Getting started with eKindy @ your small school

1. Determine what the community needs to support the delivery of eKindy.
   - Consider the potential registrations for the current/next/future years.
   - Establish parent interest in registering their child in the eKindy program.
   - Identify the support families might need (e.g. a school-based ‘care service’, playgroup, access to ICTs, on-loan educational resources or an indoor and outdoor space to meet).
   - Identify whether the community can support a paid ‘carer’ and how this could be funded.

2. Ensure families understand their role, the school’s/carer’s and teacher’s role and the benefits.
   - Discuss the difference between a ‘care service’ and a teacher-led kindergarten program.
   - Identify the benefits of engaging in an approved kindergarten program before starting Prep.
   - Discuss the possible challenges and benefits of delivering part of the kindy program at home.
   - Discuss how the school can support families to manage web sessions.
   - Explain that eKindy is free to eligible families. A grant/other funding is needed to meet the cost of a ‘carer’ to support families to deliver parts of the eKindy program at the school.
   - Explain that eKindy families are eligible for an ICT grant ($750) after six calendar months, if they maintain active engagement and registration in the eKindy program.
   - Explain that eKindy children can also attend a local child care service (for less than 15 hours/week).

3. Discuss options and processes with the eKindy Manager (Brisbane School of Distance Education) and the Office for Early Childhood Education and Care
   - Organise a web session with stakeholders to discuss options, benefits, practical considerations with staff and interested families.
   - Carefully plan communications and the introduction of the program.

4. Negotiate funding to pay for a carer/facilitator to work at the school
   - Talk to your local council and other community organisations about grants/funding for a ‘carer’ working at the school or playgroup coordinator.
   - Consider options for parents to pay for the care service (similar to family day care).
   **Note:** No funding for the carer’s salary is available through the eKindy program.

5. Contact the local Office for Early Childhood Education and Care to find out about licencing and/or regulations. The OECEC can provide advice about:
   - Setting up a ‘stand-alone’ care service which enables a carer to work with up to four children under school age. The carer must supervise these children at all times (i.e. they cannot be supervised by an adult who is also working with school-aged children).
   - Suitable indoor and outdoor play spaces within the school (e.g. with access to toilets, wash basins and preparation space) for the service.

6. Ensure parents register for eKindy directly through the BSDE.
   - Forms are available on the BSDE eKindy webpage [https://brisbanesde.eq.edu.au/Ourschool/ekindy/Pages/ekindy.aspx](https://brisbanesde.eq.edu.au/Ourschool/ekindy/Pages/ekindy.aspx)
   **Note:** Kindy-aged children are not enrolled in the school. They must register with a Kindy service.

7. Make arrangements for the school, carer, families and BSDE eKindy team to work together to help set up the program BEFORE starting to engage children in the program.