



Central Registration FAQ's

POLICY TITLE	Kindergarten Central Registration FAQ's
POLICY NUMBER	1.31
DELEGATION	<input type="checkbox"/> Council <input checked="" type="checkbox"/> Organisational

Central Goldfields Shire Council
22 Nolan Street, Maryborough VIC 3465
www.centralgoldfields.vic.gov.au

What is the central registration scheme for kindergarten?

Central Goldfields Shire Council is committed to facilitating an equitable application and allocation process for families to access high quality early education services for children. The central registration scheme will support families to identify the seven local kindergartens in central goldfields shire council or their area and participate in the allocation process in a transparent and fair manner.

What is Kindergarten?

Kindergarten (sometimes called 'state funded kindergarten', 'preschool') is two years of early education for children in the years before they start primary school. Kindergarten gives your child important opportunities to learn, make friends and develop skills through a play-based curriculum, and helps prepare your child for their transition to primary school. Kindergarten programs are developed and delivered by qualified degree qualified teachers in accordance with the National Early Years Learning Framework, Victorian Early Years Learning and Development Framework; they must abide by the National Education and Care Law and Regulations.

Where is it offered?

Kindergarten is offered in a range of settings including community kindergartens and childcare centres. They can be managed by volunteer parent committees, private and not-for-profit early years management.

Why do I need to register through the CRS?

Registering through the CRS is the only way your child can access a place at a community-managed service. We recommend you select up to four different services to increase your chances of being offered a place.

Can I register more than one child?

Yes. But you need to complete a separate application for each of your children.

What is Priority of Access (POA)?

Priority of Access recognises Commonwealth and State Government and local area criteria to ensure fair, equitable and transparent allocation of places for all eligible children.

Priority of Access is given to:

- Children who are funded for a second year of four-year-old kindergarten (or ESK enrolments)
- Children at risk of abuse or neglect, including children in Out of Home Care.
- Aboriginal and/or Torres Strait Islander children
- Asylum seeker and refugee children
- Children eligible for the Kindergarten Fee Subsidy: a child or parent hold a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs card, or multiple birth children (triplets, quadruplets)
- Children with additional needs, defined as children who: require additional assistance to fully participate in the kindergarten program, require a combination of services which are individually planned, have an identified specific disability or developmental delay.
- Children with siblings also at the kindergarten and have attended this kindergarten in previous years.

www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx

<https://www.education.gov.au/priority-filling-child-care-places>

Selection Criteria

The selection criteria to be used, if there are more applications than places available, are:

- First priority is given to children eligible for ESK.
- Second priority Aboriginal and/or Torres Strait Islander children.
- Third priority is given to children who were eligible to attend in the previous year but deferred

When demand exceeds availability, the Approved Provider will refer to the service's values, philosophy and Inclusion and Equity Policy to determine the priority of access.

This will include:

- Children who were eligible to attend in the previous year but deferred or withdrew from the service prior to the April data collection.
- priority of access criteria as outlined in The Kindergarten Guide available at:

www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx

Locally agreed criteria

Criteria related to the residential address of the family or carers, for example

- Children who live in the municipality.
- Children whose families are in the process of moving to the municipality
- Children who are cared for in the municipality
- Children who are likely to attend school in the municipality.

Residential proximity to the service, for example

- Children who reside within 5km distance of the service
- Children who are cared for within 5km distance of the service.

Criteria for non-resident families, for example

- The child's parent/carers is working within the municipality
- The child's parent carers is studying for volunteering with the municipality
- The child attends a childcare service in the municipality
- The child has sibling(s) attending a school or another service within the same neighbourhood as the service.

Criteria relating to families with a demonstrable link to the service, for example.

- The child has a sibling who is enrolled and attending this service
- The child attended three-year-old kindergarten at this service.
- Disadvantaged or vulnerable child who has accessed ESK grant or Access to Early learning program in the previous year.

Families who think they may be eligible for POA can contact us for assistance on 5461 0610 or central.registrations@cgoldshire.vic.gov.au

Does my child have to be immunised?

Yes. Under the new "[No Jab, No Play](#)" Victorian Government Legislation, your child needs to be immunised to attend long day childcare and/or kindergarten. You will need to provide a copy of the Immunisation Schedule so your child can enrol to attend long day childcare and/or kindergarten.

Immunisation sessions are offered by <https://www.centralgoldfields.vic.gov.au/Community-Services/Family-and-Childrens-Services/Maternal-and-Child-Health>

When do enrolments close for Kindergarten?

	Registrations Open & Close	Advice of a place sent to families	Return of Forms
First Round Offers	Open: 25 May 2021 Close: 30 June 2021	Week commencing 5 July 2021	To be returned within 7 days from date of letter
Second Round Offers	Open: 13 July 2021 Close: 10 August 2021	Week commencing 16 August 2021	To be returned within 7 days from date of letter
Late & Ongoing Offers	Ongoing from 4 October 2021	2-4 weeks after all your enrolment information is submitted	To be returned within 7 days from date of letter

Is my child eligible?

To be eligible for four-year-old kindergarten, children must be four years of age or older by 30 April in the year they start kindergarten, or be eligible programs offering Early Start or Access to Early Learning Kindergarten programs.

To be eligible for three-year-old kindergarten, children must be four years of age or older by 30 April in the year they start kindergarten.

Your child's date of birth is between	The year your child can attend kindergarten	
	3 yo Kindergarten	4yo Kindergarten
01/05/2017 – 30/04/2018	----	2022
01/05/2018 – 30/04/2019	2022	2023
01/05/2019 – 30/04/2020	2023	2024

What does it cost?

The Victorian State Government subsidises places for eligible children to attend two years of kindergarten. An additional subsidy is available to eligible families to provide free or low-cost kindergarten. For more information, visit www.education.vic.gov.au

Families not eligible for this subsidy will be required to pay an attendance fee, set by each kindergarten to cover the 'gap' between the Government subsidy and the cost of running the kindergarten program.

Types of Kindergarten Programs

Sessional Kindergarten in a stand-alone kindergarten. Sessional Kindergarten usually refers to a Kindergarten program that operates for specific days and hours each week. In most instances, the same children attend on the same days. For example, Kindergarten may be Monday, Wednesday, and Friday from 9:00am - 2:00pm each week. Please note that in kindergartens that are integrated into long daycare, families will be given priority. Fee prices may differ from kindergarten to kindergarten. Please ask the kindergarten for their fee structure. Sessional Kindergartens may offer separate age grouped kindergarten programs or integrated.

Sessional Kindergarten within a long day care centre usually means the hours of kindergarten are the same each day but families can choose the days they would like to attend. Before and after kindergarten care is also available for those who require this option on one or more days (at an additional cost). For example, Kindergarten may operate from 9:00am - 2:00pm each day with children attending three days. For each family, the days may be different meaning your child could be with different children on different days. The before and after kindergarten care means that you are able to drop off and pick up after the designated kindergarten times.

Integrated kindergarten and long day care Integrated Kindergarten usually refers to kindergarten within a long day care facility. The hours are generally longer and charged by the day with a government childcare subsidy instead of term fees. For example, Kindergarten hours may be 8:30am - 4:00pm with a qualified educator, before and aftercare is included, and you will be charged the daily rate of the centre and be able to claim your childcare subsidy.

How do I choose the right kindergarten?

The kindergarten that is closest to your residence is usually the best option. This ensures that the child builds a good community connection and will likely know children when transitioning into primary school. However regardless of proximity, kindergarten is a personal choice based on what each kindergarten offers within their program room and outside in the play area. It is recommended that you visit kindergartens assist you in deciding which would be more suitable for your child.

Suggested questions to ask a potential kindergarten

- How will the educators work with you to support your child's learning?
- What opportunities will there be to discuss your child's progress?
- How does the program encourage positive behaviour?
- Does the service have a kindergarten certificate and kindergarten tick on display? These documents shows that a kindergarten program receives funding from the Victorian Government and is taught by a qualified early childhood educator.
- Is there a waiting list for places? Central Registration officer will be able to let you know if there is a waiting list for your preferred kindergarten.

How old should my child be when they start kindergarten?

It is usual for children to attend a kindergarten program in the year before they start primary school. The Victorian Government is rolling out an additional year of funded kindergarten for all children who are three and four before April 30.

Four-year-old Kindergarten to attend a four-year-old kindergarten program,

- children must turn four on or before 30 April in the year they will be attending. Parents of children turning four in the months of January through April, have the choice of which year to enrol their child.
- If your child will not be four years of age at the start of his/her four-year-old kindergarten year, you will need to consider whether your child will benefit from attending kindergarten in the year of eligibility or the following year. It is common for children who are born between January and April to wait until the year after they turn four before starting kindergarten.
- A second year of kindergarten will only be approved for those children who have a proven developmental delay.

Three-year-old Kindergarten The following children are eligible for attendance in a three-year-old kindergarten program:

- Children who have turned three years of age by 30 April in the year they will attend kindergarten
- Service providers reserve the right to enrol children who turn three after April 30, if it is agreed by the educators and is in the best interest of the child, or program
- Children eligible for ESK whose parents have chosen to attend three-year-old sessions in preference to four-year-old kindergarten. This is only possible if the three-year-old session is taught by a qualified early childhood teacher

Where can I get advice on the best time to start kindergarten?

If you are unsure about the best time for your child to start a kindergarten program, you can ask:

- A kindergarten educator/long day care provider for advice. Find out how the kindergarten program can support your child's learning and development.
- The principal or a teacher at the school that your child is likely to attend. Talk about the best time for your child to start Prep. Find out how the Prep program can support your child learning and development.
- Your child's Maternal and Child Health nurse, Pre-School Field Officer, family doctor and any other professionals your child sees (for example, speech therapist, physiotherapist or pediatrician).

How many hours a week can my child go to kindergarten?

Funded kindergarten programs are offered for 15 hours a week.

Can I change my preferences?

Changes after the closing date are subject to availability of places. If you want to change your preference after you have accepted an offer you will need to contact the Kindergarten Central Registration Officer to be advised of vacancies in your new preferred kindergarten and to explain the process. Email: centralregistrations@cgoldshire.vic.gov.au to update your changes.

What happens if my child misses out on our first preference?

You will be notified that your child has not been offered a place at the first preference and the computer will allocate a place based on your other preferences. You will be offered the opportunity to remain on the waiting list for your preferred kindergarten, accept the alternative preference offered or change your kindergarten preference to another kindergarten with a vacancy.

What if I don't want to change my preference and only want my first preference?

Your child will remain in the allocation group and be involved in a ballot for any available places that may arise at your preferred kindergarten as they become vacant. There is no guarantee that places will become available, and you may not be the only enrolment waiting for any positions that become available.

Can I find out where I am on the waiting list for my first preference?

Unfortunately, we cannot provide this as the waiting list is constantly changing. We are unable to predict how many parents will accept offers and therefore have no idea how many offers will become available for any kindergarten in rounds two and onwards. There is a lot of movement between round offers due to family circumstances changing (e.g moving in and out of the municipality) or cancellations and deferrals of kindergarten offers made.

What if there are not enough kindergarten places?

- All children who reside in the Central Goldfields shire Council will be allocated a placement within the municipality.
- Most families will receive a kindergarten place at a kindergarten of their choice. There will be other places available for your child to attend a program at alternative kindergarten across the shire.
- In areas where kindergarten places are limited, there may be difficulty in allocating places at the preferred kindergarten irrespective of the enrolment process.
- Council will continue to monitor demand and work with both providers and the Victorian Government to consider further infrastructure requirements for the provision of kindergarten across the municipality.

I have been allocated my first preference - what now?

I accept an offer, if you have received an offer and choose to accept it, you will secure a place and be contacted by the kindergarten or early years manager to complete enrolment details. You will be provided with program information to complete and return to the kindergarten. All communication will now be with your kindergarten. For any information regarding timetables or group information please refer directly to your kindergarten's website.

I choose to defer an offer, if you choose to accept and withdraw (defer) your place, you will be given priority for your place in the following year. You will need to complete a new online enrolment form in the following year, as government requirements can change, and additional information may be required.

I decline an offer, if you decline your place, we will make your kindergarten enrolment inactive. You will not receive another offer the following year. However, if your circumstances change contact us on 5461 0610

I have not been allocated my first preference, in addition to the other options, the following would need to be considered if you do not receive your first preference.

What happens when I accept the offer and remain on the waiting list for my preferred centre?

You will remain on the waiting list for your preferred kindergarten. If a place is declined for that year in the kindergarten of preference, places will be offered in the second round as per the computer-generated allocation process. A kindergarten place is guaranteed for the offered year, at either your preferred or alternative kindergarten.

What happens when I decline the offer and remain on the waiting list for my preferred centre? If you did not receive your first preference you may decide to decline your offer and remain on the waiting list for your preferred kindergarten; however, you cannot hold the place that was originally offered at the alternative kindergarten. When another child declines a place for that year in your kindergarten of preference, places will be offered in the second round as per the government priority of access of highest to lowest.

Can I keep the kindergarten offer for the next year instead?

Yes. If you decide before the start of the kindergarten year, to defer your child's attendance until the following year, you will retain your original date and conditions of the allocation. This option generally only applies to children born January to April, unless there are special circumstances. It is best to make that decision early. Support and information around deferring is available from kindergarten educators, information sessions and if you have developmental concerns, you may also wish to speak to your MCH nurse.

What happens if I do not respond to my offer? If you do not respond to your email offer, a courtesy telephone call will be made prior to the child's place being cancelled. This means they will not receive any further offers at preferred or other preference kindergartens. It is important that we have your correct contact details to ensure your place is not forfeited.

When does kindergarten start?

Kindergarten starts the same week as school terms. If there is any changes your kindergarten will notify you. You will be advised of your days and times by your kindergarten or cluster manager. Any questions around your program should be directed to them.

2022 term dates		
	Start date	Finish date
Term 1	31 January	8 April
Term 2	26 April	24 June
Term 3	11 July	16 September
Term 4	3 October	20 December

* The first day of Term 1 is a student-free day in all government kindergartens and schools to allow for appropriate planning to take place for the arrival of students. Each year kindergartens may take student-free days for professional development, student assessment and reporting purposes. please contact your kindergarten for details.

How do families apply to register with the central enrolment scheme for kindergarten?

Step 1 - Visit kindergarten services on open days if offered or by appointment. Decide on the kindergarten that best meets your needs.

Step 2 – Complete a Central registration form online via www.centralgoldfields.vic.gov.au/centralenrolment

As an alternative hard copy are available from Central Goldfields Shire Council Office, 22 Nolan Street, Maryborough. If you required support to complete the online form, please book an appointment by calling 5461 6500, or speak to your preferred kindergarten for assistance.

Step 3 Submit your completed registration Form. Hard copy forms can be posted to:

Central Registration

PO Box 194,

Maryborough, 3465

Email: central.registrations@cgoldshire.vic.gov.au

Definitions

Access to Early Learning ('AEL'): Targeted early intervention program that enables three-year-old children from families with complex needs to fully participate in quality universal early education and care.

Application for Registration form: An online or hard copy form used to apply for a place at a funded kindergarten program.

Central Goldfields Shire Council Central Kindergarten Registration (CKR) scheme: A centralised system administered by the Central Goldfields Shire Council to allocate kindergarten places on behalf of participating kindergarten services.

Confirmation of Acceptance form: A form to confirm acceptance of an offer of a place in a kindergarten program.

DET: Department of Education and Training

Delayed kindergarten entry/deferrals: Parents may decide to delay their child's entry to kindergarten to the following year – particularly if their child is born between January to April in the year they are eligible to attend kindergarten. When a child commences kindergarten, it is generally expected that they will attend for a full year. Occasionally there may be some circumstances in which families, in consultation with their child's teacher, and in line with funding eligibility, may decide that it is the best option for the child to defer enrolment in kindergarten to the following year.

Early Start Kindergarten (ESK): Free or low-cost kindergarten that enables eligible three-year-old children to access a funded kindergarten program for up to 15 hours per week (or 600 hours per year) delivered by a qualified early childhood teacher, two years prior to commencing school.

Early Years Managers (EYM): An organisation with responsibility for the licensing and management of a group of kindergartens.

Funded kindergarten place: In accordance with the National Partnership on Early Childhood Education and Care, DET provides funding for children to access a kindergarten program for up to 15 hours per week (or 600 hours per year) delivered by a qualified early childhood teacher in the year prior to school.

Kindergarten Enrolment form: A form which collects details about the child. This is completed after a place has been offered by the kindergarten program and accepted by the applicant and is lodged at the kindergarten the child will attend.

Kindergarten fees: A payment for a place within a funded kindergarten program payable to the kindergarten. These may include a deposit to reserve a place, term fees, etc.

'No Jab, No Play': The Public Health Amendment (No Jab No Play) Act 2015 means that early childhood education and care services cannot enrol a child unless the parent/guardian has provided documentation that shows the child:

- Is fully vaccinated for their age, or
- 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.

'No Jab, No Play' grace period provision: Under the 'No Jab, No Play' law, a vulnerable or disadvantaged family can enrol a child in a kindergarten program under a grace period of 16 weeks, without having provided proof of up-to-date immunisation. The grace period provisions allow a family to continue to access early childhood education and care services while receiving information and assistance to get their child's

immunisations up-to-date and to obtain the required immunisation documentation that needs to be provided to the service.

Second year of funded kindergarten: Children enrolled in a funded four-year-old kindergarten program may be eligible to access a second year of funded four-year-old kindergarten if the early childhood teacher has assessed:

- The child has confirmed delays in at least two outcome areas of learning and development, and
- that there is evidence the child will achieve better outcomes if he/she attends a second year of kindergarten to strengthen the learning and development of skills and better facilitate transition to school the following year.

Selection criteria: The criteria that determines acceptance of Application for Registration forms on the CKR Scheme; and the Priority of Access criteria for determining how places are allocated at individual kindergartens. The Priority of Access Guidelines are set out in the Department of Education Kindergarten Funding Guide.

Siblings: Sisters and brothers.

Three-year-old kindergarten program: Some kindergartens offer three-year-old programs for children; children must have turned three to be eligible to attend.

Vacancy: A place in a program that becomes free because of a child leaving the service or is available because all places are not filled.

Vacant Funded Place: A government-funded place at the service from which a child has withdrawn.

Appendix:

https://www.education.vic.gov.au/Documents/about/educationstate/DETMAY_Compact_April2017.pdf

<https://www.centralgoldfields.vic.gov.au/Home>

<http://www.earlyyears.ymca.org.au/Pages/Home.aspx>

<https://paisleypark.com.au/our-centres/maryborough-childcare-vic/>

<https://www.education.gov.au/priority-filling-child-care-places>

<https://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderdatacollection.aspx>

<https://www.mav.asn.au/what-we-do/policy-advocacy/social-community/children-youth-family/central-enrolment-project>

<https://www.vic.gov.au/kinder?fbclid=IwAR12n0M-QqQwRvLA1wYk2ZvSdsYHAeX1o8bLp7A4NqdNpm5hH6ZCO0h8WPo>

Registration Structure.

