

Flying Start for kids

Build and submit your Preschool Boost plan



All Flying Start partner services must complete a Preschool Boost plan, a simple strategic document outlining how your funding will support children's outcomes. Your plan helps you align spending with your service's needs. It must be approved by your Office for Childhood Development (OECD) Local Team before any funds are used.

Follow these steps to build and submit your Preschool Boost plan

1. Use local data to identify your service's priorities. Contact your OECD Local Team for support.
2. Build your plan using the emailed template, pre-filled with your annual funding allocation.
3. Contact Preschool Boost menu suppliers early to discuss needs, get a quote, check availability and provisionally book.
4. Email your plan to your OECD Local Team by 1 November for approval before confirming bookings.
5. Your Local Team will review your plan within 3 weeks. Once approved, you will be notified by email.
6. Update your plan yearly. You can revise your plan throughout the year if needed, but it should reflect stable, intentional planning.

Data-informed planning

Use local data and community insights to guide your Preschool Boost plan. This helps target spending and improve outcomes for children.

Work with your OECD Local Team to explore:

- ▶ Australian Early Development Census (AEDC) data: this provides insights across 5 key developmental areas, showing where early support can have the most impact.
- ▶ Quality Improvement Plans (QIP): identify service strengths, opportunities and improvement goals aligned with the National Quality Standards.
- ▶ Other data sources: build a more complete picture of local needs, through:
 - ▶ service planning documents (like Reconciliation Action Plans, Educator Professional Development Plans)
 - ▶ community insights (like parent surveys, community consultation, individual learning or behaviour support plans)
 - ▶ assessment tools and population data (like literacy trackers, developmental screeners, ABS data).

Using your Preschool Boost funding

Preschool Boost funding must be used to:

- ▶ support groups of children
- ▶ enhance the capability of services, educators, and parents
- ▶ address developmental vulnerability
- ▶ align with AEDC domains
- ▶ be used primarily to purchase from the Preschool Boost menu, with some exceptions.

Preschool Boost funding cannot be used for:

- ▶ individual child assessments or therapy
- ▶ administration, backfill, or off-menu purchases beyond spending limits
- ▶ resources or training not aligned to AEDC domains or outside the approved menu (unless specified)
- ▶ any items not approved in the Preschool Boost plan or via an OECD-approved variation.

For more information see the [Policy and Funding guide](#) page 34.

Pooling Preschool Boost funds

You may choose to pool your Preschool Boost funds with other services to share costs. These arrangements must be managed by the services involved, not the OECD. If pooling:

- ▶ clearly indicate pooling in your Preschool Boost plan
- ▶ ensure services and programs are either listed on the Preschool Boost menu or meet the off-menu approval guidelines
- ▶ manage pooled funds collaboratively and transparently
- ▶ use pooling strategically - like to reduce travel costs, consolidate training, or enable providers to deliver supports efficiently across services.

Spending parameters

OECD Local Teams will support you as a Flying Start partner service so funds are effectively planned and spent. See spending parameters in the [Policy and Funding guide](#) page 35.

Off-menu spend

Flexibility is available to support service innovation or if menu gaps exist. Requests to purchase programs or supports that are not listed on the Preschool Boost menu (off-menu) must:

- ▶ be capped at 20%, unless otherwise approved
- ▶ be requested via a formal application with OECD Local Team approval
- ▶ align with the intent of addressing developmental vulnerability and inclusion, not individual one-on-one supports.

In some circumstances services may apply to exceed the 20% cap, provided total spending remains within funding allocation.

Process and application forms for off-menu spend are available on the [OECD Preschool Boost webpage](#).

Additional support

As a Flying Start partner service you have a dedicated OECD Local Team working in your region.

Your OECD Local Team can help with:

- ▶ interpreting data and setting priorities
- ▶ shortlisting suitable supports
- ▶ checking that your plan is complete and aligned to your service's needs
- ▶ reviewing, approving or requesting changes
- ▶ offering general support, including a mid-year check-in to help track progress and implementation.

You can also use tools like the Preschool Boost planning placemat to track programs, make notes and plan purchases.

Ensuring a Child Safe Environment

Under Education and Care Services National Regulations, services are legally required to ensure child safe environments. This includes verifying all individuals working with children, including Preschool Boost suppliers, hold a valid, current Working with Children Check (WWCC), are aware of responsibilities under National Principles for Child Safe Organisations, and of relevant service codes of conduct, policies, and procedures contributing to a child safe environment, including digital device use.

Preschool Boost suppliers must not be left alone with children and must always be supervised by service staff.

Contact the OECD

Email the Preschool Boost team at oe.cd.preschoolboost@sa.gov.au



**Government of
South Australia**

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