



# QLD KINDY FOR ALL

# checklist

Action	Completed	Date & Initial	Notes
<b>Forecast</b>			
Manage Teachers if required eg. Changes/Qualifications	<input type="checkbox"/>		
Add Program pause periods as required	<input type="checkbox"/>		
Add all mandatory child details including address	<input type="checkbox"/>		
Create & Submit Forecast	<input type="checkbox"/>		
Query Forecast	<input type="checkbox"/>		
View Forecast Results	<input type="checkbox"/>		
Add Children to Forecast if they commenced after it was submitted to apply eligible QLD Free Kindy	<input type="checkbox"/>		
<b>Acquittal</b>			
Manage Teachers if required eg. Changes/Qualifications	<input type="checkbox"/>		
Add Program pause periods as required	<input type="checkbox"/>		
Ensure children who left program have ended bookings for the quarter	<input type="checkbox"/>		
Add all mandatory child details including address	<input type="checkbox"/>		
Check all CCS Session reports are processed for Quarter	<input type="checkbox"/>		
Create & Submit Acquittal	<input type="checkbox"/>		
Query Acquittal	<input type="checkbox"/>		
View Acquittal results	<input type="checkbox"/>		
<b>Results</b>			
Query Forecast Results	<input type="checkbox"/>		
Query Acquittal Results	<input type="checkbox"/>		
<b>Reports</b>			
QLD Kindy for All - Forecast 2024	<input type="checkbox"/>		
QLD Kindy for All - Results 2024	<input type="checkbox"/>		
QLD Kindy for All - Acquittal 2024	<input type="checkbox"/>		
QLD Kindy Acquittal Results 2024	<input type="checkbox"/>		
QLD Kindy Payment History	<input type="checkbox"/>		