

# Kindergarten Central Registration Policy



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If you need help with this document, please contact Council on 5366 7100 or [✉ earlyyears@moorabool.vic.gov.au](mailto:earlyyears@moorabool.vic.gov.au)

## 1. Purpose

This policy outlines the criteria, processes and priorities used when registering a child for funded three-year-old and/or four-year-old kindergarten through Moorabool Shire Council's Kindergarten Central Registration and Enrolment Scheme (CRES).

## 2. Definitions

<b>CRES</b>	Central Registration and Enrolment Scheme.
<b>DET</b>	Department of Education and Training.
<b>Early Start Kindergarten</b>	Free or low-cost kindergarten to eligible three-year-old children (refer item 4.3.5 for eligibility criteria), that allows them to access a funded kindergarten program for up to 15 hours a week, for the two years prior to school.
<b>Free Kindergarten</b>	From 2023, Free Kinder will be available for all Victorian three and four year old children at participating services in both standalone (sessional) services and long day care (childcare) settings – a saving of up to \$2,500 per child, every year.
<b>Integrated kindergarten (Long Day Care)</b>	Children access their funded kindergarten program as part of their time in long day care.
<b>Kindergarten fees</b>	A payment for a place within a funded kindergarten program, payable to the Kindergarten.
<b>Kindergarten Provider</b>	The service who operates a kindergarten program.
<b>Kindergarten registration form</b>	An online form used to register for a place at a funded kindergarten program participating in Council's CRES.
<b>KFG2016</b>	The Kindergarten Funding Guide, 2016.

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<b>Pre-Purchased Place</b>	A DET program that reserves kindergarten places for children known to child protection, refugees and Koorie children so that they can still attend a program even if they miss registration or enrolment dates.
<b>Priority of Access</b>	The priorities referred to when allocating places into a kindergarten program within the Kindertartens participating in Council's CRES (see Table 1).
<b>Registrant</b>	A child whose parent or guardian has lodged a completed registration for a kindergarten program.
<b>Registration Fee</b>	A non-refundable fee, payable when lodging a registration for a kindergarten program through the Central Registration and Enrolment Scheme (CRES). This contributes to the cost of Council administering the CRES.
<b>Second year of funded four-year-old kindergarten</b>	Children enrolled in a funded four-year-old kindergarten program may be eligible to access a second year of funded kindergarten, based on the early childhood teacher's assessment during their first year of four-year-old kindergarten (refer to item 4.3.7 for criteria).
<b>Standalone kindergarten</b>	A kindergarten program that operates on set days and hours for 15 hours a week, usually during school terms.
<b>Vacancy</b>	A place in a program that becomes available because of a child leaving the service or because all places are not filled.

## 3. Scope

This policy applies to families who wish to register their children for a kindergarten program participating in Moorabool Shire Council's Central Registration and Enrolment Scheme (CRES), Kindergarten Providers, and Council officers involved in the administration of Council's CRES.

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## 4. Policy

Moorabool Shire Council's Central Registration and Enrolment Scheme (CRES) works in partnership with Kindergarten Providers and oversees the allocation of places in three- and four-year-old kindergarten programs.

### 4.1. Values

Moorabool Shire Council is committed to:

- Ensuring fair and equitable access for families to kindergarten programs.
- Ensuring there are no financial barriers for families wishing to enrol their child/children in a kindergarten program.
- Providing responsible financial management of the central registration service, including establishing registration fees that will result in a financially viable service, while keeping user fees at the lowest possible level.
- Providing a fair and manageable system for dealing with non-payment and/or inability to pay registration fees.

### 4.2. Background

The Central Enrolment Project was established as a partnership between the Department of Education and Training (DET) and the Municipal Association of Victoria (MAV), to work with local government to adopt, expand and enhance central enrolment across Victoria, to give families fair and equitable access to a kindergarten program.

In 2016, Moorabool Shire Council received funding and established the CRES for the municipality. In 2022, Council expanded the scheme in response to the Victorian Government's rollout of Funded Three-Year-Old Kindergarten.

The Victorian Government has committed \$9 billion to expand kindergarten programs across the state.

This means that:

- From 2023, Free Kinder will be available for all Victorian three and four year old children at participating services in both standalone (sessional) services and long day care (childcare) settings – a saving of up to \$2,500 per child, every year.
- Over the next decade, Four-Year-Old Kindergarten will transition to 'Pre-Prep' – increasing to a universal 30-hour a week program of play-based learning for every four-year-old child in Victoria.
- 50 Victorian government-owned and affordable childcare centres will be established. These centres will be built in areas that have unmet demand and will make it easier for families to access childcare. The first of the centres will be available in 2025.
- Having Free Kinder supports every Victorian child to get the best start in life no matter where they live. It is strongly encouraged that all children attend kinder programs for two years before school as a crucial part of their educational journey.

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These major new initiatives are in addition to the roll-out of Three-Year-Old Kindergarten across the state. The Victorian Government is investing \$5 billion over the decade to deliver 15 hours per week of Three-Year-Old Kindergarten for every child.

See <https://www.vic.gov.au/give-your-child-the-best-start-in-life> for more information.

## 4.3. Eligibility

To determine what year your child can commence kindergarten, and check their eligibility, please visit <https://www.vic.gov.au/give-your-child-the-best-start-in-life#when-to-start-three-year-old-kindergarten>. Please also see 4.3.3 and 4.3.4 below.

### 4.3.1. Participating Kindergartens

The following standalone Kindergarten Providers participate in Moorabool's CRES:

- Bacchus Marsh Montessori Uniting Kindergarten (Darley)
- Darley Kindergarten
- West Maddingley Early Years & Community Hub (Opening January 2024) [Provider TBA]
- Young Street Preschool (Bacchus Marsh)
- Ballan & District Preschool
- Wallace & District Kindergarten

### 4.3.2. Non-Participating Kindergartens

A long day care centre can offer a full day of education and care, including a kindergarten program. The teacher-led kindergarten program is integrated with additional hours of education and care. Enrolments for this program model are made directly with the provider.

- <https://www.startingblocks.gov.au/>

### 4.3.3. Three-year-old program eligibility

Children can only access one year of funded three-year-old kindergarten.

The following children are eligible for one year of funded three-year-old kindergarten:

- Moorabool children who are at least three years of age on or before 30 April of the year of kindergarten attendance (please note, due to staffing ratio requirements, some services may ask that children start attending kindergarten only after their third birthday).
- Moorabool children who were eligible to attend a three-year-old kindergarten program in the previous year but delayed commencement.
- Non-residents who are working, studying or have childcare arrangements in the municipality, who would otherwise meet the criteria above, will be assessed on a case-by-case basis in January of the year they wish to attend.

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## **4.3.4. Four-year-old program eligibility**

The following children are eligible for attendance in a funded four-year-old kindergarten:

- Moorabool children who are at least four years of age on or before 30 April of the year of kindergarten attendance.
- Moorabool children turning six years of age during the kindergarten year who have been granted an exemption from school entry age requirements by their regional DET office.
- Moorabool children who are younger than the eligible age but whose parents/guardians have submitted a written request to their regional DET office and have been approved for their child to attend kindergarten the following year (refer item 4.3.6).
- Children eligible for Early Start Kindergarten (refer item 4.3.5).
- Children who have received funding for a second year of four-year-old kindergarten (refer item 4.3.7).
- Non-residents who are working, studying or have childcare arrangements in the municipality who would otherwise meet the criteria above, will be assessed on a case-by-case basis in January of the year they wish to attend.

## **4.3.5. Early Start Kindergarten**

Early Start Kindergarten (ESK) is available to eligible children and provides them with 15 hours of free or low-cost kindergarten a week, in the two years before they start primary school. To be eligible for ESK a child must turn three on or before 30 April of the first year of kindergarten attendance, and:

- from a refugee or asylum seeker background, or
- identify as Aboriginal or Torres Strait Islander, or
- from a family that has had contact with child protection.

Four-year-old children who meet the above criteria can also access free or low-cost kindergarten the year before attending school through the ESK Extension Grant, regardless of whether they have accessed ESK in the previous year.

Families who think they are eligible for Early Start Kindergarten are encouraged to contact the Early Years team or talk with their Maternal & Child Health Nurse to confirm eligibility and request registration. Referrals for ESK registrations can also be completed by Kindergarten Providers or Children and Family Services and associated agencies, by emailing [earlyyears@moorabool.vic.gov.au](mailto:earlyyears@moorabool.vic.gov.au) with the registrant's permission.

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## **4.3.6. Early entry**

A child who is less than four years of age by 30 April in the year they are to attend a funded four-year-old kindergarten program, may only attend the program if the child's parent(s)/guardian(s) have requested and been granted approval for early entry to school.

Requests must be made in writing to the appropriate DET regional office in accordance with government school entry processes, or directly to the non-government school the child will be attending. A copy of the written approval for early school entry must accompany the registration. The Kindergarten Service must also sight this approval and include a copy in the child's enrolment record.

Parents must be aware that early entry into kindergarten does not guarantee early entry into school, and if their child does not proceed to primary school the following year as planned, they will be unable to access another year of funded kindergarten, unless approved by DET.

## **4.3.7. Second Year of Four-Year-Old Kindergarten funding**

A child is eligible to receive a second year of funded four-year-old kindergarten if:

- a) The child is observed as having delays in at least two outcome areas of learning and development detailed in the Victorian Early Years Learning and Development Framework, and
- b) There is evidence to suggest the child will achieve better outcomes if he/she attends a second year of four-year-old kindergarten to strengthen the learning and development of skills in these areas which will better facilitate transition to school the following year.

The early childhood teacher is responsible for determining a child's eligibility to receive a second year of funded four-year-old kindergarten.

If the child is turning six years of age in their second year of kindergarten an exemption from attending Primary School must be sought from DET by the parents.

Council must be notified by the Kindergarten Provider of the number of estimated second year places before the end of Round One the year prior to the second year of attendance.

Educators and families are required to complete Council's "Recommended Second Year of Kindergarten" form and return to Council by 1 October the year prior to the second year of attendance.

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## **4.3.8. Exemption from Primary School**

Children who are turning six\* (the compulsory school age) during the first or second year of funded four-year-old kindergarten must be approved for kindergarten funding and exempted from attending school by the Department of Education and Training (DET).

It is the registrant's responsibility to ensure an "Exemption from school due to attendance in a funded kindergarten program" form is submitted to the relevant DET regional office by 1 November in the year prior to the child turning six.

\*The exception to this is children who will turn six in late December (between the last day of the school year and 31 December), they can attend four-year-old kindergarten in that year and attend school the following year.

## **4.3.9. Children born between January and April**

When your child starts at kindergarten directly relates to the age they will commence primary school. Families should make an informed choice about which year their child will attend school. Children who are born between January and April can choose which year to start at three-year-old kindergarten. However, families must be aware of any constraints or expectations when making their decision.

Some services may request that children attend three-year-old kindergarten only **after** their third birthday, due to staffing requirements. Children are eligible for one year of funded three-year-old kindergarten only and are expected to move to four-year-old kindergarten the year after. It also cannot be assumed that a second year of funded four-year-old kindergarten will automatically be granted (refer to 4.3.7 for more information regarding a second year of funded four-year-old kindergarten).

If families have any concerns over their child's readiness for kindergarten and school, they are encouraged to speak to any professionals they are involved with (e.g., current care providers, Maternal and Child Health nurse), or call Council to discuss. Registrants can also refer to the DET three-year-old kindergarten webpage for more information, and for when to start three-year-old kindergarten:

<https://www.vic.gov.au/give-your-child-the-best-start-in-life#when-to-start-three-year-old-kindergarten>



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## 4.3.10. Immunisation Status

### ***'No Jab, No Play'***

The Victorian Government has amended the Public Health & Wellbeing Act 2008, effective January 2016. The amendments mean that early childhood education and care services cannot confirm enrolment of a child unless the parent/carer has provided documentation that shows the child:

- is fully vaccinated,
- is on a recognised catch-up schedule if their child has fallen behind with their vaccinations, or
- has a medical reason not to be vaccinated.

Upon enrolment with the Kindergarten Provider, registrants will be required to provide the Kindergarten Provider with an up-to-date Immunisation History Statement.

Families are required to obtain an Immunisation History Statement for their child from the Australian Immunisation Register (AIR). You can access your child's immunisation history statement using either the Medicare online account through myGov or via the Medicare mobile app. Alternatively, you can:

- ask your vaccination provider to print a copy for you from the AIR site
- call the AIR on 1800 653 809 (8am-5pm, Monday to Friday) and request a copy to be mailed to you (this can take up to 10 business days)
- request a copy at a Services Australia Service Centre.

In some circumstances, a 16 week 'support period' (also known as the 'grace period') can be applied, so your child can start at the service while you arrange to get a statement. Again, the service can advise if this applies to you.

## 4.4. Promotion

Council will communicate and promote the scheme in late February and early March each year when registrations open, utilising various forms of communication, including (but not limited to) social media, website, advertising.

Council will encourage Maternal and Child Health nurses and Family and Children's service providers to work with vulnerable families to ensure all eligible children are allocated a kindergarten place.

Council will communicate and promote the scheme before closing dates for Round One and Round Two, and during the Late Registration period, to encourage any eligible families that may not have registered to contact Council to discuss any vacancies available.

Council will ensure that any materials advertising or promoting the Central Registration and Enrolment Scheme will be made available to Kindergarten Providers in a timely manner, so that they may also advertise the scheme and promote to families accessing their services.



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## 4.5. Registrations

### 4.5.1. Submission

Registration Forms will be accepted from the first Monday in March in the year prior to a child attending a kindergarten program. Registration forms are available online via the Moorabool Shire Council website at [www.moorabool.vic.gov.au](http://www.moorabool.vic.gov.au). There are three steps to submitting a registration form:

1. Completing the online registration form
2. Attach supporting documentation to the registration
3. Pay the non-refundable registration fee

Registrations must be submitted separately for three-year-old and four-year-old programs, the year before the child commences at the program.

If you are a Priority One registrant or hold a Health Care Card, Veteran's Affairs Gold Card, White Card or Pension Card, Council will waive the registration fee on upload of a copy of your card (scan or photo). Please note that the fee will automatically be waived once this documentation has been uploaded.

If you are unable to access the online form or need assistance completing a kindergarten registration for your child please contact, the Early Years Team on 5366 7100 or email [earlyyears@moorabool.vic.gov.au](mailto:earlyyears@moorabool.vic.gov.au).

### 4.5.2. Important Dates 2023

Central Kindergarten Registration opens Monday 6 March 2023. The first round of registrations close Friday 23 June 2023. The second round of registrations close Friday 25 August 2023.

Registration forms may be submitted for the remainder of the year but will not be included in the first and second round of allocations unless they are received by the required date.

Registrations will continue to be received until all available places are filled.

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## **4.5.3. Supporting Documentation**

The following supporting documentation is required to be submitted with each registration form:

- a) For residents, proof of address (such as current Rates Notice or Utility Bill)
- b) Non-residents refer to Priority of Access Table
- c) Children who are eligible for Priority of Access must provide supporting documentation as listed on the Priority of Access Table
- d) To have the registration fee waived, please be ready to upload a copy/photo of your Health Care Card, Veteran's Affairs Gold Card, White Card or Pension Card

## **4.5.4. Registration fee**

A non-refundable registration fee of \$28 is required upon submission of a registration. The fee will contribute to the cost of administering Council's Central Registration and Enrolment Service.

Fees will increase from July 1, annually.

If you are a Priority One registrant (see Council's CRES Policy) or hold a Health Care Card, Veteran's Affairs Gold Card, White Card or Pension Card, Council will waive the registration fee on upload of a copy of your card (scan or photo). Please note that the fee will automatically be waived once this documentation has been uploaded.

Families experiencing financial hardship may be eligible to have the registration fee waived, please contact the Early Years Team at [earlyyears@moorabool.vic.gov.au](mailto:earlyyears@moorabool.vic.gov.au) or via 03 5366 7100 to discuss.

## **4.5.5. Incomplete registrations**

If a submitted registration is incomplete, the registrant will be sent an email requesting the outstanding documentation. The registration will not be processed until all required information is submitted. Examples of incomplete registrations include:

- Supporting documentation is not provided
- Registration fee has not been paid
- Questions on the registration form have not been answered

## **4.5.6. Receipt of registration**

An acknowledgement of registration notification will be sent to the registrant via system email, acknowledging that the registration has been received.

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## 4.5.7. Children with additional needs

Kindergartens in Moorabool are inclusive, all children are welcome.

Kindergarten is a universal program, and all children are supported to attend. By providing Council with information about a child's additional needs, the Kindergarten Provider can assist families and work with them to ensure they are meeting those needs. Further opportunities to provide information regarding children's additional needs will also arise when parent/carers are contacted by the Kindergarten Provider upon enrolment and orientation. For more information see <https://www.vic.gov.au/children-additional-needs-early-childhood>

Victorian state funded kindergarten programs are eligible for preschool field officer (PSFO) services to support the access and participation of children with additional needs in their kindergarten program. For more information see <https://www.vic.gov.au/preschool-field-officer-program>

## 4.6. Allocation

### 4.6.1. Allocation priorities

In line with the Kindergarten Funding Guide (KFG2016), children are eligible for priority of access if they:

- a) are vulnerable/children at risk
- b) have a disability or developmental delay
- c) are of Aboriginal and/or Torres Strait Islander descent

Vulnerable children are defined in the KFG2016 (page 70) as:

*“Children and young people are vulnerable if the capacity of parents and family to effectively care, protect and provide for their long term development and wellbeing is limited. Some factors which may contribute to a child being vulnerable include: living in a family with a low income, or one which is experiencing problems with housing, domestic violence, substance abuse, or mental health; having a culturally and linguistically diverse background; having a young or sole parent, or a parent with a disability.”*

To ensure equity for both three and four-year-old children, allocations for each program (three-year-old and four-year-old kindergarten) will have the Priority of Access applied to each age cohort separately.

If more eligible children are seeking a place at a Kindergarten Service than there are places available, children are required to be prioritised based on the following Priority of Access table.

Where multiple children meet the Priority One criteria and there are limited places available, registrations will be weighted, based on the number of priority of access criteria (within Priority One, Two and Three) that the registrant meets.

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**Table 1: Priority of Access**

	Priority of Access Criteria	Process to Verify Needs
<b>Priority One</b> (all of equal priority)	Children who are vulnerable and at risk of abuse or neglect, including children in out-of-home care	The child is: <ul style="list-style-type: none"> <li>- Attending a kindergarten program through Early Start Kindergarten or Access to Early Learning, or</li> <li>- Referred by: <ul style="list-style-type: none"> <li>• Child Protection</li> <li>• Child and Family Services (family services referral and support team, Child FIRST)</li> <li>• Maternal and Child Health nurse, or</li> <li>• Out-of-Home Care provider</li> </ul> </li> </ul>
	Children who are of Aboriginal/Torres Strait Islander descent	Families identifying their child as an Aboriginal and/or Torres Strait Islander on the registration form
	Children who are asylum seekers/refugees	Appropriate visa that identifies the child and/or parents as a refugee or asylum seeker
	Children with additional needs, defined as children who: <ul style="list-style-type: none"> <li>- Require additional assistance in order to fully participate in the kindergarten program</li> <li>- Require a combination of services which are individually planned</li> <li>- Have an identified specific disability or development delay</li> </ul>	The child is: <ul style="list-style-type: none"> <li>- Assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten, or</li> <li>- Approved for Kindergarten Inclusion Support package</li> <li>- Holds a Child Disability Health Care Card, or</li> <li>- Referred by: <ul style="list-style-type: none"> <li>• The National Disability Insurance Scheme</li> <li>• Early Childhood Intervention Service, or</li> <li>• Maternal and Child Health nurse</li> </ul> </li> </ul>
	Children attending a 2nd year of kindergarten	Children identified as eligible to enrol in a second year of kindergarten (see 4.3.7)
	Children or parents who hold a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card or proof of multiple birth children (triplets or more)	Verification documents will be in the form of: <ul style="list-style-type: none"> <li>- Copy or photo of Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card</li> <li>- proof of multiple birth children (triplets or more)</li> </ul>

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<b>Priority Two</b>	Residents of Moorabool Shire or intention of becoming a resident	Verification documents will be in the form of: <ul style="list-style-type: none"> <li>- Evidence of living in the municipality or of being a rate payer of Moorabool Shire, or</li> <li>- Contract of Sale document</li> </ul>
<b>Priority Three</b>	Children who have a connection to Moorabool Shire and who meet one or more of the following criteria: <ul style="list-style-type: none"> <li>- The child's parent/guardian is working within Moorabool</li> <li>- The child's parent/guardian is studying within Moorabool</li> </ul>	Registrations are assessed on a case-by-case basis in January of your child's kindergarten year. Verification documents will be in the form of: <ul style="list-style-type: none"> <li>- Letter from employer or educational institution</li> </ul>
<b>Priority Four</b>	Non-residents of Moorabool Shire	Registrations are assessed on a case by case basis in January of your child's kindergarten year

## 4.6.2. Process

Registrations received prior to Round One or the previous business day, will be processed in the first round and acknowledged via system email upon submission.

Registrations received prior to Round Two or the previous business day will be processed in the second round of allocations and acknowledged via system email upon submission.

For each age cohort (three-year-old and four-year-old kindergarten), allocation of placements will be made according to the Priority of Access Criteria (Table 1) and the registrant's kindergarten preference. A ballot system will be used when the number of registrations for a Kindergarten outnumbers the number of kindergarten places available at the particular Kindergarten.

If a ballot system is required children of Moorabool residents who are vulnerable and at risk of abuse or neglect, including children in out-of-home care will be allocated a kindergarten place prior to the ballot allocation.

Initial sorting of the registrations will be completed by Council in the following order:

- a) Priority of access
- b) Eligibility
- c) Ballot number assigned to completed registration forms (if required)

If there are no places available at any of the preferred Kindergartens or if registrants fail to take up an available vacancy at another Kindergarten, they will be placed on the waiting list according to their priority, and receipt date.

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## **4.6.3. Non-Residents**

Kindergarten registrations from non-residents will be assessed on a case by case basis. Refer to the Priority of Access outlined in Table 1 (4.6.1).

Families are considered non-resident if they move out of the municipality prior to the commencement of the kindergarten year.

## **4.7. Offers**

As per 4.6, kindergarten places will be allocated to registrants in accordance with the priority of access criteria, their eligibility, the balloting system and, if a registration is a received outside Rounds One and Two, receipt date.

Placement offers will be sent to registrants via email. If email is not available, other mechanisms will be put in place.

## **4.8. Responding to offers**

Unless specified otherwise, registrants are required to respond to the offer via email to Council within the nominated time frame as outlined in the offer. Registrants are required to make one of the following choices:

### **4.8.1. Accept**

ACCEPT the kindergarten place offered, via return email

### **4.8.2. Waitlist**

Request to be placed on a waiting list for the registrant's preferred Kindergarten. Registrants who request to be waitlisted have a choice of rejecting the offered kindergarten place, or provisionally accepting the offered place, while also remaining on the WAITLIST for their preferred Kindergarten.

Families who choose to provisionally accept the offered place while being on a waitlist will be contacted in January of the year the child commences kindergarten if a place hasn't become available at their preferred Kindergarten, to decide whether to remain on the preferred Kindergarten waitlist, or fully accept the offered place.

Waitlists will be maintained by Council for children not allocated a place or those who have requested to go on the waiting list for a preferred Kindergarten. Registrants on the waitlist are placed in order of priority of access, followed by waitlist request date.

Registrants on the waitlist will be offered available vacancies if and when they occur.

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## **4.8.3. Delay**

If, after careful consideration, it is determined that this is not the right time for a child to commence three-year-old kindergarten, registrants may DELAY acceptance of the kindergarten place to the following year. You only have the option to DELAY attendance at three-year-old kindergarten if your child turns three before 30 April in the year you are considering attending kindergarten.

Families must be aware of the year that their child is expected to go to school and plan their three- and four-year-old kindergarten program years accordingly (refer 4.3). To determine what year your child can commence kindergarten, and check their eligibility, please visit <https://www.vic.gov.au/give-your-child-the-best-start-in-life#when-to-start-three-year-old-kindergarten>.

Families who choose to DELAY acceptance of their three-year-old kindergarten place DO NOT need to re-register for the place the following year. A letter of offer will be sent the following year, registrants need to ensure that they respond to the new offer as per the timeframe outlined in the new offer.

## **4.8.4. Decline**

DECLINE the offer and cancel the registration.

## **4.8.5. Late Responses**

Families who do not respond in the nominated timeframe risk losing the offered place. If a response is not received within the nominated timeframe, Council will attempt to contact the family to get a response by telephone or email, or a combination of both.

If Council is unsuccessful in getting a response after these attempts, a letter will be posted and emailed to the family advising them that the offer of a place has been withdrawn.

## **4.9. Amendments**

Any change or amendment requests to registrations must be made in writing by emailing [earlyyears@moorabool.vic.gov.au](mailto:earlyyears@moorabool.vic.gov.au).

### **4.9.1. Change of preference**

Changes to kindergarten preferences must be lodged with Council prior to the close of Round One the year prior to attendance for the registration to be considered in first round offers. Any requests for change of preference received after Round One will be accommodated where vacancies permit.

### **4.9.2. Updating details**

Change of address or contact details must be made in writing by emailing the new details to [earlyyears@moorabool.vic.gov.au](mailto:earlyyears@moorabool.vic.gov.au). This information is used by



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the Kindergartens to contact families to formalise enrolment from October, please ensure you keep your contact details updated.

### **4.9.3. Request to transfer**

Once a kindergarten place has been accepted by a registrant, a transfer to another Kindergarten is only feasible provided a place is available at the preferred Kindergarten.

Requests to transfer kindergarten places must be submitted in writing by emailing [earlyyears@moorabool.vic.gov.au](mailto:earlyyears@moorabool.vic.gov.au).

Council will advise the registrant of vacancies at their preferred Kindergarten and will explain the process which may change depending on the time of year the request is made. Registrants will not need to pay another registration fee to Council.

## **4.10. Enrolling in the Kindergarten Program**

While completing a registration and receiving a letter of offer confirms that a registrant has been allocated a kindergarten place via the CRES, this does not mean that the child is enrolled into a kindergarten program.

For their enrolment to be considered finalised, families must complete the necessary enrolment paperwork provided by the Kindergarten Provider. Kindergarten Providers contact families in October and November the year prior to attendance to provide further information and enrolment packs for families to complete and return.

## **4.11. Responsibilities**

### **4.11.1. Planning**

Each Kindergarten must operate within the DET approved service capacity and at a viable occupancy rate in accordance with State Government funding obligations, which requires a minimum number of enrolments for each kindergarten program.

Each year Council negotiates with Kindergartens the required number of kindergarten placements to be made available at each of the centres based on the above mentioned and:

- a) The number of registrations received
- b) DET approved service capacity
- c) Policy direction
- d) Demographic analysis
- e) Population projections

# Kindergarten Central Registration Policy

## 4.11.2. Accountability

Moorabool Shire Council is responsible for:

- The administrative tasks associated with the receipt of registrations through the CRES.
- The administrative tasks associated with the allocation of kindergarten places in line with the eligibility criteria.
- Coordinating the promotion of the registration process.
- Overseeing the Policy is implemented and reviewed as appropriate

Kindergarten Providers are responsible for:

- Formally enrolling children in their kindergarten programs.
- Providing families with information relating to groups, session times, orientation sessions, fees and the day-to-day operation of the kindergarten program.
- Notifying Council of the number of second year places (provisionally at the end of Round One, and formally by 1 October the year prior).
- Ensuring they work with families of children who have been recommended a second year of four-year-old kindergarten, or those that are currently completing Early Start Kindergarten, to complete the forms required to be submitted to Council by 1 October the year prior.
- Reminding parents to submit a registration form before the Round One or Round Two closing dates.

Parents / Carers are responsible for:

- Submitting a CRES registration form with the required supporting documentation and payment (if required) by the end of Round One the year prior to attendance to be considered in the first round offers.
- Contacting Council if registration details need to be amended.
- Contacting the Kindergarten Provider to gain information regarding session times and other relevant information required in order for the family to make a decision on kindergarten preference.
- Providing Council with information and supporting documentation on the needs and ability of children who have additional needs.
- Advising Council of their response to their offer by email.
- Completing enrolment paperwork and providing requested supporting documents to Kindergarten Provider by deadlines set out by the Kindergarten Provider.

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# Kindergarten Central Registration Policy

## 4.12. Appeals

Should a registrant have a dispute with the Kindergarten Central Registration Policy or with its implementation, they are requested to put this in writing to:

Attn: Coordinator Early Years and Youth Services, Moorabool Shire Council, PO Box 18, Ballan, VIC, 3342.

Or via email to: [earlyyears@moorabool.vic.gov.au](mailto:earlyyears@moorabool.vic.gov.au)

The dispute will be reviewed by the Coordinator Early Years and Youth Services and a formal response will be sent within 10 working days of receipt of the letter by Council.

**4.12.1.** If the dispute is not resolved the matter will be reviewed by Council's Child, Youth & Family Services Manager.

## 4.13. Evaluation

As part of the annual cycle each year for the Central Registration and Enrolment Scheme, Council will undertake various feedback and evaluation activities to determine that this Policy and the associated processes and procedures are meeting the objectives. Feedback and evaluation activities may include:

- Survey/s of various stakeholders (e.g., Kindergarten Providers, community), formal and informal feedback from Kindergarten Providers
- Monitoring any complaints or incidents regarding the CRES process
- Annual Policy Review and Update
- Review of related legislation, research and best practice

## 5. Related Legislation

Relevant legislation and standards include but are not limited to:

- *National Quality Framework*
- *Early Years Learning Framework*
- *Victorian Early Years Learning and Development Framework*
- *Education and Care Services National Law Act 2010*
- *Education and Care Services National Regulations 2011*
- *Department of Education & Training 'The Kindergarten Funding Guide' 2016*
- *Child Wellbeing and Safety Act 2005*
- *Department of Education and Training 'Kindergarten Central Registration and Enrolment Practice Guide' 2020*
- *Department of Education and Training 'Early Childhood Reform Plan' 2017*

# Kindergarten Central Registration Policy



## 6. Council Plan Reference

Objectives: From the Municipal Early Years Plan 2015-2021: Participating in MAV's trial kindergarten central enrolment project (and subsequent adoption of central enrolment scheme after trial)

Context: Creating a service delivery model that is more integrated and seamless for children and families to access.

## 7. Review

As a minimum, this policy will be reviewed every year.