

Confirmation by Approved Provider of agreement to Start Strong Long Day Care funding arrangement

Signed by the Approved Provider	
<hr style="border: 0.5px solid blue; margin-bottom: 5px;"/> Name of Approved Provider <i>(Print legal name of provider above)</i>	<hr style="border: 0.5px solid blue; margin-bottom: 5px;"/> A.B.N of Approved Provider <i>(Print relevant number of provider above)</i>
<hr style="border: 0.5px solid blue; margin-bottom: 5px;"/> Signature of Authorised Officer <i>(Signatory to sign name above)</i>	<hr style="border: 0.5px solid blue; margin-bottom: 5px;"/> Name of Authorised Officer <i>(Signatory to print name above)</i>
Date:	
<p><u>Important Note on signing this letter:</u> Only the Approved Provider should sign this letter. For example, if (as an Approved Provider) you are:</p> <ul style="list-style-type: none"> - (individual) an individual (sole trader), then that individual will need be the signatory. Say the individual is Jane Person. The signatory of this letter should be Jane Person. Not someone else. Say the service has a nominated supervisor, John Citizen. John Citizen is not the Approved Provider and should not sign the letter. Jane Person should sign the letter. - (private or public company) a company, then a person authorised to sign a document on behalf of the company will need to sign this letter. Such a person may include a company director or someone else authorised to act on the company's behalf. - (trust) a trustee for a trust, then the trustee will need to sign this letter. The trustee may be an individual or company or other entity. - (partnership) a partnership, then one of the partners will need to sign this letter. <p>An Approved Provider may be another type of entity – such as an indigenous corporation, unincorporated body or other.</p>	

Terms and Conditions

Use of funds

The Approved Provider must spend the funds allocated to each service to purchase resources, develop a preschool program based on the Early Years Learning Framework or to develop staff, including upgrading qualifications from a diploma to a four year degree. The full quantum of funding should be expended for those purposes, and should primarily aim to benefit children in the year before school.

The Approved Provider must return any funds that are not spent in accordance with this letter.

Status of Approved Provider

The Approved Provider acknowledges and agrees that:

- (1) it is a Long Day Care provider regulated under the National Quality Framework;
- (2) each eligible service is not currently in receipt of funding under the NSW State Government Early Childhood Education and Care Long Day Care or Preschool Grants Program (Preschool Funding Model); and
- (3) each eligible service is enrolling 4 and 5 year old children (this provision does not preclude that the service enrolls children from zero to three years old; however the funding calculation will not take into account numbers of these younger children).

Details of Funding

Details of funding at the service level are listed in the letter to the Approved Provider. The funds will be allocated to the Approved Provider by reference to individual eligible services operated by the Approved Provider.

For example, say the Approved Provider operates two services – one at Newtown and the other at Bowral. Assume that Department of Education has advised that the Approved Provider will receive \$10,000 and that it is to be allocated so that the Newtown service will receive \$6,000 and the Bowral service will receive \$4,000.

The entire amount for the Approved Provider will be paid as one upfront payment – even if there are multiple services.

Payment Process Details

Department of Education anticipates that it will be in a position to make the one upfront payment mid-year for expenditure in the 2016/17 financial year.

As part of this process, Department of Education will also require details of the Approved Provider's bank account for receipt of the funds. As part of signing this letter, you are asked to complete the attached EFT form and return it to us. As noted earlier, if you received funding under this program during 2015 and your bank account details have not changed, then you will not need to complete and return the EFT form. Department of Education may contact some Approved Providers if a discrepancy is identified in relation to such information. Otherwise, we will simply pay the funds to you using the details you supplied in 2015.

Important Note regarding Bank Accounts: This funding is being provided to Approved Providers (under the 'National Quality Framework') – like your organisation. In completing the EFT form

you will have to give your bank account details and your ABN. The bank account details and the ABN details provided must be those of the Approved Provider.

Department of Education will be matching the ABN you provide against the ABN of the Approved Provider on the National Quality Agenda Information Technology System (NQAITS). If it does not match, then Department of Education may refuse to pay the funds to you.

For example, assume that Company Pty Ltd is an NQF Approved Provider. It operates the services at Bowral and Newtown (from the previous example). The bank account for Company Pty Ltd must be in the name of Company Pty Ltd and have the same ABN.

The Approved Provider may be asked to provide evidence or supporting documentation or other information in connection with the ownership, control or management matters in relation to it or one of its services.

If there is any discrepancy in the ownership, control or management arrangements, as determined by Department of Education at its absolute discretion, then Department of Education may refuse to pay the funds (including without notice to the Approved Provider).

Approved Provider obligations

The Approved Provider's eligible services must:

- (1) deliver a preschool program to 4 and 5 year-old children in their year before school for 600 hours, that is:
 - (a) taught by teachers holding an approved early childhood teaching (ECT) qualification under applicable laws;
 - (b) using the Early Years Learning Framework (EYLF);
- (2) where the service is a registered user of the Commonwealth Child Care Management System (CCMS):
 - (a) be operating and reporting through CCMS, between August 2016 and 19 May 2017 for the ABS 'National Early Childhood Education and Care Collection'; and
 - (b) fully complete the preschool indicator of the CCMS, between August 2016 and 19 May 2017 for the ABS 'National Early Childhood Education and Care Collection'. Long day care services are required to report against preschool programs. The 'preschool indicator' of the CCMS applies to long day care services.

Eligibility for any future funding programs for long day care services in NSW may be subject to full annual completion of the preschool module in the CCMS;

- (3) conduct its operations at the services in accordance with all applicable laws and regulatory requirements, relevant Australian industry standards, best practice and guidelines and all licences and consents; and
- (4) participate in other NSW data collection processes, as required by Department of Education. The Approved Provider must ensure that all information given by it (or any of its eligible services) in connection with this letter or any data collection process is true, accurate and not misleading (including by omission).

The Approved Provider must comply with all of Department of Education's reasonable requests, directions, and monitoring/audit requirements (from time to time) for provision of data and information in relation to this program.

Process if you buy and/or sell a service

For each service, Department of Education will pay the funds in accordance with this letter to the person or entity named as the Approved Provider on NQAITS as at 19 May 2017. If there is going to

be a transfer of service (before or after 19 May 2017) that affects you, then please see the process set out below.

A transfer on or before 19 May 2017

If you are going to buy or sell a service, that will mean that you are going to become or cease to be the Approved Provider for a service on or before 19 May 2017, then you need to complete the details in the 'Transferring or Receiving a Service Form' at the back of this letter.

If you are in the process of buying a service before 19 May 2017, Department of Education will need to amend the attached 'Grants Payment Allocation' schedule to include details of that service and remove the details of the service from the seller's documents.

If you are in the process of selling a service before 19 May 2017, Department of Education will need to amend the attached 'Transferring or Receiving a Service Form' schedule to remove details of that service and add the details of the service to the buyer's documents.

The correct Approved Provider must be named on NQAITS for the applicable service approval, and all information required by Department of Education (at Department of Education's discretion) must be received by Department of Education by no later than 19 May 2017 – otherwise Department of Education will have no obligation to pay any funds in connection with the transferred service. The 'Transferring or Receiving a Service Form' form must be provided to Department of Education as soon as possible – ideally before 19 May 2017. If you become aware that there will be a transfer of service after this date, then you must provide a further Transferring or Receiving a Service Form form by no later than 19 May 2017.

A transfer after 19 May 2017

If you are going to buy or sell a service, that will mean that you are going to become or cease to be the Approved Provider for a service after 19 May 2017, then you are required to follow the process set out on Department of Education's website:

<http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care/funding/ldc-national-partnerships>

This process may require the transferring and receiving Approved Providers to sign documents in certain circumstances.

In any event, if funds are paid to you for a service and you are not the Approved Provider for that service as at 19 May 2017, then you must ensure that you pay all the applicable funds for that service to the new Approved Provider. Otherwise, if you transfer a service after 19 May 2017, then as part of such transfer you must provide any unspent funds in relation to that service, to the new Approved Provider.

Service to cease operating before 19 May 2017

If a service is to close / cease trading before 19 May 2017, then that service is not eligible for funding under this letter.

Records

The Approved Provider must keep current and accurate records of its use of the funds and ensure those records are capable of being audited to determine compliance with this letter.

The Approved Provider must, within 14 days of a request from Department of Education, make available to Department of Education for inspection (or its representative) any financial records or information in connection with the service or funds or this letter.

The Approved Provider must keep all records for at least 7 years from the end of this calendar year.

Recipient Created Tax Invoice

Department of Education will create a Recipient Created Tax Invoice (**RCTI**) to accompany the payment of funding. Department of Education will issue tax invoices in respect of the supplies made in accordance with this letter and detailed in the RCTI. The Approved Provider will not issue tax invoices in respect of the supplies made in accordance with this letter and detailed in the RCTI. The Approved Provider agrees to provide to Department of Education any other information as required to assist Department of Education to issue an RCTI.

Communications

Department of Education may publicise and report on any funds awarded to the Approved Provider. The Approved Provider is encouraged to publicly acknowledge this funding received through the National Partnership for Universal Access to Early Childhood Education which is a joint initiative of the NSW Government and the Commonwealth Government. Such acknowledgement may be by way of (for example) an announcement in a regular newsletter or an annual report.