



# **Kindergarten Central Registration Application Guide**

## **2023**

## Participating Kindergartens – Campaspe Shire Central Registration

<p><b>Berrimba Childcare</b> 94 Hare Street ECHUCA Phone 5480 6330</p>	<p><b>Shine Bright Kyabram Municipal Preschool</b> Fenaughty Street KYABRAM Phone 5852 1631 <i>(managed by Shine Bright EYM)</i> 3 and 4 year old kindergarten</p>
<p><b>Shine Bright Echuca Central Kindergarten</b> 287 Anstruther Street ECHUCA Phone 5482 2284 <i>(managed by Shine Bright EYM)</i> 3 and 4 year old kindergarten</p>	<p><b>Shine Bright Lockington Kindergarten</b> 8 Burns Street LOCKINGTON Phone 5486 2585 <i>(managed by Shine Bright EYM)</i> 3 and 4 year old kindergarten</p>
<p><b>Shine Bright Echuca East Preschool</b> 115 Stawell Street ECHUCA Phone 5482 2783 <i>(managed by Shine Bright EYM)</i> 3 and 4 year old kindergarten</p>	<p><b>Pink &amp; Blue Early Learning Echuca</b> Ogilvie Avenue ECHUCA 5480 1974 4 year old kindergarten only Centre based care service</p>
<p><b>Shine Bright Echuca South Community Preschool</b> 232 High Street ECHUCA Phone 5482 1740 <i>(managed by Shine Bright EYM)</i> 3 and 4 year old kindergarten</p>	<p><b>Shine Bright Unwin Street Kindergarten</b> Unwin Street KYABRAM Phone 5852 2148 <i>(managed by Kyabram Preschool Management Committee)</i></p>
<p><b>Goodstart Early Learning Echuca</b> Northern Highway ECHUCA 5482 1088 4 year old kindergarten only Centre based care service</p>	<p><b>Shine Bright Rochester Kindergarten</b> Fraser Street ROCHESTER Phone 5484 1532 <i>(managed by Shine Bright EYM)</i> 3 and 4 year old kindergarten</p>
<p><b>Shine Bright Girgarre Kindergarten</b> School Road GIRGARRE Phone 5854 6368 <i>(managed by Shine Bright EYM)</i> 3 and 4 year old kindergarten</p>	<p><b>Shine Bright Stanhope &amp; District Kindergarten</b> 1 Godley Place STANHOPE Phone 5857 2297 <i>(managed by Shine Bright EYM)</i> 3 and 4 year old kindergarten</p>
<p><b>Shine Bright Gunbower Kindergarten</b> 1 Wilson Street GUNBOWER Phone 5487 1382 <i>(managed by Shine Bright EYM)</i> 3 and 4 year old kindergarten</p>	<p><b>Shine Bright Tongala Kindergarten</b> 8 Nihill Street TONGALA Phone 5859 0268 <i>(managed by Shine Bright EYM)</i> 3 and 4 year old kindergarten</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

<p><b>Colbinabbin Preschool</b> Recreation Reserve COLBINABBIN Phone 0429 101 511 <i>(managed by Goulburn Region Preschool Association)</i> 3 and 4 year old kindergarten</p>	<p><b>Rushworth Kindergarten &amp; Childcare Centre</b> 32 Esmonde Street RUSHWORTH Phone 5856 1591 <i>(managed by Incorporated Committee of Management)</i></p>
<p><b>KCLC Early Learning</b> 21-25 Lake Road Kyabram Phone 5852 0000 <i>(Managed by Kyabram Community and Learning Centre)</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.

This guide will be regularly updated and reviewed in line with Department of Education and Training (DET) kindergarten policy and reform changes.

## **Goal**

The goal of Kindergarten Central Registration is to ensure that all children who turn or have turned three or four by 30 April in the year of attending a relevant kindergarten program 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 (Vic)* and *Health Records Act 2001 (Vic)*
- 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 four year old (year before school) Kindergarten**

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

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

## **Eligibility funded three-year-old Kindergarten**

The Victorian Government introduced funded three-year-old kindergarten in Campaspe in 2021. Three-year-old kindergarten is offered for at least five hours per week from 2021 and scaled up to 15 hours per week by 2029. Some Campaspe services offer the full 15 hours however some services currently offer less hours due to capacity restraints. Please contact the Central Registration team for further information about individual kindergartens.

To be eligible for funded three-year-old kindergarten a child must be at least three years of age by 30 April in the year they are to attend three-year-old kindergarten. Please note that children will only be eligible to complete one year of funded three-year-old kindergarten. For children born between 1 January and 30 April, families have choice about whether their child will commence school in the year they turn five or in the following year which also reflects when their child will commence kindergarten. We encourage families who are considering early or late entry to kindergarten to refer to the DET kindergarten guide and seek advice from early childhood professionals to inform your decision. All children learn and develop in different ways and families are best placed to consider when is best for their child to commence kindergarten.

Children must be three years old prior to commencing in a three-year-old kindergarten program. Please note that families with children turning three between February and April in the year of attendance can submit an application and be offered a place at kindergarten, however children will not be able to commence in the program until they have turned three. Families will only be charged fees from the date their child commences in kindergarten.

## **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 old's 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) OR;
- Your child is from a refugee or asylum seeker background

In extenuating circumstances children experiencing other vulnerabilities may be considered eligible following discussions with DET. Professionals are encouraged to speak with the Central Registration Team should you identify a child who would benefit from attending a kindergarten program.

Children must be three years old prior to commencing in an Early Start kindergarten program. Please note that families with children turning three between February and April in the year of attendance can submit an application and be offered a place at kindergarten, however children will not be able to commence in the program until they have turned three.

For More information about Early Start Kindergarten visit:

[www.education.vic.gov.au/childhood/parents/kindergarten/Pages/earlystart.aspx](http://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 to 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

- **2 May 2022:** Applications open
- **30 June 2022:** Kindergarten Central Registration applications **close** for 1<sup>st</sup> round offers
- **11 July 2022:** Funded three and four year old kindergarten – Eligible places allocated and 1st round offer letters sent to families
- **1 August 2022** – 2<sup>nd</sup> round offers sent to families for three and four year old kindergarten
- **15 August 2022:** third and final round offers sent for both three and four year old kindergarten (if vacancies still available).
- **September** onwards: places allocated as applications received

## How Places are allocated: Funded 3 and 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 and local priority of access guidelines.

Please note that three-year-old kindergarten enrolments will not be carried over to four year old kindergarten the following year. Families attending services will be required to submit a new central registration application each year. This is DET's policy position during the roll out of three year old kindergarten to ensure equal opportunity for four year old kindergarten to all children (not just those who attended three year old).

## 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 of access guidelines below:

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

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

<b>Children eligible for the Kindergarten Fee Subsidy</b>	<ul style="list-style-type: none"> <li>• A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card or</li> <li>• Multiple birth children (triplets or more)</li> </ul>
<b>Children with additional needs, defined as children who;</b> <i>- require additional assistance in order to fully participate in the kindergarten program</i> <i>- require a combination of services which are individually planned</i> <i>- have an identified specific disability or developmental delay</i>	<ul style="list-style-type: none"> <li>• The child is assessed as having delays in two or more areas and is declared eligible for a second funded year of kindergarten</li> <li>• Holds a Child Disability Health Care Card</li> <li>• Has previously been approved for Kindergarten Inclusion Support Package, or referred by: <ul style="list-style-type: none"> <li>- the National Disability Insurance Scheme</li> <li>- Early Childhood Intervention Service</li> <li>- Preschool Field Officer or</li> <li>- Maternal and Child Health Nurse</li> </ul> </li> </ul>

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

<b>Local agreed criteria to allocate places</b>	
<b>Priority 2: Currently attending (relevant for 4 year old kindergarten only)</b>	<ul style="list-style-type: none"> <li>• Children who are currently enrolled in a three-year-old program registering for four year old kindergarten the following year.</li> </ul>
<b>Priority 3: Resident Applications (Lives in Shire of Campaspe)</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Priority 4: Family connection</b>	<ul style="list-style-type: none"> <li>• Children who have had a sibling attend the service within the previous five years.</li> </ul>
<b>Priority 5: Non-residents</b>	<ul style="list-style-type: none"> <li>• Kindergarten applications from non-residents will only be allocated positions if vacancies remain after resident applications have been allocated places.</li> <li>• All other applications will be allocated kindergarten placement by random selection.</li> </ul>

### **Application Fee**

A non-refundable fee of \$28.00 is required on submission of your application. This fee is payable by cash in person, cheque or credit card. Aboriginal children and applicants in receipt of an eligible concession card are exempt from paying this fee.

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

**If you are experiencing difficulty in paying this fee then please contact the Kindergarten Central Registration team to discuss your individual 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.)
- Concession card (if applicable)
- A copy of your child's birth certificate. Please note that a birth certificate is not mandatory however this is an important document that will be required at various stages in your child's life. If you do not have a birth certificate, the Central Registration Team can offer support.

### **Incomplete application forms**

To process your application all sections of the application form must be completed and supporting documents attached. If you require assistance completing your application, please contact Council's Kindergarten Registration team on 1300 666 535 or [kinder@campaspe.vic.gov.au](mailto:kinder@campaspe.vic.gov.au).

### **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 accept/decline offers within 10 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/letter. 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 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. Kindertartens will contact families directly about orientation, session days and times, fees and finalising 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 Council's Kindergarten Registration Officer on 1300 666 535 or [kinder@campaspe.vic.gov.au](mailto:kinder@campaspe.vic.gov.au).

### **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](mailto:kinder@campaspe.vic.gov.au). Council will communicate any changes to the kindergarten and early years manager/committee. Please note: any change of preference received after 30 June 2021 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 by their kindergarten teacher as meeting the criteria set by the 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 \$28.00 application fee (if applicable) through one of the following enrolment options:

### **Council's online central registration application form**

- Available on council's website at <https://www.campaspe.vic.gov.au/Our-services/Children-families/Kindergartens>

### **In hard copy**

- By mail  
Kindergarten Central Registration  
Campaspe Shire Council  
PO BOX 35  
ECHUCA VIC 3564
- By email: [shire@campaspe.vic.gov.au](mailto: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 Monday – 12.00pm - 1.00pm)

#### **Tongala**

Monday: 8.30am - 4.30pm  
Tuesday: 8.30am - 4.30pm  
Wednesday: **Closed**  
Thursday: 8.30am - 4.30pm  
Friday: 8.30am - 4.30pm  
(closed - 12noon to 1.00pm)

#### **Kyabram**

19 Lake Road  
Hours: 8.30am to 5.00pm Monday – Friday  
(Wednesday open 8:30am – 7:00pm)

#### **Rushworth**

Monday: 8.30am - 4.30pm  
Tuesday: 10am - 6pm  
Wednesday: **Closed**  
Thursday: 8.30am - 4.30pm  
Friday: 8.30am - 4.30pm  
(closed - 12noon to 1.00pm)

### **Further information**

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](mailto:kinder@campaspe.vic.gov.au)