

Demystifying the jargon

Common terms and acronyms used in early childhood services

Acronyms

AGM	Annual General Meeting.
ATO	Australian Taxation Office.
CSA	Children's Services Officer. Regional officers of the Department of Education and Early Childhood Development who license, monitor, advise and support all children's services in relation to statutory and funding compliance.
DEECD	Department of Education and Early Childhood Development. Monitors compliance with the Children's Services Act and Children's Services Regulations; funds kindergarten programs.
ECA	Early Childhood Australia.
PSFO	Preschool Field Officer, refer to Victorian kindergarten policy, procedures and funding criteria– Service provision support.

Terms

Children's Services Act 1996 and Children's Services Regulations 2009

These provide the statutory framework for the licensing and operation of children's services in Victoria. They set out minimum standards to ensure the safety of children being cared for and educated in children's services. They also provide minimum requirements for services to provide for children's developmental needs.

Cluster management

An alternative management type to the traditional independent model. Cluster management brings a number of centres together under one management body to manage the business of the centres, including recruitment and management of staff and licensee responsibilities, regulatory and financial matters for each location within the cluster. Extent of responsibilities and management models vary between clusters.

Funded program

Commonly known as the four-year-old program. The State Government provides funding to assist in the provision of a year of kindergarten prior to commencement of formal schooling. Centres must comply with particular criteria to receive this funding. This criterion is outlined in the Victorian kindergarten policy, procedures and funding criteria. Updates are sent to the funded organisation at the beginning of each year and those responsible for compliance should familiarise themselves with the requirements in the update.

Licensee

The licensee is the legal entity that holds a licence to operate a children's service under the Act. This may be the cluster manager or, in the case of independent kindergartens, the incorporated association. The committee of management in an independent kindergarten, as the elected decision makers of the association, is responsible for actively complying at all times with the Act and Regulations and conditions and restrictions of the licence.

Nominee

Person/s authorised to manage the service in the absence of the licensee or primary nominee.

Primary nominee

Person authorised to manage or control the service in the absence of the licensee. There is only one primary nominee. Generally, this is the teacher employed for the most hours.

Proprietor

The proprietor includes an organisation such as the incorporated association, church, local council or cluster manager, and any person who manages or controls the centre. The term proprietor includes the licensee, the primary nominee and the nominee(s) of a licensed centre (refer to the Certificate of Names displayed in the main entrance of the centre).

Representative

Person/s authorised to manage the service in the absence of the licensee, primary nominee or nominee. They are the contact person with the department and represent the licensee.

Service provider

The organisation responsible for the license of a kindergarten and who receive the funding for that kindergarten are known as the service provider.

Important contact details**Kindergarten Parents Victoria**

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Your Cluster manager