

Starting a Kindergarten

Hints and tips

This information relates to the bureaucratic aspects of setting up a Kindergarten in Victoria. Similar organisations and requirements would exist in all states in Australia.

Terms:

Term	Description
Public officer	The contact person for the incorporated body required by various Government authorities.
Primary Nominee	The teacher
Nominee	The teacher's assistant
Licensee	The employer (i.e. the incorporated body)

Requirements:

Tasks	Pre-requisite tasks	What you need to do
Australian Business Number and Tax file number		Decide on the name of your organisation and nominate a public officer. You can apply on-line at http://www.business.gov.au
Incorporation		Complete an application form. Costs \$60. In Victoria the form plus the Model Rules for Incorporated Associations are available from Consumer and Business Affairs at http://www.consumer.vic.gov.au
Local Council Town Planning Permit	<ul style="list-style-type: none"> Incorporation 	Apply to Local Council. Need an architect to draw plans of building and surrounds. If there are objections from the local community, this may take up to 6 months to finalise.
Local Council Building Permit	<ul style="list-style-type: none"> Local Council Town Planning Permit 	Required if the building is not currently being used as a Kindergarten to ensure the building complies with various Australian Standards. Make sure you get the list of changes required at the same time as you get the list for the Town Planning Permit and the DHS licence to avoid having to redo changes.
Local Council Occupancy Permit	<ul style="list-style-type: none"> Town Planning Permit Building Permit 	Apply to Local Council once the Town Planning and Building Permits have been finalised.
Department of Human Services: <ul style="list-style-type: none"> Initial inspection 		<p>The inspector will highlight areas where you do not comply with regulations. They will check:</p> <ul style="list-style-type: none"> There is enough play equipment. Need sandpit 3m by 4m, equipment that is changeable; Play equipment is safe: <ul style="list-style-type: none"> If fall height is under 500mm, grass is OK (eg tires, A-frame, trestles, etc). If fall height is over 500mm, need soft-fall 1.9m all around and 200mm deep. For swings

		<p>must be 1.9m from extremities of swing;</p> <ul style="list-style-type: none"> • The environment is safe, eg fences and gates are not climbable (pool fencing is about \$100/m), toilets can be viewed from play area, etc; • The educational program is acceptable; • There is 3.3 square metres of useable internal play space per child (excluding toilet and kitchen, walkways, etc); • There is 7 square metres of useable external play space per child; • The Kindergarten is financially viable and there is a projected budget; • Heaters have guards - Jones Wireworks in Burwood, 03 9808 8636, cost \$80;
Police check		All teachers and committee members being interviewed need a police check. This takes 10 to 15 working days and costs \$24. They are valid for 6 months. Get application forms from www.police.vic.gov.au
Qualified teacher	<ul style="list-style-type: none"> • Police check 	<p>Ensure the teacher has dual qualifications:</p> <ul style="list-style-type: none"> • 2 year full time post-secondary diploma in Early Childhood Development; • Teaching diploma. <p>A staff member with a first aid certificate must be on duty at all times.</p> <p>You will need a copy of the teachers' qualifications.</p> <p>KPV can provide indicative pay rates.</p>
Join Kindergarten Parents Victoria		Provides support and information (03 9489 3500), costs about \$150 / year to be a member. They sell a package called KinderWorks for \$75 that includes proformas for policies, employment contracts, etc.
Local Policies and Procedures	<ul style="list-style-type: none"> • Join Kindergarten Parents Victoria 	Develop local Policies and Procedures or use the ones from KPV. There are about 10 that are mandatory.
Attendance and Medication / Accident books		Purchase from Bellbird pre-school supplies in Dandenong (03 9794 0811) - they can post them.
Human Services manuals		<p>Collect these from Information Victoria, 356 Collins St, 1300 366 356:</p> <ul style="list-style-type: none"> • Dept. Human Services Licensees Policy & Procedures Manual (free); • Dept. Human Services Licensees Operational Guide - interprets the regulations, in plain English, best practise guide, etc. (free); • Children's Services Act 1996 \$9; • Children's Services Regulations 1998 \$9;
Department of Human Services:	<ul style="list-style-type: none"> • Local Policies and Procedures 	You must comply with all issues raised in the initial inspection.

<ul style="list-style-type: none"> Final inspection 	<ul style="list-style-type: none"> Attendance and Medication / Accident books Human Services manuals 	
Kindergarten License	<ul style="list-style-type: none"> Town Planning Permit Occupancy permit Department of Human Services Final Inspection Human Services manuals Qualified teacher 	<p>Complete all the application forms (there are lots). It will cost about \$500 for the applications. It is the Legal body (the incorporation) that is applying for the licences.</p> <ul style="list-style-type: none"> Need two licences, one for the building and one for the program. Can do both at once if the building already exists; Two representatives from the committee must sit a 2-hour test (you can have the manuals with you). It is multiple choice and 3 "what if?" scenarios. Only need to do this once; Need to submit 2 pages on the educational program;
State funding	<ul style="list-style-type: none"> Incorporation Kindergarten License 	<p>In Victoria, most funding comes from the Department of Human Services, and depends on which award the kindergarten is a party to (it is about \$1000 per child per year). Each child receives funding for 1 year only. Funds may take up to 6 months to arrive after applying, so ensure the fees for the first year don't rely on funding. To receive funding, the kindergarten:</p> <ul style="list-style-type: none"> Must have 20 funded children (4 year olds), and provide a minimum of 10 contact hours per week for those children; Must have a minimum of 2 staff at all times, and a ratio of 1 to 15;
Commonwealth funding	<ul style="list-style-type: none"> Kindergarten License Tax File Number 	<p>Medicare (13 6150) provides childcare assistance of \$0.43/hr for each child. Send "Registered Child Care Provider Application" form to Medicare.</p>
Workcover insurance		<p>Try Guild Insurance 03 9896 4800. A cover note is issued immediately. The cost is 3.16% of total remuneration (pay plus super less \$15,500). DHS covers funded Kindergartens for \$20M public liability insurance.</p>
Playgroup insurance		<p>Contact Playgrouping Victoria on 03 9388 1599 for information, it's about \$18 per family per year. It is not the group that is insured, each family must be a member.</p>
Playgroup	<ul style="list-style-type: none"> Playgroup insurance 	<p>If sessions are 2 hours, pay the facilitator for 3 hours to cover talking to parents, taking phone calls, etc. Kim Billington trains and mentors playgroup leaders, phone 03 9876 6505</p>
Register as a "Tax deductible gift recipient"		<p>You can then receive donations, which are tax deductible for the donor. Contact the Australian Tax Office on 13 2478 or www.ato.gov.au You</p>

organisation"		will need a separate bank account.
PayLine payroll Service	<ul style="list-style-type: none"> • State Funding 	PayLine (13 1652) provides a payroll service. It's free to funded Kindergartens.
Phone listing		Contact White pages on 1800 810 211.
Kindergarten chairs, tables, etc.		Tim Coffee (03 5966 5858) has good quality furniture.