

2023 Start Strong for Community Preschools fee relief data collection – Quick Reference Guide

Contents

Page 1: Introduction..... 3
Page 2: Identification Details 3
Page 3: Fee Relief Received & Expenditure..... 4
Page 4: 2023 Enrolment Information 6
Review & Conclusion 10



This document has been prepared to assist service providers in completing the Start Strong for Community Preschools program 2023 fee relief data collection.

The fee relief data collection is a mandatory process. All participating providers must complete a fee relief data collection submission for each of their community preschool or mobile preschool services that received Start Strong for Community Preschools fee relief funding between the period of 1 January 2023 to 31 December 2023.

Before you begin we recommend having the following information ready:

- Your 2023 Start Strong for Community Preschools Fee Relief Payments. This refers to the funding you received for fee relief for January 2023 – December 2023, and does not include the adjustments to funding that are processed in the 2024 Q1 and Q2 payments. This information will be provided to you via email.
- Your enrolment information for 2023 by term.

For further information on the collection, including frequently asked questions, please refer to the website.

Page 1: Introduction

Please read through the information provided as part of the SmartyGrants form introduction.

Page 2: Identification Details

Text is provided under each fillable section to guide you in providing correctly formatted answers.

Service Approval ID (SE-ID)

- Start by typing “SE-”, followed by the digits of your service approval ID. The form will automatically search through the list to find your service approval ID. Once you have located it, you can select it.
- If you have chosen the wrong SE-ID by accident, you can click on the ‘x’ to the left of the incorrectly chosen SE-ID to remove it. You can then try to find your correct SE-ID again.
- You can only choose one SE-ID per submission. A separate submission will need to be completed for each funded service.

Service Address

- Please provide the address for the specific service you are completing the submission for. Please do not provide your provider address if it is a separate address.

- You can begin typing in the fillable section to have the form display the closest valid address. If your address cannot be found, please try to select the closest valid address.
- Once your address appears, please select it from the list.

Provider Approval ID (PR-ID)

- Start by typing “PR-”, followed by the digits of your provider approval ID. The form will automatically search through the list to find your provider approval ID. Once you have located it, you can select it.
- If you have chosen the wrong PR-ID by accident, you can click on the ‘x’ to the left of the incorrectly chosen PR-ID to remove it. You can then try to find your correct PR-ID again.
- You can only choose one PR-ID per submission.

Provider ABN

- Please type your provider ABN into the fillable section, and then click “Lookup”.
- The box beneath should be filled with your ABN details. If these details are not correct, please double-check the ABN you entered and try again.

Page 3: Fee Relief Received & Expenditure

On this page, you’ll provide information about the Start Strong for Community Preschools Fee Relief Payments that your service received and expended between 1 January 2023 and 31 December 2023. Please read through all the details of this page to ensure you complete this section accurately.

Section 1: 2023 Fee Relief Payments

- If your finance/accounting software does not have this information readily available to you, there are several ways you can obtain this information:
 - **Email:** An email was sent to Approved Providers on 18 March 2024 detailing your fee relief funding for 2023. The email was sent to the email address listed in ECCMS.
 - **ECCMS:** Open ECCMS, navigate to your service’s “Preschool” funding specification, and click on the “Payments” tab along the horizontal ribbon of icons. Here you can see all the payments the department has paid as part of the Start Strong for Community Preschools program. If you enter “2023 - SS Preschool Fee Relief” in the “Schedule Name” filter, you will be able to find all the fee relief payments made to your service in 2023, descending top to bottom from Term 4 to Term 1.

Back To Search

FUNDING SPECIFICATION DETAILS

MAIN CONTACTS BANK ACCOUNT ADDRESSES APPROVAL SERVICE DETAILS ALLOCATIONS VARIATIONS **PAYMENTS** REFUNDS CENSUS FUNDING SPEC ACCOUNTABILITY

Payments

Payment Name	Financial Year	Allocation Type	Program	Amount (Ex GST)	Payment Date	Process Date	Payment Category	Status	Status Date	Schedule Name
One Off-2023	2023	One Off	Preschool	\$102,335.00	12/10/2023	12/10/2023	PS Fee Relief	SAP Paid	31/10/2023	2023 - SS Presc
One Off-2023	2023	One Off	Preschool	\$102,335.00	14/07/2023	17/07/2023	PS Fee Relief	SAP Paid	10/08/2023	2023 - SS Preschool Fee Relief - Term 4
One Off-2022-2023	2022-2023	One Off	Preschool	\$102,335.00	13/04/2023	14/04/2023	PS Fee Relief	SAP Paid	24/04/2023	2023 - SS Preschool Fee Relief - Term 3
One Off-2022-2023	2022-2023	One Off	Preschool	\$102,335.00	24/01/2023	23/01/2023	PS Fee Relief	SAP Paid	06/02/2023	2023 - SS Preschool Fee relief - Term 2
										2023 - SS Preschool Fee Relief - Term 1 - Batch 1

- **Funding Letters:** You can also refer to your 2023 funding letters to see how much fee relief your service was allocated.

Please note that you are not required to account for any adjustments to funding following the 2023 Annual Preschool Census. Please only refer to the funding you received in 2023 for the 2023 calendar year excluding GST.

- If you are having trouble completing this section, you can contact the Preschool Funding 1 team for support via ecec.funding@det.nsw.edu.au.

Section 2: 2023 Fee Relief expenditure

When entering the funding you expended in each term, you will need to account for:

- Funding used in providing fee relief to enrolments, and;
- Any surplus fee relief funding identified after fee relief was applied to an enrolment's fees.

The fee relief data collection only aims to capture reserved fee relief funds, or a fee relief related deficit. Therefore, please include any surplus fee relief funds (spent or unspent) in the figure when entering in how much Fee Relief was expended in each 2023 term.

Example

Your service received a Fee Relief Payment of \$12,000 in Term 1 2023.

This service had 10 enrolments, all eligible for the highest amount of fee relief funding. Your service spent \$8,000 dollars of your fee relief funding allocation in providing fee relief to these enrolments.

Because your service's fees were lower than the amount of fee relief each child was eligible for, there was an amount of surplus fee relief funding remaining after each enrolment had fee relief funding applied to their enrolment fees.

Your service expended these surplus fee relief funds as per section 4.1.2 Fee Relief Payment of the [2023 Start Strong for Community Preschools program guidelines](#), or;

Your service retained these surplus fee relief funds into 2024.

- As surplus fee relief funds are not reserved fee relief funds, please include any identified surplus fee relief funds (spent or unspent) in your figure alongside any amount of Start Strong for Community Preschools Fee Relief funding used to reduce enrolments' fees.

Section 3: Net 2023 Fee Relief Calculations by Term

- This section is automatically calculated using information provided in Sections 1 & 2.
For example: If you noted that your service received \$20,000 in Term 1 2023 for Section 1 and noted that the same service expended \$15,000 in Term 1 2023 for Section 2, the Net Fee Relief for Term 1 in Section 3 will display \$5,000.
- If you noted a higher number in Section 2 for a Term compared to Section 1 (i.e., you spent more funds providing Start Strong for Community Preschools fee relief to enrolments than you were funded for), the corresponding figure in Section 3 will be negative. This indicates an estimated deficit accrued. Top up payments may be available.
- If these figures do not appear to be correct, please revise the figures you provided in Sections 1 & 2.

Section 4: Overall Fee Relief Calculations for 2023

- This section is automatically calculated using information provided in the previous sections.
- This section collates the figures calculated in Section 3 into a total figure of estimated reserved fee relief funds or estimated deficit fee relief funds for the 2023 calendar year.
- If these figures do not appear to be correct, please revise the figures you provided in Sections 1 & 2.

Page 4: 2023 Enrolment Information

In this section, you will need to enter the number of your enrolments by term claiming fee relief, separated by whether they were enrolled for more than 600 hours annually or less

than 600 hours annually. Please note that you only need to note children who claimed fee relief – do not enter information for children who did not receive fee relief in each term.

The department recognises that you may not have access to precise information to complete this section. If you are unsure, please estimate to the best of your ability when completing this page.

The department will use the information provided in this section to verify the figures you have provided on Page 3. The department will also use information you have submitted via the 2023 Annual Preschool Census and may also use other fiscal information you have provided to the department as part of your requirements under the 2023 Start Strong for Community Preschools program.

Section 5: 2023 Total Enrolments Claiming Fee Relief

- Please note how many enrolments in each term claimed fee relief.
- If your service had fluctuating numbers of enrolments claiming fee relief in each term, please note how many enrolments were claiming fee relief at the peak of each term.
- These numbers will be displayed in sections throughout the rest of this page to assist you in your data entry.

Section 6: Operating Weeks & Enrolment Hours Calculator

- Start Strong for Community Preschools funding is based on the number of weekly hours each child is enrolled at your service, extrapolated for the whole year.
- This section allows you to understand how many hours an enrolment must be enrolled at your service per week to be eligible for either the highest amount of Start Strong for Community Preschools fee relief funding, or a pro rata rate.
- For example, for a service that is operational for 40 weeks a year, a child must be enrolled for at least 15 hours a week to reach 600 hours of preschool per year, and therefore be eligible for the highest amount of fee relief funding.
 - On the other hand, for a service that is operational for 46 weeks in a year, a child only needs to be enrolled for at least 13 hours a week to reach 600 hours, and therefore be eligible for the highest amount of fee relief funding.
 - You can try this by putting '46' into fillable section **7A** and seeing the number that appears beneath it.

Section 6: Operating Weeks & Enrolment Hours Calculator

This section will help you calculate how many hours a child must be enrolled at your service per week in order to reach 600 hours of enrolment per year.

In field 6A below, please enter the number of weeks your service was operational in 2023 (by default, this has been set to 40. You can adjust this figure accordingly).

For example:

- If your service was operational for 40 weeks in 2023, then a child needed to be enrolled at your service for a minimum of 15 hours per week in order to reach 600 hours per year (and therefore be eligible for the highest amount of fee relief funding).
- Therefore, any child enrolled for fewer than 15 hours would have received less than 600 hours of early childhood education in 2023 (not accounting for any other attendance the child may have received outside of their standard enrolment).

6A) How many weeks was your service operational in 2023? *

If your service opened partway through 2023, please note how many weeks your service is operational in a standard year.

6B) Number of preschool hours a child would need to be enrolled per week in order to reach 600 hours or more annually

A child needs to be enrolled for at least this many hours (per week) to reach 600 hours of enrolment per year.

Section 7: Term Enrolments - Enrolled Hours Breakdown

- For each term that you noted enrolments claimed Start Strong for Community Preschools fee relief in Section 5, a corresponding Section will appear (Section 7.1C to Section 7.1D respectively).
 - For example, if you noted that 1 or more enrolments claimed fee relief in Term 1 2023, Section 7.1 will appear (likewise for Term 2 2023 & Section 7.2, Term 3 2023 & Section 7.3, and Term 4 & Section 7.4)
 - On the other hand, if you note that 0 enrolments claimed fee relief in a Term (i.e., Term 1 2023), then the corresponding Section 7 will not appear (i.e., Section 7.1 will be absent from your form).
- In these sections, you will note how many enrolments you had in each term that were enrolled for more than the equivalent of 600 hours annually, or less than 600 hours annually.
- In the 'A' field within each Section 7 (i.e., 7.1A, 7.2A, etc.), please note how many children claimed fee relief in that term that were enrolled for the equivalent of 600 hours or more.

- Above each 'A' field, you will see how many weekly hours a child needs to be enrolled at your service in order to receive the equivalent of at least 600 hours of preschool in a year (as determined in Section 6).

Section 7.1: 2023 Term 1 Enrolments - Enrolled Hours Breakdown

For this section, please note to the best of your ability **how many enrolments that claimed fee relief** were enrolled for A) at least 600 hours, or B) fewer than 600 hours.

The total enrolments claiming fee relief in this Term will be shown at the bottom of this section (in 7.1C), and should be equal to the number of enrolments claiming fee relief in this term that you noted in 5A (as reflected in 7.1D).

The department recognises that you may not have access to precise information to complete this section. If you are unsure, please estimate to the best of your ability when completing this page.

Note to mobile preschool providers: When considering enrolments across multiple mobile services, please count the number of weekly preschool hours the enrolment attends across all venue locations.

6B) Number of hours a child would need to be enrolled at per week in order to reach 600 hours or more annually

As shown in Section 6. This number is displayed here to assist you with the fields below.

7.1A) Number of children enrolled in Term 1 for 600 hours or more (that claimed fee relief) *

Please only note children who claimed fee relief in this term, who were enrolled for weekly hours equal or higher than the number of hours as shown in 6B.

7.1B) Number of children enrolled in Term 1 for fewer than 600 hours (that claimed fee relief) *

i.e., children enrolled for fewer hours per week shown in 6B

7.1C) Total Term 1 Enrolments Claiming Fee Relief (As noted in this Section)

This number is automatically calculated. This number should match the number shown directly below in 7.1D. If it doesn't, then you have either noted too many enrolments in this section, or you have noted an incorrect number of enrolments in field 5A.

7.1D) Term 1 Enrolments Claiming Fee Relief (As noted in Section 5)

This number is automatically calculated. This number was what you provided in field 5A, and should match the number directly above in field 7.1C.

- In the above example image, we noted in Section 6 that our service was operational for 40 weeks per year. Therefore, we can see in the field above Section 7.1A how many weekly hours a child would need to be enrolled to receive the equivalent of 600 hours of preschool in a year.
- Now, we need to fill out section 7.1A with how many children were enrolled in Term 1 for 15 hours or more a week, and section 7.1B with how many children were enrolled in Term 1 for less than 15 hours a week.

For example, if we had 8 children enrolled for 15 hours a week or more in Term 1, and 6 children enrolled for less than 15 hours a week in Term 1, we would put '8' in Section 7.1A and 6 in Section 7.1B.

- The 'C' field within each Section 7 (i.e., 7.1C, 7.2C, etc.) will count how many enrolments you've entered in the corresponding sections above (i.e., 7.1C counts how many enrolments you've noted so far in sections 7.1A and 7.1B).
- The 'D' field within each Section 8 (i.e., 7.1D, 7.2D, etc.) will display how many enrolments you said claimed fee relief in Section 5. This is to help you ensure your information is provided as accurately as possible.
 - The number shown in the 'C' field within each section should match with the 'D' field in each section. If they do not match, you will need to review your figures.

Review & Conclusion

Thank you for submitting your information. You have reached the end of the submission for this service. Please provide any comments you have in the comment & feedback sections and complete the declaration section to complete your submission.

If you need to correct any information submitted, please contact Preschool Funding 1 via ecec.funding@det.nsw.edu.au.

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