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CRICOS 00496D



The Glennie Community Kindergarten Health Care Card Rebate Policy

*Queensland Kindergarten Funding Scheme – Guidelines for Central Governing Body
Organisations and Member Kindergarten Services
Independent Schools Queensland CGB Operating and Best Practice Guide*

Rationale

As part of the Queensland Kindergarten Funding Scheme (QKFS), the Health Care Card subsidy provides for those families or foster carers that hold a current Health Care Card or Australian Government Pension Concession card with automatic health care card entitlements. The Health Care Card subsidy is a per child subsidy that directly off-sets a child's kindergarten fees and is paid directly to services to reduce out-of-pocket expenses for eligible parents.

Scope

This policy applies to:

- all employees of The Glennie Community Kindergarten
- all parents currently attending The Glennie Community Kindergarten
- all volunteers assisting at The Glennie Community Kindergarten
- all students/trainees completing practicum placements at The Glennie Community Kindergarten
- visitors to The Glennie Community Kindergarten
- other interested persons

Aims

The Glennie Community Kindergarten will ensure that details of a current Health Care Card will be requested in the kindergarten enrolment form and provide for the details of a Health Care Card to be collected throughout the child's kindergarten year. The details of the Health Care Card subsidy will be provided to families via the Kindergarten Handbook.



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Requirements

To be eligible for the Health Care Card subsidy, a child who is being educated and cared for by The Glennie Community Kindergarten will:

- be of eligible age (i.e. turning 4 years old by the 30th June in the year they participate in the Kindergarten program);
- be enrolled in an approved Kindergarten program for the minimum number of hours as required by the QKFS funding scheme;
- be cared for by a parent/carer with a current Health care Card (or Pensioner Concession card or formal communication such as a letter from the relevant agency stating the intent to issue a Health Care Card).

The Health Care Card Subsidy is worth approximately \$1000.00 (ex GST) per child, per semester. As the Health Care Card subsidy is calculated by term, if a card is valid anytime within a term, the subsidy will be claimed for that term. If a card is due to expire sometime throughout the kindergarten year, it is the responsibility of the parent/carer to ensure that an updated card is provided to the service and the responsibility of the Kindergarten service to ensure that the updated details are provided to ISQ CGB in order to continue to claim the subsidy.

The Glennie Community Kindergarten will not charge a higher program fee to families eligible for the Health Care Card Subsidy. Families with multiple births of three or more kindy-aged children are also eligible for the same reduced kindy costs as Health Care Card holders. Proof of date of birth for these children is required to access the subsidy. Families will be reimbursed the full Health Care card subsidy to which they are eligible. However, families will be reimbursed for no more than the cost of their Kindergarten program fees.

The service will retain the remainder of the subsidy to be used on:

- Contributing towards the cost of extra educator hours if there is a need i.e. one on one for the child with a HCC;
- Purchase of additional resources for that particular child if there is a need;



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- Purchase of additional resources for the kindergarten program/room generally; or
- Contributing towards support of the kindergarten program in general.

To ensure receipt of Health Care Card Subsidy from Independent Schools Queensland Central Governing Body (ISQCGB), The Glennie Community Kindergarten will provide enrolment data to ISQ CGB in a timely manner and maintain QKFS funding compliance as per our Central Governing Body Agreement. The Glennie Community Kindergarten will ensure that this subsidy is applied with sound financial and governance practices. Details of receipt and application of these funds will be provided annually to ISQCGB in our audited financial statements.

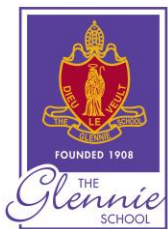
Procedures

Parents and carers of the child are responsible for:

- the provision of the Health Care Card to the appropriate staff member within the Kindergarten for a record of details to be taken;
- providing details of renewal of the card as they become available.

The Glennie Community Kindergarten will:

- take a copy or record the start and expiry dates of the valid Health Care Card;
- provide ISQ CGB with the start and expiry dates for that card either via collection of data through the Expected and Actual enrolment spread sheets or as appropriate;
- notify ISQ CGB if a card is no longer valid or the child is no longer enrolled;
- credit the subsidy to the relevant student account once QKFS funds have been received. When the relevant student leaves the Kindergarten, any credits will either roll over into the child's school account if they are continuing at the school or be refunded to the family by cheque
- provide ISQ CGB with any funds received for which we are no longer eligible through the QKFS reconciliation process.



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Related Policies

- 'Management and Governance Policy- The Glennie Community Kindergarten'

Sources

- QKFS: Guidelines for Central Governing Body Organisations and Member Kindergarten Services
- ISQ sample policy – *ISQCGB Health Care Card policy*

Policy created	Policy reviewed	Next review	Action
February 2014		February 2015	Policy created according to ISQ guidelines
	February 2015	February 2016	No changes made
	February 2016	February 2017	No changes made



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