

Preschool Resource Entitlement Statement Supporting Information



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Introduction

Preschool Resource Entitlement Statement Notes

This document provides information that supports the Resource Entitlement Statement (RES) for Department for Education standalone preschools. Information related to school based preschools is published in the School RES Notes.

In line with the approval of the South Australian School and Preschool Education Staff Enterprise Agreement 2020 the standard salary rates for 2021 have been updated. Goods and services indexation has been provided at 0.8%.

The Annual RES Cycle

Preschools receive their Resource Entitlement Statement (RES), which includes their updated allocation for 2021, in early Term 1 each year. This RES may then be updated each month depending on additional specific entitlements.

The RES is available on a monthly basis via FABSNet (Menu/Financial Reports/Resource Allocation Reports).

Cashflow reports, site monthly reports and site electronic journals (for those preschools using EDSAS only) following the closure of the ledger will be updated monthly and will generally be distributed on the seventh working day of each month. The June RES will be available by the fourteenth working day of July following end of financial year processing.

Allocation of Funding

The total of the RES funding is cashflowed across the year, with all expenditure (e.g. salaries, breakdown maintenance) that has been spent during the month deducted from the site's cashflow, to determine the net payable or recoverable amount.

If the preschool is entitled to a net payable amount for that month, it will be paid into their SASIF account in the next month. If the preschool however owes funds, the amount owed will be withdrawn from the preschool's SASIF account.

Note: There may be a delay between the time that maintenance work is carried out and when the account is presented for payment.

Category Ranking

The preschools category ranking is a priority assigned annually to each preschool to give an indication of the degree of social disadvantage and geographical isolation.

Currently there are three levels of ranking. Category 1 reflects the centres with the highest need and category 3 those with the lowest need. The ranking process is determined across the State on a 'quota' system with 40% in Category 1, 40% in Category 2 and 20% in Category 3. If your centre has changed ranking from the previous year, to a lower needs ranking, it means that another preschool in the state has an increased need for that year.

Leadership, Management and Governance

If you wish to discuss any leadership or management issues related to the implications of the *Resource Entitlement Statement*, please contact your Education Director.

Programs

The Department for Education is responsible for providing preschool education programs in a range of government funded centres. These centres provide preschool for eligible children, and where possible, supported programs to further the development, education, care and welfare of young children in the community.

Preschool

Preschool is a play-based, early childhood education program designed and delivered by a four year degree-qualified early years teacher using the Early Years Learning framework. The South Australian Government in partnership with the Commonwealth Government and all state and territory governments have committed to delivering Universal Access to Early Childhood Education ensuring that all children have access to 600 hours of preschool in the year before full-time schooling. It should be noted that Universal Access funding is subject to an ongoing commitment from the Commonwealth Government and could be subject to change in the future.

Integrated Centres

Integrated centres are sites providing both preschool and childcare (long day care).

Occasional Care

The Occasional Care Program operates at preschool and Children's Centres for Early Childhood Development and Parenting (Children's Centres) sites in rural and metropolitan areas throughout South Australia. The focus of the program is to provide care for children in communities where there are limited childcare options.

Rural Care

The Department for Education Rural Care program provides care for children from 0-12 years of age and operates at preschool sites in rural and remote communities where the traditional model of a stand-alone centre-based long day care would not be viable due to the small numbers of children requiring care.

Children's Centres for Early Childhood Development & Parenting

Children's Centres bring together care, education, health, community development activities and family support services for children aged birth to eight years and their families, with each centre tailored to meet the needs of the local community.

Playcentres

A playcentre is a supported playgroup for children before school entry age and their families that offer learning opportunities in small rural communities across South Australia where the number of eligible preschool children is too small to sustain a viable preschool program.

Outreach Centre

Outreach centres are preschool sites that operate as a campus of another stand-alone preschool. Outreach centres are managed via the parent preschool site; however, they are funded in a similar way to other preschools (with the exception of leadership funding). Outreach centres receive a separate Resource Entitlement Statement (RES).

Preschool Resource Entitlement Statement

The Resource Entitlement Statement is grouped into the main categories of funding:

- Staffing Allocations (preschool and program specific)
- Operating Costs
- Improved Outcomes for Numeracy and Literacy
- Improved Outcomes for Students with English as an Additional Language or Dialect
- Other discretionary funding allocated to the RES or centrally funded resource allocations (detailed in *Appendix 5 – RES Adjustments* and *Appendix 6 – Resource Allocation Adjustment Panel*).

Universal Access funding is subject to an ongoing commitment from the Commonwealth Government and could be subject to change in the future.

Staffing Allocation

Preschools are resourced in accordance with the National Quality Framework (NQF) educator to child ratios and to meet the conditions specified in the *South Australian School and Preschool Education Staff Enterprise Agreement 2020 (2020 Enterprise Agreement)*.

Pursuant to the Education and Care Services National Regulations, the Department for Education ensures that at all times each preschool has sufficient staffing allocated to enable 1 educator for every 11 children in Category 2 and 3 sites and 1 educator for every 10 children in Category 1 sites (designated disadvantaged preschools).

The staffing allocation for preschools is determined in reference to their enrolment cap, which takes into account the category ranking of sites. The formulas contain allocations for Preschool Directors, teachers and Early Childhood Workers. Allocations are inclusive of additional funding for Universal Access and detailed in *Appendix 3 – Staffing Formulas/ Preschool Staffing Allocation*. Universal Access funding is subject to an ongoing commitment from the Commonwealth Government and could be subject to change in the future.

In addition, preschools may receive term-by-term staffing adjustments, if required, to maintain the level of permanent staff at their preschool, or to meet Work Health and Safety requirements.

Preschool Director (Band A-1 to Band A-3)

The Preschool Director is accountable for leading learning, teaching, care and ensuring the appropriate management of the preschool. Preschools are reviewed and classified on an annual basis as determined using the criteria detailed in Clause 3 of Schedule 3 of the 2020 Enterprise Agreement (details in *Appendix 7 – Preschool Directors Classification*). Preschool Directors are classified as Band A-1, Band A-2 or Band A-3. Funding and charges for these classifications include on costs and are specified in Appendix 1 – 2021 Standard Salary Rates. Preschool Director allocations for part-time and full-time centres are specified in *Appendix 3 – Staffing Formulas/ Preschool Staffing Allocation*.

Preschools receive additional resources to help manage the preschool through the following funding allocations:

- Director Admin Supplementation
- Leadership Development
- Additional Administration Leadership Grant
- Collaborative Planning Allocation
- Financial and Administrative Support Grant

Preschool Directors operating additional programs as outlined below are provided with additional resources to help with the management and support of these programs.

Preschool Director Adjustment

Staffing allocations are monitored each term and approved increases in preschool director time for part-time centres will be adjusted as required / or as the need arises through the RES. Further details are provided in *Appendix 5 – RES Adjustments*.

Teacher

The Department for Education requires all teaching ‘primary contact staff’ within early childhood programs to have an approved early childhood teaching qualification. Preschool teachers are included as Primary Contact Staff who are employed to maintain educator to child ratios. Teacher allocations are specified in Appendix 3 – Staffing Formulas. The funding and charges are based on Department for Education average teacher costs and include on-costs. The teacher rate is specified in *Appendix 1 – 2021 Standard Salary Rates*.

Beginning Teacher Support

Beginning teachers have a reduced teaching contact time and hence an increased allowance of non-contact time. Funding is allocated through the Resource Entitlement Statement on a pro rata basis and is equivalent to 0.1 teacher salary for a full time beginning teacher and 0.2 for a full time beginning Aboriginal or Torres Strait Islander (ATSI) teacher.

Teacher Adjustment

Staffing allocations are monitored each term and approved changes in the teacher allocations for enrolment cap variations will be adjusted as required / or as the need arises through the RES. Further details are provided in *Appendix 5 – RES Adjustments*.

Early Childhood Workers (ECW)

The Department for Education requires all Early Childhood Workers (ECWs) to have an approved early childhood qualification. ECWs are included in the educator to child ratios. ECW allocations are specified in Appendix 3 – Staffing Formulas. The funding and charges are based on Department for Education average ECW costs and include on-costs. The ECW rate is specified in *Appendix 1 – 2021 Standard Salary Rates*.

ECW Adjustment

Staffing allocations are monitored each term and approved changes in the ECW allocations for enrolment cap variations will be adjusted as required / or as the need arises through the RES. Further details are provided in *Appendix 5 – RES Adjustments*.

Director Admin Supplementation

An additional 0.1 FTE teacher per annum for each full time preschool (pro rata for part time centres) for preschool directors to address their workload, this will continue in 2021.

The additional 0.1 FTE has been allocated on a pro rata basis on the total Director FTE, including Universal Access and additional director entitlements for Integrated Services, Children's Centres, Occasional Care and Rural Care. Allocations have been made at the 2021 Standard Salary Rate for teachers.

The Preschool Director will determine the most appropriate way to use this funding to reduce their workload. The director should provide information to staff regarding any staffing implications.

Leadership Development (TRT Days)

Stand-alone preschools receive an allocation of 4 TRT days per year to support the professional development of preschool leaders.

Additional Administration Leadership Grant (TRT Days)

The amount available to individual sites will vary depending on the preschool director classification assigned to the site.

The additional resources will be specified as follows:

- Band A-1 (PSD1) = 12 TRT days per annum
- Band A-1 (PSD2) = 12 TRT + 5 TRT days loading per annum
- Band A-2 (PSD3) = 12 TRT + 8 TRT days loading per annum
- Band A-3 (PSD4) = 12 TRT + 8 TRT days loading per annum

Appendix 7 – Preschool Directors Classification describes these classification and the typical operations of these centres.

Preschool Directors may use this resource to release themselves from their teaching responsibilities and provide a relief teacher replacement for that time. Alternatively, preschool directors may provide time to release teachers to assume some leadership responsibility within the site. A third option would be to employ an additional person to undertake administrative tasks but advice should be sought from human resource consultants before pursuing this approach because of employment constraints related to Early Childhood Workers, with variations to employment requiring Department for Education/AEU agreement in accordance with the 2005 Certified Agreement.

Collaborative Planning Allocation (TRT Days)

This recurrent grant, which enables collaborative work with other preschool and school leaders, provides the equivalent funding for 4 TRT Days.

Program Specific Staffing

Integrated Centres (formerly Integrated Teacher)

Preschool directors working in Rural Integrated Services, Children's Centres for Early Childhood Development and Parenting, and other approved Integrated Children's Centres, where the director is counted as part of the teacher/child staffing ratio shall be entitled to an additional 0.5 FTE teacher to provide 0.5 non-contact time for the director. The allocation will be shown as **Director Release Time Integrated Centres (Tch FTE)** in the Preschool's RES.

In centres where the director is 0.5 FTE an additional 0.5 FTE director time will be allocated and shown as **Integrated Band A-X** in the Preschool's RES.

Inclusive Preschool Programs

Inclusive Preschool Programs (IPP) support children with disability and high support needs to optimise their learning outcomes within a localised preschool setting. There are 16 IPPs in metropolitan and country areas of South Australia. Preschools that deliver IPPs are provided with an additional 0.6 FTE teacher (Inclusive Preschool Program –Teacher Entitlement) and 22.5 hours per week ECW allocation (Inclusive Preschool Program –ECW Entitlement). Preschools that offer two IPPs are provided with an additional 1.2 FTE teacher and 45 hours per week ECW allocation.

Speech and Language Programs

Speech and Language Programs (SLPs) provide an intensive level of support for children whose severe specific language and/or speech impairment is their primary area of need, and who are making slow progress with their current targeted level of speech pathology support. These programs are delivered in 8 preschools across the metropolitan area and are provided with an additional 0.6 FTE teacher, 0.4 FTE speech pathologist and 0.1FTE psychologist.

Occasional Care

Preschool Directors in a part time rural centre with 2 or more sessions of occasional care are provided with an additional 0.1 FTE for administration.

The allocation of staff hours (see *Appendix 3 – Staffing Formulas/ Occasional Care Staffing Allocation*) is based on:

- The configuration of the occasional care session of either 2.75 hours or 3 hours (Note: services in regional and rural areas may have approval to offer a 4 hour session).
- Non-contact time (calculated as 10% of contact time, capped at 3 hours).
- Preparation and pack up time (30 mins per session).
- Administration time (1 hour per week for the ECW2).

Centres will be provided with **Occasional Care Band A** and/or **Occasional Care ECW** allocations through their RES.

Rural Care

Preschool Directors working in rural centres with a rural care program will increase their time fraction by 0.1 FTE (Rural Care Band A-1). An additional 0.1 FTE is provided for administrative support subject to availability of funding.

A single rural care worker program is provided with an allocation of 55 hours per week of ECW time (Rural Care ECW) to cover the child contact time and hand over between shifts.

An additional 3 hours ECW2 time is allocated per week for planning and programming.

For each day that the service operates as a two worker program an additional 11 hours of ECW time is provided.

Children's Centres – Administration Support

Funding calculated at 18.75 hours (0.5 FTE) Early Childhood Worker (ECW) is provided to support a range of reception and administration duties in accordance with the Administration Support Grant Guidelines for Children's Centres. The allocation will be shown as **Children's Centres – Admin Support (ECW Hrs)** in the Preschool's RES.

Play centre ECW

Play centres are funded for one or two sessions a week. Play centre leaders are employed for 3.75 hours per session. This includes running the play centre session, setting up and packing up and planning. These ECWs should be employed at ECW2 classification. The allocation will be shown as **Play centre ECW** in the Preschool's RES.

Aboriginal Family and Literacy Strategy

The program provides an additional teacher allocation to nominated preschools to support Aboriginal three year old children and their families, to be fully engaged in a preschool program. The aim of the program is to improve the educational outcomes for these children and, in particular, their literacy outcomes.

Inclusive Education Support Program

The Inclusive Education Support Program is provided to preschools to fund interventions and supports for children with disability and/or additional needs. Children requiring disability support funding that is less than 8 hours per week will be allocated funds from the site Inclusive Education Support Program grant. This grant is allocated on a per-capita basis, weighted for the socio-economic status of each site. The status of each preschool has been determined using an Index of Educational Disadvantage, which was developed in consultation with the Preschool Directors Association.

Preschool children with extensive adjustment needs previously called high support needs (8 or more hours per week) will be funded through an on-line application process submitted by the preschool director via eduportal <https://online.forms.sa.edu.au/content/forms/af/departement-for-education-forms/disability-funding-application.html>.

Preschools will be accountable for how their IESP funding is used to support children through the One Plan and reporting processes.

Children who received extensive adjustment funding in preschool will automatically be funded when they commence school. This transition to school funding will continue until an assessment of their needs has been undertaken. Schools that have preschool children with extensive adjustments transitioning into their sites in 2021 will be notified of all disability funding allocations for these children.

This grant funding will be provided from the start of the year in each preschool's Resource Entitlement Statement, providing certainty of funding to meet the identified needs of children with disability enrolled.

The following indicative per-capita rates will apply for 2021. The 2020 per-capita rates have been indexed by 6.33%, in line with changes in Standard Salary Rates.

The 2021 preschool IESP grants will be calculated on the 2018 or 2019 preschool IoED, whichever provides the highest level of funding for the preschool and will be updated for 2020 enrolments.

IoED	Standalone Preschools
1	\$538
2	\$481
3	\$423
4	\$365
5	\$307
6	\$250
7	\$192

For information regarding the Inclusive Education Support Program (IESP) refer to <https://edi.sa.edu.au/supporting-children/disability-support/programs-and-services/support-programs/inclusive-education-support-program>

Operating Grants

Training and Development Grant

The *Training and Development grant* is based on the site's total FTE allocation multiplied by distance from the Adelaide GPO multiplied by a staff turnover factor for all sites:

Site FTE X Distance from Adelaide GPO X Staff turnover for all sites = T&D grant.

The grant is inclusive of a 25% Universal Access loading.

Training and Development Grants are required to be expended, as determined by the Preschool Director, on improved teaching and learning in literacy and numeracy.

Breakdown and Preventative Maintenance

The breakdown and preventative maintenance grant allocation is based on the following formula:

A = Base allocation of \$2,455.94 per site

B = Room area per site

C = Locality Index per site

D = Rate of \$6.91 per square metre

Upper limit of \$4,296.75 per site.

Funding is provided at the lower of $A + (B \times C \times D)$ and the upper limit.

The room areas are multiplied by a locality index (sourced from the DPTI – Locality Dispersion Index, which measures distance from Adelaide) to determine the adjusted space entitlement for each preschool. The locality index has increments ranging from 1.0 for metropolitan preschools to 2.0 for our most remote preschools.

Expenditure of breakdown maintenance funding is underpinned by the definition of breakdown maintenance works:

Breakdown Maintenance activities are those works associated with the repair and servicing of site infrastructure, buildings, plant or equipment within the site's agreed building capacity allocation which have become inoperable or unusable because of the failure of component parts.

Works outside of these guidelines should not be actioned using breakdown maintenance funding.

All works outside of the breakdown maintenance definition guidelines should be raised with the Asset Support Centre for corporate investigation and consideration.

Centre Operating Grant

The *Centre Operating Grant* has **fixed** and **variable** components.

Fixed Component

The fixed component represents a contribution to the basic expenses such as cleaning incurred when the preschool is in use. This component is based on the capacity of the centre (the number of children it can accommodate) and the number of sessions that were offered per week in Term 2 of the previous year.

There are four sections relating to the capacity of the fixed operating grant, section A, B, C & D:

- A Part-time centres with the maximum capacity of 30.
- B Full-time centres with the maximum capacity of 60.
Part-time centres with the maximum capacity of 60.
- C Preschools with the capacity of 60 plus.
- D Preschools with outreach centres.

Section	2021 Annual Grant	Preschool Sessions per Week	Outreach Sessions per Week	Capacity
A	\$2,417.36	4		Maximum 30
B	\$4,230.38	8 or more		Maximum 60
	\$3,688.21	7		Maximum 60
	\$2,983.24	6		Maximum 60
	\$2,828.52	5		Maximum 60
	\$2,617.04	4		Maximum 60
C	\$6,450.99	8 or more		60+
	\$5,649.89	7		60+
	\$4,834.72	6		60+
	\$4,033.64	5		60+
	\$3,225.37	4		60+
D				Preschools with Outreach Centres
	\$8,672.29	8 or more	8 or more	Preschool 60+ / Outreach 60+
	\$7,018.56	8 or more	4	Preschool 60+ / Outreach Maximum 60
	\$6,813.95	8 or more	4	Preschool 60+ / Outreach Maximum 30

The amount has been increased by the approved 2021 index of 0.8%.

Please note that the preschool sessions per week do not include additional hours provided through the Universal Access initiative.

Variable Component

The variable component is a contribution towards resources and consumable materials and is determined by the attendance data for each preschool during the previous year. The grant consists of an attendance and needs-based calculation. The amount has been increased by the approved 2021 index of 0.8%. The grant is inclusive of a 25% Universal Access Loading.

Financial and Administrative Support Grant

This recurrent grant supports the preschool's financial management and administrative functions. The grant of \$70.31 per preschool child is calculated using the average attendance figure from the previous year. The grant amount has been increased by the approved 2021 index of 0.8%.

Occasional Care Parent Contribution

The Early Years System (EYS) is used by sites to manage enrolment, booking, attendance and reporting processes. Occasional care parent contributions are banked into the preschool bank account and are recorded to the occasional care revenue line in the financial records. This money is then recovered centrally via the RES.

At the end of each term (by the end of week 3 of the following term) sites are required to verify and submit their occasional care bookings and parent contribution amount via the EYS OC Utilisation page. This data is used to transfer the parent contribution amounts deposited into a corporate budget via a negative allocation in the RES. Sites should be aware that bad debts and the waiving of parent contributions will need to be compensated for by site resources.

Occasional Care Operating Grant

This grant comprises a base grant of \$677.37 with an additional \$50.81 per child place offered. Child places are calculated on 4 places for an under 2 year old session and 8 places for an over 2 year old session. The amount has been increased by the approved index of 0.8% for 2021.

Rural Care Operating Grant

The preschool providing the rural care service is allocated a base operating grant of \$16,605 with an additional allocation of \$744.89 for each additional day that a two worker program is provided, to a maximum of \$20,329. The allocations have been increased by the approved index of 0.8% for 2021.

Children's Centre for Early Childhood Development and Parenting Grant

The Children's Centre for Early Childhood Development and Parenting Grant includes the following components:

- ***Children's Centres – Allied Health Goods and Services (for sites with a Speech Pathologist and/or Occupational Therapist)***
Funding is provided to support the practical management of allied health programs implemented by the speech pathologist and/or occupational therapist in accordance with Goods and Services Funding Guidelines. Staff in regional sites will have access to additional funding for travel expenses incurred by attending mandated meetings in Adelaide. The amount for each region is determined by the distance travelled and the cost of flights averaged over a period of time.
- ***Children's Centres – Community Development Co-ordinator Goods and Services***
Funding is provided to support the practical management of the community development programs implemented by the Community Development Coordinator in accordance with the Goods and Services Funding Guidelines.
- ***Children's Centres – Family Goods and Services Practitioner***
Funding is provided to support the operational management of family support programs implemented by the Family Practitioner in accordance with Goods and Services Funding Guidelines..

Playcentre Operating Grant

The Playcentre grant supports the operation of the play centre. The allocation per site is \$3,193 for 1 Playcentre session and \$3,992 for 2 sessions. This operating grant includes funding for general goods and services, equipment and professional learning indexed at the approved 0.8% for 2021.

Double Debiting – Teacher

A double debit reimbursement is provided whenever a site has been charged twice for the same position during a vacation period. This may occur when the site is charged both for the employee on leave (e.g. long service leave, maternity leave) and the replacement employee.

This does not apply where the replacement is a TRT, HPI, claim paid ECW or a TPT (unless converted online).

Flu Vaccinations

Funding is provided on an annual basis for the Department for Education Seasonal Influenza Vaccination Program, to provide flu vaccinations for Department for Education employees who choose to be vaccinated. Sites can seek reimbursement for the cost of staff being vaccinated for seasonal flu by completing a 'Flu Vaccination Reimbursement Form' and submitting the form to the Site Allocations unit:

<https://edi.sa.edu.au/library/document-library/form/hr/health-and-safety/staff-wellbeing/flu-vaccination-reimbursement-form.pdf>

General purpose claim forms will not be accepted.

First Aid Training

Preschools will receive an annual allocation based on the Department for Education Workforce Information Collection and student enrolment data. The funded amount is based on the number of first aiders required to be trained as per the [first aid](#) requirements.

Improved Outcomes for Numeracy and Literacy

This funding will support the initiatives within the Numeracy and Literacy Strategy. It provides resources for sites to focus on improvement of learners' numeracy and literacy outcomes and staff professional learning within a whole site approach. These funds are targeted to support learning design, assessment and reflective practice using the indicators of Preschool Numeracy and Literacy to demonstrate progress for all children.

The following components make up the current preschool numeracy and literacy improvement funding allocation:

Early Literacy Learning Strategy

This funding is allocated to support Aboriginal children from birth to preschool in early literacy learning and development. It contributes to preschool based early literacy initiatives and improvement. Preschools will be advised of their allocation by letter in term 4 2020. Site leaders are accountable to the Education Director and the Governing Council for the management of this resource and subsequent outcomes through the Site Annual report.

The Aboriginal Family Literacy Strategy funding is now provided as a staffing allocation rather than as part of the Early Literacy Learning Strategy grant funding (refer to Program Specific Staffing).

Early Assistance Grant

The Early Assistance grant is formula based, utilising the enrolment data and category ranking of the preschool to determine the level of funding. The grant is calculated on the average enrolment multiplied by the category ranking dollar value plus a base amount of \$457.

Category Ranking	\$ Value
Ranking 1	\$14.78 per average enrolment
Ranking 2	\$10.76 per average enrolment
Ranking 3	\$ 5.37 per average enrolment

These allocations include an additional 25% Universal Access loading.

Early Intervention Assistance Grant

The Early Intervention Assistance grant is allocated to support the development of literacy skills in the children attending the preschool. The allocation per site is determined using the preschool's category ranking and enrolment data. The grant is calculated on the average enrolment multiplied by the category ranking dollar value. The grant amount has been increased by the approved 2021 index of 0.8%.

Category Ranking	\$ Value
Ranking 1	\$ 77.48 per average enrolment
Ranking 2	\$ 49.42 per average enrolment
Ranking 3	\$ 22.70 per average enrolment

These allocations include an additional 25% Universal Access loading.

Improved Outcomes for Children with an Additional Language or Dialect

Bilingual Program

On application by preschools, the Preschool Bilingual Program provides funding to support children from a Culturally and Linguistically Diverse (CALD) background whose home language is other than English and who arrive at preschool unable to speak English.

Other Discretionary Funding

Other discretionary funding may include items such as salary recovery, reimbursements, RAAP etc.

TRT Rate Supplementation

In 2021 supplementation of \$115.72 per TRT day will be provided for TRTs replacing teachers on long service leave, retention leave or leave without pay of 19.5 or less consecutive days. For longer than 19.5 consecutive days, preschools should be appointing a contract teacher and there will be no reimbursement.

Appendix 1 – 2021 Standard Salary Rates

The *Standard Salary Rates* include changes arising from the South Australian School and Preschool Education Staff Enterprise Agreement 2020. The rates include leave loading, superannuation, payroll tax, workers compensation and long service leave on-costs.

Standard salary rates utilise an average in/ average out approach to ensure that there is no reason for the preschool to employ less experienced/costly staff.

2021 STANDARD SALARY RATES - PRESCHOOLS			
Category of Staff	2021 Standard Salary Rates	2020 Standard Salary Rates (RES Notes)	Percentage Increase
LEADERSHIP BAND A-1	\$ 149,154	\$ 137,201	8.71%
LEADERSHIP BAND A-2	\$ 158,874	\$ 146,141	8.71%
LEADERSHIP BAND A-3	\$ 168,601	\$ 155,086	8.71%
TEACHERS	\$ 117,754	\$ 112,259	4.90%
EARLY CHILDHOOD WORKER - Annual	\$ 75,259	\$ 70,776	6.33%
EARLY CHILDHOOD WORKER	\$ 38.60	\$ 36.30	6.34%
EARLY CHILDHOOD WORKER - Contract	\$ 47.79	\$ 44.94	6.34%
EARLY CHILDHOOD WORKER - Daily	\$ 358.43	\$ 337.05	6.34%
TEMPORARY RELIEVING TEACHER	\$ 569	\$ 542	4.90%

Employee type	Hourly rate	Daily rate (7.5 hrs)	Fortnightly salary rate	Annual salary rate
ECW Level 1, 2 & 3	38.60	289.50	2,895.00	75,270
ECW Contract Level 1, 2 & 3	47.79	358.43	3,584.30	75,270
Teacher		452.90	4529.00	117,754
Contract teacher		568.86	5688.60	117,754
Temporary Relieving Teacher (TRT) (daily rate)	78.48	569.00		
Leadership Band A1		573.67	5,736.70	149,154
Leadership Band A2		611.05	6,110.50	158,874
Leadership Band A3		648.47	6,484.70	168,601

Appendix 2 – Resource Entitlement Statement

Sample 2021 Preschool Resource Entitlement Statement

Sample Centre (0000)			
Funding Line / Item	FTE/HPW/DAYS	Unit Cost	Total
Preschools			
Staffing Allocation			
Band A-3	1.00	\$155,086.00	\$155,086.00
Teachers	1.40	\$112,259.00	\$157,162.30
Teacher Adjustment	0.45	\$112,259.00	\$50,516.55
<i>T2, T3, T4 adjustment + 0.6 TCH</i>			
Early Childhood Worker (ECW)	90.00	\$36.30	\$169,884.00
Director Admin Supplementation (Tch FTE)	0.10	\$112,259.00	\$11,225.90
Leadership Development (TRT days)	4.00	\$542.00	\$2,168.00
Additional Admin Leadership Grant (TRT days)	20.00	\$542.00	\$10,840.00
Collaborative Planning Allocation (TRT days)	4.00	\$542.00	\$2,168.00
Inclusive Education Support Program			\$18,796.00
Director Release Time Integrated Centres (Tch FTE)	0.50	\$112,259.00	\$55,012.00
Children's Centres - Admin Support (ECW Hrs)	18.75	\$36.30	\$35,392.50
TOTAL Staffing Allocation			\$869,108.05
Operating Costs			
Training and Development			\$596.02
Breakdown Maintenance			\$4,060.67
Children's Centres - Community Development G&S			\$10,000.00
Children's Centres - Allied Health G&S			\$3,000.00
Centre Operating Grant - Fixed			\$6,000.51
Children's Centres – Family Practitioner G&S			\$7,150.00
Centre Operating Grant - Variable			\$6,650.00
Financial and Admin Support Allocation			\$6,502.46
TOTAL Preschool Operating Costs			\$43,959.66
Improved Outcomes for Numeracy and Literacy			
Early Assistance Grant			\$1,520.00
Early Literacy Learning Strategy			\$5,301.00
Early Intervention Assistance			\$5,064.38
TOTAL Improved Outcomes for Numeracy and Literacy			\$11,885.38
Other Discretionary Funding			
Miscellaneous			\$4,000.00
<i>IPP - Capacity Building Program</i>			
TOTAL Other Discretionary Funding			\$4,000.00
TOTAL Preschools			\$813,281.29
TOTAL RESOURCE ENTITLEMENT STATEMENT			\$813,281.29

Note:

Inclusive Preschool Program Teacher and ECW allocations includes resourcing for Universal Access

Appendix 3 – Staffing Formulas

Preschool Staffing Allocation Table

The staffing allocation for preschools is determined in reference to their enrolment cap which takes into account the category ranking of sites. Allocations are inclusive of additional allocations for Universal Access to Preschool. It should be noted that Universal Access funding is subject to an ongoing commitment from the Commonwealth Government and could be subject to change in the future.

Enrolment Cap		Director (FTE)		Teacher (FTE)		ECW (hours per week)	
Category Ranking		Base Allocation	Total with Universal Access	Base Allocation	Total with Universal Access	Base Allocation	Total with Universal Access
1	2 & 3						
10	11	0.5	0.6	0	0	18.75	18.75 ¹
15	15	0.5	0.6	0	0	18.75	22.5
20	22	0.5	0.6	0.5	0.6	0	0
30	33	0.5	0.6	0.5	0.6	18.75	22.5
40	44	1.0	1.0	1.0	1.4	0	0
50	55	1.0	1.0	1.0	1.4	18.75	22.5
60	66	1.0	1.0	1.0	1.4	37.5	45
70	77	1.0	1.0	1.0	1.4	56.25	67.5
80	88	1.0	1.0	1.0	1.4	75	90
90	99	1.0	1.0	1.5	2.0	75	90
100	110	1.0	1.0	2.0	2.6	75	90
110	121	1.0	1.0	2.5	3.2	75	90
120	132	1.0	1.0	3.0	3.8	75	90
130	143	1.0	1.0	3.0	3.8	93.75	112.5
140	154	1.0	1.0	3.0	3.8	112.5	135

¹ A second staff member is provided for 18.75 hours per week to ensure that a staff member does not work alone. No Universal Access allocation is necessary.

Occasional Care Staffing Allocation

Sessions per Week	Primary worker Over 2 year old session(s) ECW2 / SSO2 hours			Secondary worker Under 2 year old session(s) ECW1 / SSO1 hours		
	2.75 hour session(s)	3 hour session(s)	4 hour session(s)	2.75 hour session(s)	3 hour session(s)	4 hour session(s)
1	4.75	5	6	3.75	4	5
2	8.25	8.75	9.75	7.25	7.75	8.75
3	11.75	12.5	13.5	10.75	11.5	12.5
4	15.25	16.25	17.25	14.25	15.25	16.25
5	18.75	20	21	17.75	19	20
6	22.25	24	25	21.25	23	24
7	25.75	27.75	28.75	24.75	26.75	27.75
8	29.25	31.5	32.5	28.25	30.5	31.5

Note: to enable the consistent allocation of staffing hours across the program, ECW2/ SSO2 hours are linked to the over 2 year old session(s) and ECW1/ SSO1 hours are linked to the under 2 year old session(s). However, provided that the educator-to-child ratios are met, the ECW2/ SSO2 and/ or ECW1/ SSO1 may be deployed across either session at the site leader's direction.

Project code 222 is used for all occasional care ECW/ SSO salaries in the RES.

Appendix 4 – Staff Coding

Project Codes

Project Codes for RES Funded Staffing Allocations

Project code 233 is used for all preschool formula-based staffing, directors, teachers and early childhood workers, in the RES.

Project code 233 is used for all contracts for Preschool Bilingual Early Childhood Workers in the RES.

Project code 233 is used for contracts for Preschool Support Workers/Early Childhood Workers being funded via the Inclusive Education Support Program.

Project code 233 is used for contracts for Playcentre Employees in the RES.

Project code 222 is used for all occasional care Early Childhood Worker / School Support Officer salaries in the RES.

Project code 238 is used for leadership days and any additional purchased staff from resources in the RES or locally funding.

Project code 738 is used for all rural care early childhood worker salaries in the RES.

It is imperative that site staff ensure that they click 'save' after entering project codes for RES funded staffing allocations prior to moving to other tabs within the system. If this is not done, the project code will default back to project code 233 and payment of the staff's wages will come out of the site's RES.

Project Codes for Non RES Staffing

Project code 230 is used for sickness and special leave with pay. Preschools do not receive an allocation for TRTs in the RES as schools do. Therefore, if a teacher or early childhood worker is on sick and special leave with pay, project code 230 is to be used for relief for that day.

Project code 320 is used for all rural care early childhood worker salaries related to relief staffing for:

- sick leave
- annual leave
- relief staff for special needs children (ISS).

Object Codes

The object code in the account number section COSTING OVER RIDE is after the project code.

- 71111 Permanent or contract director or teacher
- 71112 Permanent or contract ECW
- 71114 Relief Director and Teacher
- 71119 Relief ECW1 and ECW2

Cost Centre

The cost centre (or centre location) number goes last in the account number section.

Table of Coding Options for RES Funded Staffing Allocations

The following summary tables provide all of the available coding options for preschool staffing:

Project Code	Object Code	Centre Location #	Details
233	71111	9425	Preschool director /teacher
233	71112	9425	Preschool ECW
233	71112	9425	Bilingual ECW
233	71112	9425	Preschool Support ECW
222	71112	9425	Occasional care ECW
222	71119	9425	Occasional care relief
238	71119	9425	Purchase additional ECW
238	71114	9425	Purchase additional teacher
738	71112	9425	Rural care ECW

Table of Coding Options for Non-RES Relief Staffing

Project Code	Object Code	Centre Location #	Details
230	71114	9425	Preschool relief director/teacher
230	71119	9425	Preschool relief ECW
320	71112	9425	Rural care relief

Appendix 5 – RES Adjustments

Human Resources Supplementation

- The RES includes negotiated adjustments for over-base staff and site-specific issues that are for a full year.
- Negotiated staffing adjustments of less than a full year will appear on the preschool's resource entitlement statement as an approved adjustment.
- Staffing allocations are monitored each term and approved increases in staffing will be adjusted as required / or as the need arises through the RES.
- Significant decreases in enrolments below the enrolment cap may lead to a reduction in staffing. The adjustment will be made as required / or as the need arises through the RES.
- There is no Temporary Relieving Teacher (TRT) allocation in the preschool RES to cover staff absences for sick leave and special leave with pay. The charges to cover sick leave and special leave with pay are covered by Central Office (see page 19 for further details).
- If an individual staff member is absent for 20 or more consecutive sick leave days, this becomes extended sick leave. If extended sick leave is an issue in the preschool, contact the P&C Business Partner (formerly Senior HR Consultant) or P&C Adviser (formerly HR Consultant) for additional information about supplementation.

All staffing issues should be directed to the preschool's P&C Business Partner or P&C Adviser.

Preschools with an Outreach Centre

Preschools with an outreach centre will be funded through a separate RES.

- All entitlements for the outreach centre will be included in the outreach RES, preventing any under or over statement of entitlement.
- The average attendance for the preschool and outreach will be shown on the RES.
- All grant entitlements for the outreach will be included in the RES.
- Human resource entitlements for the outreach will be included in the RES.
- The enrolment data collection will need to be reported against each centre location number to facilitate the calculation of the correct entitlements for each site.

Appendix 6 – Resource Allocation Adjustment Panel

The Resource Allocation Adjustment Panel was formed to consider above staffing formula entitlements that reflect policy determinations, industrial requirements or agreed positions. The Minister approved the formation of the Resource Allocation Adjustment Panel in 2003 based on a working party recommendation that reviewed processes of approving negotiated adjustments for the current staffing process.

The panel members consist of:

- Director, Funding (Chair)
- Director Review Improvement and Accountability
- Director, Employee Relations
- Assistant Director, Budget Management

Advisors to the Committee will be:

- Director, Child Development and Wellbeing
- Director, Disability Policy and Programs

RAAP applications for disabilities, medical needs and behaviour management now form part of the Inclusive Education Support Program online process:

Form: <https://online.forms.sa.edu.au/content/forms/af/department-for-education-forms/disability-funding-application.html>

Guide: <https://edi.sa.edu.au/supporting-children/disability-support/programs-and-services/support-programs/inclusive-education-support-program/iesp-online-application-user-guide.docx>

Applications should include the justification for additional resources, the proposed duration of funding, performance criteria, review process, risk management plans, business plans, and cost/benefit analysis. The preschool's Education Director must endorse the director's funding request.

An email detailing the panels decision will be sent to the Preschool Director by the Resource Allocation Adjustment Panel and a copy forwarded to Disability Policy and Programs for reference purposes.

An appeal process has also been established for preschools that are dissatisfied with the panel's decision. In these cases, preschools have the opportunity to submit written justification outlining reasons for the department to reconsider its decision.

Appendix 7 – Preschool Director Classification

The following Clause 3 extract from *Schedule 3 – Classifications of the South Australian School and Preschool Education Staff Enterprise Agreement 2020* describes how Preschool Directors are classified. These classifications continue in 2021 as the Enterprise Agreement bargaining remains ongoing at the time of publication.

3. Leadership Positions – Preschool Directors

3.1 The classification of Preschool Directors will be classified as follows:

Band A-1 Classification (PSD1)

Includes all centres not included below and equates to the existing Standard Kindergarten classification.

Band A-1 Classification (PSD2)

Includes all centres which fall into one or more of the following categories:

- A complexity factor (see following section) between 385 and 475 inclusive.
- An occasional care program with 4 – 12 sessions inclusive.
- A rural care program.
- A speech and language program.
- An inclusive preschools program for children with disabilities with high support needs.

Band A-2 Classification (PSD3)

Includes all centres which fall into one or more of the following categories:

- Average attendance of 86 or more children as determined by the Preschool Staffing Exercise.
- A centre with an outreach kindergarten.
- A complexity factor of 476 or greater.
- A speech and language program and an occasional care program.
- An occasional care program with more than 12 sessions.
- An inclusive preschools program for children with disabilities and high support needs and an occasional care program.

Band A-3 Classification (PSD4)

All Preschool Directors engaged in one of the following centres shall be classified as Band A-3:

- a) Children’s Centres for Early Childhood Development and Parenting;
- b) A Centre with a childcare component including a Centre with long day care places;
- c) Integrated Sites including:
 - i. Rural Integrated Centres;
 - ii. Centres integrated with childcare; and
 - iii. Centres integrated with at least one government or non-government agency.

3.1.1 Complexity Factor

The complexity factor for centres is determined in the following manner:

- The average staffing attendance figure from the Preschool Staffing Exercise multiplied by a factor of three.
- The total enrolment figures for Term 4.
- The number of Aboriginal children enrolled in the centre for Term 4 multiplied by a factor of two.
- The number of children from non-English speaking background enrolled in the centre for Term 4.
- The number of occasional care sessions multiplied by a factor of four.

- The notional school card indicator multiplied by a factor of three.
- The sum of all these figures gives the total complexity factor.

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