



Kindergarten Central Registration Application Guide 2020

Participating Kindergartens – Campaspe Shire Central Registration

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| <p>Echuca East Preschool 115 Stawell Street ECHUCA Phone 5482 2783 <i>(managed by Shine Bright EYM)</i> 3 and 4 year old kindergarten</p> | <p>Rochester Kindergarten Fraser Street ROCHESTER Phone 5484 1532 <i>(managed by Shine Bright EYM)</i> 3 and 4 year old kindergarten</p> |
| <p>Echuca Central Kindergarten 287 Anstruther Street ECHUCA Phone 5482 2284 <i>(managed by Shine Bright EYM)</i> 3 and 4 year old kindergarten</p> | <p>Stanhope & District Kindergarten 1 Godley Place STANHOPE Phone 5857 2297 <i>(managed by Shine Bright EYM)</i> 3 and 4 year old kindergarten</p> |
| <p>Echuca South Community Preschool 232 High Street ECHUCA Phone 5482 1740 <i>(managed by Shine Bright EYM)</i> 3 and 4 year old kindergarten</p> | <p>Tongala Kindergarten 8 Nihill Street TONGALA Phone 5859 0268 <i>(managed by Shine Bright EYM)</i> 3 and 4 year old kindergarten</p> |
| <p>Gunbower Kindergarten 1 Wilson Street GUNBOWER Phone 5487 1382 <i>(managed by Shine Bright EYM)</i> 3 and 4 year old kindergarten</p> | <p>Pink & Blue Early Learning Echuca Ogilvie Avenue ECHUCA 5480 1974 4 year old kindergarten only Long day care service</p> |
| <p>Lockington Kindergarten 8 Burns Street LOCKINGTON Phone 5486 2585 <i>(managed by Shine Bright EYM)</i> 3 and 4 year old kindergarten</p> | <p>Goodstart Early Learning Echuca Northern Highway ECHUCA 5482 1088 4 year old kindergarten only Long day care service</p> |
| <p>Berrimba Childcare 94 Hare Street ECHUCA Phone 5480 6330</p> | |

Non-participating kindergartens in the Shire of Campaspe

- Please contact these services directly regarding kindergarten enrolment
- These services are not part of the Campaspe Shire Central Registration program. Please do not list them as one of your preferences

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| <p>Kyabram Municipal Preschool Fenaughty Street KYABRAM Phone 5852 1631 <i>(managed by Kyabram Preschool Management Committee)</i></p> | <p>Colbinabbin Preschool Recreation Reserve COLBINABBIN Phone 0429 101 511 <i>(managed by Goulburn Region Preschool Association)</i></p> |
| <p>Girgarre Kindergarten School Road GIRGARRE Phone 5854 6368 <i>(managed by Kyabram Preschool Management Committee)</i></p> | <p>Rushworth Kindergarten & Childcare Centre 32 Esmonde Street RUSHWORTH Phone 5856 1591 <i>(managed by Incorporated Committee of Management)</i></p> |
| <p>Unwin Street Kindergarten Unwin Street KYABRAM Phone 5852 2148 <i>(managed by Kyabram Preschool Management Committee)</i></p> | |

Introduction

The Kindergarten Central Registration Application Guide details the eligibility and allocation criteria used in offering kindergarten places in kindergartens participating in the Campaspe Shire Council Kindergarten Central Registration Scheme and pre-kindergarten programs.

Goal

The goal of Kindergarten Central Registration is to ensure that all children who turn or have turned four by 30 April in the year of attending have access to a kindergarten experience regardless of their gender, level of ability, religion, social or ethnic background.

This procedure is committed to the following Acts, Regulations and affirmations:

- Equal access for all children, based on the criteria set out in this policy
- Ensure the maximum number of children receive a kindergarten preference
- Ensure future enrolment data is collated and analysed for effective future planning of funded kindergarten places
- Provide a transparent, accessible and equitable process for allocation of offers of funded kindergarten places
- Compliance with Victorian and national legislation including disability discrimination, anti-discrimination and human rights laws
- National Partnership Agreement on Universal Access to Early Childhood Education
- Compliance with the Education and Care Services National Law and Regulations
- Adherence to the *Privacy and Data Collection Act (2014)* and *Health Records Act (2001)*
- Equal Opportunity Act Victoria 2010
- Reference to Department of Education and Training (DET): *Kindergarten Funding Guide (2016)*
- Department of Education Training & Municipal Association of Victoria: *Partnership Agreement (2018-2023)*
- No Jab, No Play – *Public Health and Wellbeing Act 2008*

Eligibility Funded Kindergarten (Four year old)

In accordance with the Victorian Government Kindergarten Criteria, children are eligible for only one year of funded kindergarten (unless qualifying for a second year).

To be eligible for funded kindergarten a child must be four years of age or older by 30 April in the year they are to attend kindergarten.

Eligibility Pre-Kindergarten (Three year old)

Some kindergartens provide unfunded programs for three-year-old children, where full fees apply (unless children qualify for Early Start Kindergarten: please refer to early start section below). Three year old pre-kindergarten programs in Campaspe are generally between two and five hours per week. Applications will be accepted from the opening date the year prior to the child's kindergarten year.

Children who meet the following criteria will be considered eligible to enrol:

- Children must **turn 3 years old by 30 April** in the year of attendance
- Children must be 3 years old prior to commencing in a pre-kinder program. Please note that council can **not** hold placements for children who have not yet turned 3. Families can submit an early application however children will remain on the waiting list until they turn three and will then be offered a place, depending on availability

Early Start Kindergarten

Early Start Kindergarten provides up to 15 hours of free or low cost kindergarten to eligible three year old children in the two years before school. Some services will be able to offer your child a place in a program for four year olds or a mixed age group.

Your child is eligible for Early Start Kindergarten if they are:

- At least three by 30 April in the year they will be attending a kindergarten program,
AND
- Your child is Aboriginal and/or Torres Strait Islander OR;
- Your family has had contact with Child Protection (or been referred by them to Child FIRST)
- Children must be three years old before commencing early start kindergarten. Please note that council can **not** hold placements for children who have not yet turned 3. Families can submit an early application however children will remain on the waiting list until they turn three and will then be offered a place, depending on availability.

For More information about Early Start Kindergarten visit:

www.education.vic.gov.au/childhood/parents/kindergarten/Pages/earlystart.aspx

Child's Immunisation Status - No Jab, No Play, No Pay Legislation

Under the 'No Jab, No Play' legislation, the following evidence must be provided when completing the central registration application:

- A current immunisation statement from the Australian Immunisation Register (AIR);
AND
- the statement must show that the child is up date with all vaccines that are due for their age, or that they are able to receive.

Immunisation History Statements can be downloaded from your MyGov Account, by calling the Australian Immunisation Register on 1800 653 809 or by visiting your local Medicare office.

A valid medical exemption for children who are not able to be fully vaccinated includes:

- An anaphylactic reaction to a previous dose of a particular vaccine or
- An anaphylactic reaction to any vaccine component
- Has a disease which lowers immunity (such as leukaemia, cancer, HIV/AIDS, SCID) or;
- Is having treatment which lowers immunity (such as chemotherapy).

If a child has a medical reason they cannot be vaccinated, a GP or immunisation nurse would need to complete and sign a Medicare Immunisation Exemption Medical Contraindication Form, and send to the Australian Childhood Immunisation Register (ACIR).

Only histories from the Australian Immunisation Register will be accepted – please do NOT attach a statement from a medical professional, GP or your child's Maternal and Child Health Green Book.

'Conscientious objection' is not an exemption under the 'No Jab No Play' legislation.

Central Registration Indicative Timeline

- **1 May 2019:** Applications open
- **31 July 2019:** Kindergarten Central Registration applications **close** for 1st round offers
- **5 August 2019:** Funded 4 year old kindergarten – Eligible places allocated and 1st round offer letters sent to families
- **19 August 2019:** Funded 4 year old kindergarten – 2nd round offer letters sent to families
- **2 September 2019:** Pre-Kinder (three year old) – 1st round letters sent to families
- **16 September 2019:** Funded 4 year old kindergarten - 3rd round offer letters sent to families (if vacancies still available)
- **16 September 2019:** Pre-Kinder (three year old) – 2nd round offer letters sent to families

How Places are allocated: Funded 4 year old kindergarten

If there are an equal number of places to applications received, all applicants will receive an offer according to their first preference. If your first preference is unavailable you will be offered the next available preference in order. If there are more applicants than places available at a particular kindergarten, places will be allocated in accordance with the State Government priority of access guidelines.

Priority of access criteria

The 'priority of access' criteria used are in line with Victorian Government requirements regarding how kindergarten places must be allocated to children. It works to ensure that:

- a transparent, equitable and approved process is followed
- the maximum number of children receive a kindergarten place
- children who are eligible for priority places are allocated a place in their kindergarten of choice

We have a strong commitment to ensuring that, wherever possible, all children are allocated a place in a kindergarten service. We cannot, however, guarantee a kindergarten placement to every child.

Applications are processed in line with the priority access guidelines below:

(Disclaimer: Priority access is based on current Legislation. These priorities are current at time of printing.)

| High Priority children – Priority 1 criteria | |
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| <i>Children at risk of abuse or neglect</i> | <p>The child is:</p> <ul style="list-style-type: none"> • Attending a three year old program through Early Start Kindergarten or Access to Early Learning, or is • Referred by: <ul style="list-style-type: none"> - Child Protection - Child and Family Services i.e. Child FIRST - Maternal and Child Health Nurse; or - Out of Home Care provider |
| <i>Children in Aboriginal or Torres Strait Islander families</i> | <ul style="list-style-type: none"> • Families who identify the child as Aboriginal or Torres Strait Islander |

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| <i>Asylum seeker and refugee children</i> | <ul style="list-style-type: none"> • Appropriate visa that identifies the child and/or parents as a refugee or asylum seeker |
| <i>Children eligible for the Kindergarten Fee Subsidy</i> | <ul style="list-style-type: none"> • Children of parents who hold a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card or • multiple birth children (triplets or more) |
| <i>Children with additional needs</i> | <ul style="list-style-type: none"> • The child is assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten • Holds a Child Disability Health Care Card • Approved for Kindergarten Inclusion Support Package, or referred by: <ul style="list-style-type: none"> - the National Disability Insurance Scheme - Early Childhood Intervention Service - Preschool Field Officer or - Maternal and Child Health Nurse |

Having satisfied the above Priority of Access Guidelines, remaining places will be allocated utilising the following Campaspe Shire Council Priority of Access guidelines:

| <i>Local priority of access criteria</i> | |
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| <i>Priority 2: Second year</i> | <ul style="list-style-type: none"> • Children who are currently enrolled at kindergarten who have been assessed as eligible for a second year of funded kindergarten or children that have attended pre-kinder programs, and reside in the Shire of Campaspe. |
| <i>Priority 3: Resident Applications (Lives in Campaspe Shire)</i> | <ul style="list-style-type: none"> • Children who live within the municipality and meet eligibility requirements as set out by DET. This includes families in process of moving to the municipality. Resident applications will be allocated by random selection. |
| <i>Priority 4: Prior connection to service</i> | <ul style="list-style-type: none"> • Children who have had a sibling attend the service within the previous five years. • Children who are currently enrolled in a three year old program registering for four year old kindergarten the following year |
| <i>Priority 5: Non-residents</i> | <ul style="list-style-type: none"> • Kindergarten applications from non-residents will only be allocated positions if vacancies remain after resident applications have been allocated places. • All other applications will be allocated kindergarten placement by random selection. |

Application Fee

A non-refundable fee of \$27.00 is required on submission of your application. This fee is payable by cash in person, cheque, money order or credit card. Applicants in receipt of an eligible concession card are exempt from paying this fee – note this **ONLY** applies to four year old funded kindergarten and Early Start Kindergarten. All three year old applications require payment of the application fee.

Cheques and money orders should be made payable to Campaspe Shire Council. In the event that the fee is not received with your application, your application form will be considered incomplete and will not be processed until payment is received.

If you are experiencing difficulty in paying this fee then please contact the Kindergarten Central Registration Officer to discuss your circumstances.

Supporting Documents

The following supporting documents must be provided to support your child's application:

- Immunisation statement from the Australian Immunisation Register (AIR)
- Proof of residency (rates notice, utilities bill, concession card, etc.)
- A copy of your child's birth certificate. If the birth certificate is not available, a copy of another official document such as passport or immigration document will be accepted.
- Concession card (if applicable)

Incomplete application forms

All sections of the application form must be completed. Incomplete applications will not be processed until all information has been received.

Accepting an offer

A letter of offer will be sent to families via email (or post if an email address is not provided).

Families are required to return their signed letter of offer to council within 7 days. If a response is not received within the allocated timeframe families will be contacted by phone. If no contact can be made by phone on two occasions, families will receive an email. If families are unable to be contacted after multiple attempts and no response is received, the placement will be forfeited and offered to the next child on the waiting list.

Privacy & consent

The personal and health information collected by council is used to enable us to manage and administer the Campaspe Shire Kindergarten Central Registration Scheme. Information collected on the registration form will be collected, stored and disclosed in line with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic). The personal and health information will be used by council for this purpose or a directly related purpose in accordance with council's powers, functions and purposes under the Local Government Act 1989 and other relevant legislation.

Council may disclose this information to other organisations and government departments if required by legislation. Visit council's website for a copy of the Privacy and Data Protection Policy (Policy 81). If at any time you wish to access or amend your personal information or have a **concern** in relation to privacy, please contact council on 03 5481 2200.

When completing the application form, you will need to provide consent for council to disclose **any** information collected as part of the application process with the relevant kindergarten service and kindergarten manager when confirmation of your child's kindergarten placement is received. Please note that this includes copies of your child's immunisation history statement and concession card details (if applicable).

After an offer is accepted

When a kindergarten offer is accepted, your information will be forwarded onto the relevant kindergarten/early years manager. Kindertogartens will contact families directly about orientation, session days and times, fees and finalising the enrolment into kindergarten.

Declining an offer

If a family chooses not to accept an offer or wish to withdraw an accepted offer they are required to notify the Kindergarten Enrolment Officer.

Changing preferences

Any change to an application should be discussed with the Central Registration Officer by phoning 1300 666 535 or by email to kinder@campaspe.vic.gov.au. Council will communicate any changes to the kindergarten. Please note: any change of preference received after 31 July will be treated as a late application.

Change of personal details

Please ensure that your contact details are kept up to date with council. If council has incorrect details we will be unable to contact you with information which may be important to your child's kindergarten application.

Waiting list

The kindergarten registration system allocates families in accordance with the priority of access criteria. If you do not receive your first preference, you may choose to not accept alternative preferences and remain on the waiting list at your preferred kindergarten. Council will notify families when and if a place becomes available.

If you are still on the waiting list in January in the year your child is to attend kindergarten, Council will contact you and if possible offer a place at a kindergarten with vacancies.

Second year of funded 4 year old kindergarten

Children requiring a second year of funded kindergarten must be assessed as meeting the criteria set by Department of Education and Training (DET). This process is completed by the educator at the kindergarten service your child attends. This is completed prior to the end of their current enrolment year.

Lodging your application form

One kindergarten application form is required per child. Please lodge your completed application form including all supporting documents and the \$27.00 application fee (if applicable) through one of the following enrolment options:

Council's online central registration application form

- Available on council's website at www.campaspe.vic.gov.au
- Link also available [HERE](#)

In hard copy

- By mail
Kindergarten Central Registration
Campaspe Shire Council
PO BOX 35
ECHUCA VIC 3564
- By email: shire@campaspe.vic.gov.au
- In person at one of council's customer service centres

Echuca Main Office

2 Heygarth Street Echuca
Hours: 8.30am to 5.00pm Monday - Friday

Rochester

43-45 Mackay Street
Hours: 8.30am to 4.30pm Monday - Friday
(closed for lunch – 12.00pm - 1.00pm)

Kyabram

19 Lake Road
Hours: 8.30am to 5.00pm Monday - Friday

Rushworth

33 High Street
Hours: 8.30am to 4.30pm Tuesday and Friday
(closed for lunch – 12.00pm - 1.00pm)

Tongala

Hours: 8.30am to 4.30pm Monday & Thursday
(closed for lunch – 12.00pm - 1.00pm)

If you have any questions in relation to the central registration application process or any other general enquiries, please contact:

Campaspe Shire Kindergarten Central Registration
1300 666 535 or 03 5481 2200
kinder@campaspe.vic.gov.au

Please note the Central Registration office will close 20 December 2019 and reopen 6 January 2020.