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## Central Registration FAQ's

**Central Goldfields Shire Council**  
22 Nolan Street, Maryborough VIC 3465  
[www.centralgoldfields.vic.gov.au](http://www.centralgoldfields.vic.gov.au)

## What is the Central Registration Scheme (CRS) 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 their seven local kindergartens of choice 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 year before they start primary school. Kindergarten gives your child important opportunities to learn, make friends, and develop skills through a play-based curriculum. Kindergarten also helps prepare your child for their transition to primary school. Kindergarten programs are developed and delivered by qualified degree trained Educators to deliver the National Early Years Learning Framework and the Victorian Early Years Learning and Development Framework; they must abide by all the National Education and Care Law and Regulations.

## Where is it offered?

Kindergarten is offered in a range of settings including community kindergartens and child care/early learning Centre's. They can be managed by volunteer parent committees (Committees of Management) and not-for-profit early years management (EYMs).

## How do families apply to register with the Central Registration scheme for kindergarten?

Step 1 Visit/explore local kindergarten services and decide on the kindergarten that best meets your needs.

Step 2 – Complete a Central registration form on the Central Goldfields Shire Council website. Hard copies are also available for collect from Central Goldfields Shire Council 22 Nolan Street, Maryborough.

Step 3- Submit your completed registration Form.(via the online platform or hard copy) Forms can be posted to:

Central Kindergarten Registration Family & Children's Services

PO Box 194,

Maryborough, 3465

Email: [mail@cgoldshire.vic.gov.au](mailto:mail@cgoldshire.vic.gov.au)

## 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.

## Is my child eligible?

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

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

## 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. This is often called 'four-year-old kindergarten'.

**Children attending 3yo and 4yo Kindergarten:** children must turn three or four on or before 30 April in the year they will be attending. Parents of children turning three and four in the months of January through April, have the choice of which year to enrol their child. If your child will not be three or four years of age at the start of his/her 3yo and 4yo 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.

If your child will not be three years of age at the start of his/her 3yo 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 before starting kindergarten. Parents of children turning three in the months of January through April should consult with an educator at the desired service or other EC services such as MCH. See below.

## 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).

## Can I register more than one child?

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

## 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.

**Sessional Kindergarten within a Long Day Care service.** 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 child care 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 child care 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 indoor/outdoor program. It is recommended that you visit kindergartens of interest to compare and 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?
- In what ways does the kindergarten support parental involvement?
- Does the service have a kindergarten certificate on display? This certificate 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?

## 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 registrations close for Kindergarten?

	Registrations Open & Close	Advice of a place sent to families	Return of Forms
<b>First Round Offers</b>	Open: July, 1 2020 Close: August, 31 2020	Week commencing September, 21 2020	To be returned within 7 days from date of letter
<b>Second Round Offers</b>	Open: September 21 2020 Close: October, 2 2020	Week commencing October, 19 2020	To be returned within 7 days from date of letter
<b>Late &amp; Ongoing Offers</b>	Ongoing from October, 19 2020	2-4 weeks after all your enrolment information is submitted	To be returned within 7 days from date of letter

## 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 [education.vic.gov.au](http://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.

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

Both three-year-old and four-year-old funded kindergarten programs are offered for 15 hours a week at your Kindergarten of preference.

## 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 cluster manager to complete enrolment details and be given program information to complete and return to the kindergarten. All communication will now be with your kindergarten or cluster manager. 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. You may then choose for your child to attend a three-year-old program.

**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

## What if there are not enough kindergarten places?

The majority of 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 kindergartens and the Victorian Government to consider further infrastructure requirements for the provision of kindergarten across the municipality.

## 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. 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.

2021 term dates		
	Start date	Finish date
<b>Term 1</b>	27 January Students start 28 January in government schools	1 April
<b>Term 2</b>	19 April	25 June
<b>Term 3</b>	12 July	17 September
<b>Term 4</b>	4 October	17 December

\* The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The remaining three student-free days are determined by each individual school, so contact your school for details.

## 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.

## 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.

## 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.

## 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 particular 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 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.

[www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)

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

## What in the POA 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](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)

### Locally agreed criteria:

Central Goldfields Shire Council have made the policy decision to include local criteria that will be factored in when allocating a child's place. Children with a higher priority weighting will be allocated next, after all children eligible for the DET Priority of Access Criteria. The table below outlines the relative weighting for each factor Central Goldfields Shire Council will consider when allocating a place.

Factor	Relative weighting
<b>Child meets one or more of DET's Priority of Access criteria</b>	100
<b>Criteria relating to families with a demonstrable link to the service</b> <ul style="list-style-type: none"> <li>• The child has a sibling who is enrolled and attending this service</li> <li>• The child attended three-year-old kindergarten at this service.</li> <li>• Disadvantaged or vulnerable child who has accessed ESK grant or Access to Early learning program in the previous year.</li> </ul>	60

<b>Residential proximity to the service</b> <ul style="list-style-type: none"> <li>• Children who reside within 5km distance of the service</li> <li>• Children who are cared for within 5km distance of the service.</li> </ul>	20
<b>Criteria related to the residential address of the family or carers</b> Children who live in the municipality. <ul style="list-style-type: none"> <li>• Children whose families are in the process of moving to the municipality</li> <li>• Children who are cared for in the municipality</li> <li>• Children who are likely to attend school in the municipality.</li> </ul>	10
<b>Criteria for non-resident families</b> <ul style="list-style-type: none"> <li>• The child's parent/carers is working within the municipality</li> <li>• The child's parent carers is studying for volunteering with the municipality</li> <li>• The child attends a childcare service in the municipality</li> <li>• The child has sibling(s) attending a school or another service within the same neighbourhood as the service.</li> </ul>	5

Families who think they may be eligible for POA can contact us for assistance on 5461 0610 or [mail@cgoldshire.vic.gov.au](mailto:mail@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 (four-year-old) and three-year-old 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 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.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.

