, discounts and savings, marketing and communications, and much more.*

### Parent Advisory Group

The establishment of a Parent Advisory Group (PAG) provides a continuing opportunity for parents to actively participate in connecting the service with families and the wider community and fundraise towards specific needs.

### Employment of staff

C&K becomes the employer of the teaching and administrative staff. As a C&K employee, staff will have access to industry-aligned remuneration, salary packaging options, ongoing professional development, career progression opportunities, First Aid and CPR, access to C&K wellness programs and much more.

C&K's People and Culture team will support and manage a range of HR matters including:

- Recruitment and relief staff
- Qualification and staffing requirements
- Employee / industrial relations
- Performance management
- Wage and payroll
- Award interpretation
- Workplace, health and safety



### Benefits for children, parents and the community

Children benefit as staff and parents are able to focus totally on the educational program, a key component to the success of the C&K *Building waterfalls* curriculum delivery.

Parent involvement with their child's branch service is expected and encouraged, assuring community involvement.

# Affiliate Membership



## Children's Services

### Operations

A C&K Business Operations Consultant (BOC) provides operational, management and governance advice.

### Education

A C&K Early Childhood Advisor (ECA) provides educators with high level curriculum and pedagogical support.

### Policy, quality and legislation

A specialist team is available to provide advice and support relating to the NQF including regulatory, legislative, qualification and staffing requirements, Quality Improvement Plans (QIP), and assessment and rating. The team also provides advice, resources and updates regarding C&K policy.

## Corporate Services

### Funding management

C&K distributes and administers the QKFS funding for each service, and provides funding compliance advice and resources. The Corporate Services team answers any questions regarding funding, via phone and email.

### Building and playgrounds

When planning or making changes or renovating a playground or building, C&K's Building and Playground Committee is available to discuss and review plans to ensure legislative, policy and building code guidelines are met.

### Human Resources

C&K's People and Culture team is available for advice and support on a range of HR matters including:

- Recruitment
- Qualifications and staffing requirements

### Marketing and communications

- Annual C&K Open Week
- C&K brand, logo and letterhead templates
- C&K promotional items
- Presence on the C&K website
- Media opportunities

## Membership Benefits

### Publications

- Access and use of C&K's *Building waterfalls* (2nd Edition)
- Access and use of C&K's policy library
- C&K intranet – comprehensive resource library for educators and committees
- eNews
- Enrolment booklets and C&K portfolios
- Cascades – curriculum online magazine
- Transition to school advice and resources
- Workplace, health and safety

### Discounts and savings

- Access to low cost training
- Discounted attendance at the Queensland Early Childhood Conference
- Modern Teaching Aids (MTA) discount
- Access to significantly reduced insurance premiums
- Considerable discounts on First Aid training



### Affiliate membership fee

An annual affiliation fee is paid to C&K for this membership option. Contact C&K for further information regarding Affiliate membership fees.

# Associate Membership



## Central Governing Body

### Associate membership

As a Central Governing Body C&K manages and disperses Government funding, specifically QKFS, to its member kindergarten services.



## Membership Benefits

### Telephone and electronic support

- To meet and maintain status as a State Government approved kindergarten program provider
- Compliance monitoring and auditing of data
- To ensure compliance with the QKFS criteria
- To maximise enrolments of children in the target age and priority groups
- To ensure government data and reporting requirements are met

### Associate membership fee

An annual affiliation fee is paid to C&K for this membership option. Contact C&K for further information regarding Associate membership fees.

Please note that Associate members do not have access to the C&K brand or access and use of C&K's *Building waterfalls* curriculum.

# Frequently Asked Questions



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## C&K as a Central Governing Body

What is a CGB?

- distributes QKFS Government funding to members, for the purposes of operating a kindergarten program
- provides support and assistance to members
- monitors and audits member compliance

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## Claiming for and receiving funding under the QKFS

How does C&K claim for and distribute funding to its member services?

C&K CGB members have a responsibility to provide specific information to C&K and data relating to the enrolment of children in each service for the purposes of calculating, claiming and distributing government funding under the QKFS.

C&K's funding distribution strategy, and service obligations are detailed in our member service agreement. Essentially, services will be requested to provide C&K with certain information four times a year (once per term) to ensure we can apply for and distribute to services, the funding that services are entitled to.

Services will be required to submit data to C&K in the provided template format.

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## Approved care services who receive Federal Government funding through CCB

Does C&K offer affiliate or associate membership to approved care services in receipt of Federal Government funding through child care benefit (CCB)?

A key part of the affiliate and associate membership is the disbursement of QKFS funding. As such, services that are in receipt of federal funding through CCB are not eligible for these C&K membership options, and they must apply directly to the State Government for their QKFS funding. C&K may be able to offer other support to these services. Contact us today to discuss options for your service.

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## Useful links

Department of Education, Training and Employment

Queensland Kindergarten Funding Scheme: Become an approved kindergarten program provider

<http://deta.qld.gov.au/earlychildhood/service/access-kindy/kindergarten-funding.html>

Queensland Kindergarten Funding Scheme: Guidelines for Governing Body Organisations and Member Kindergarten Services

<http://www.dete.qld.gov.au/earlychildhood/pdfs/qkfs-guidelines-organisations.pdf>



**For more information about becoming a member of C&K please email  
[transition@candk.asn.au](mailto:transition@candk.asn.au) or phone 1800 177 092**