

Sunkids Early Childhood Teachers Additional Leave Policy

Background

In all Sunkids Children's Centres where we are offering an "Government Funded Kindergarten Program" commonly known as QKFS, we are committed to offering additional incentives to Bachelor Qualified Early Childhood Teachers delivering these programs.

Policy statement

This policy details Sunkids Children's Centres commitment to valuing and retaining Bachelor Qualified Early Childhood Teachers to ensure the children attending a Sunkids Centre are receiving a quality Kindergarten Program.

This policy does not affect entitlements, any requests for this leave to be taken in timeframe not specified in this policy must be made in writing to Sunkids Operations Manager.

Strategies and practices

Early Childhood Teachers (ECT) responsible for implementing a Government Funded Kindergarten Program will be entitled to receiving four additional weeks leave every calendar year.

The conditions regarding this leave are: -

- *One week additional leave provided each quarter, the four quarters are calculated as:-*
 - *January to March*
 - *April to June*
 - *July to September*
 - *October to December*
- *The additional leave must be taken during school holidays, preferably the first week of Queensland School term holidays in the quarters details above. The week must be taken in full weeks.*
- *The additional leave does not attract annual leave loading*
- *The additional leave does not roll over to the new calendar year, if not taken in current year the leave cannot be paid out.*
- *If the Centre does not receive the Government Funding for Kindergarten Program, this leave is subjected to be suspended.*

RESPONSIBILITY OF CENTRE MANAGERS OF SUNKIDS CHILDREN'S CENTRES

- *Centre Managers will discuss at least one month in advance the dates the Queensland School holidays fall between. They will look to see which weeks of these school holidays they can accommodate the additional leave to be scheduled to be taken. The Early Childhood Teacher will be notified by the Centre Manager, of the dates of the additional week leave.*
- *Once this date has been agreed on, the Centre Manager will complete "ECT Additional Week Acknowledgement Form". This is to be signed by ECT, Centre Manager and scanned through to hr@sunkids.com.au in which Operations Manager will sign and forward to payroll@sunkids.com.au.*

The Queensland Kindergarten Funding Scheme (QKFS)

- *Is designed to assist services implementing and delivering an approved Kindergarten Learning Program. To qualify for QKFS funding, a service must be an Approved Kindergarten Program Provider (KPP)*

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- An approved, quality Kindergarten Learning Program is:
- For children in the year before Prep (i.e. children who are four by 30 June in the year they start)
- Delivered for 15 hours a week for 40 weeks, or 600 hours a year
- Delivered to support the development of children's physical, social, intellectual, language and emotional capabilities
- Based on the Queensland Kindergarten Learning Guidelines, or any alternative Kindergarten Learning Guidelines accredited by the Queensland Curriculum and Assessment Authority (QCAA)
- Delivered by a qualified Early Childhood Teacher

Responsibilities of Sunkids Centre Manager

- To ensure the additional week leave is provided within Queensland Holiday Periods
- To complete the required paperwork "ECT additional week acknowledgement form"
- To advise Sunkids Operations Manager if the leave is not taken for any reason.

Procedure and forms

- ECT Additional Leave Acknowledgement Form

Links to other policies

- Enrolment and Orientation Policy
- New Employees Policy

Links Queensland Kindergarten

<https://earlychildhood.qld.gov.au/funding-and-support/grants-tenders-and-funding/QKFS/qkfs-resources>

	QKFS	Community Services Act 2007
		Financial Accountability Act 2009
		QKFS Funding Category Guidelines
		Queensland Government Standard Terms and Conditions Which are referenced in QGrants

Sources

- Education and Care Services National Regulations 2011
- Queensland Kindergarten Guidelines
- Guide to the National Quality Standard 2018

Further reading and useful websites

- QKFS Self-Assessment
<https://earlychildhood.qld.gov.au/fundingAndSupport/Documents/qkfs-self-assessment-tool.docx>

Policy review

The Service encourages staff and parents to be actively involved in the annual review of each of its policies and procedures. In addition, the Service will accommodate any new legislative changes as they occur and any issues identified as part of the Service's commitment to quality improvement. The Service consults with relevant recognised authorities as part of the annual review to ensure the policy contents are consistent with current research and contemporary views on best practice.

Version Control

Version	Date Reviewed	Approved By	Comments/Amendments	Next Review Date
1	14 February 2023	Kaylene Harper	Policy Developed	February 2024
2	21/07/2025	Genevieve Mahaki	Policy reviewed	July 2025