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# **Kindergarten Central Registration Application Guide**

## **2025 Enrolments**

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## Kindergartens Participating in Campaspe Shire Central Registration Enrolment Scheme

<p><b>Berrimba Childcare</b> 94 Hare Street ECHUCA Phone 5480 6330</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 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>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 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 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 Kyabram Fenaughty St Kindergarten</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 Kyabram P-12 Kindergarten</b> Haslem Street KYABRAM Phone 5892 2070 <i>(managed by Shine Bright EYM)</i> 3 and 4 year old kindergarten</p>
<p><b>Shine Bright Kyabram - Unwin Street Kindergarten</b> Unwin Street KYABRAM Phone 5852 2148 <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 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 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 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 enrolments. These services are not part of the Campaspe Shire Central Registration program.

<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>Journey Early Learning Echuca</b> Ogilvie Avenue ECHUCA 5480 1974 4 year old kindergarten only Centre based care service</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>	<p><b>Country Kidz Preschool</b> 715 Henderson Road TONGALA Phone: 5859 0194</p>	<p><b>Goodstart Early Learning Echuca</b> Northern Highway ECHUCA 5482 1088 4 year old kindergarten only Centre based care service</p>

## Introduction

The Kindergarten Central Registration Application Guide details the eligibility and allocation criteria used in offering kindergarten places at kindergartens participating in the Campaspe Shire Council Kindergarten Central Registration scheme.

This guide will be regularly updated and reviewed in line with Victorian state government kindergarten policy and reform changes.

### What is kindergarten central registration?

Central Registration and Enrolment Scheme (CRES) is a best practice model for local councils to support families and carers to secure a kindergarten place for their child.

CRES provides a single point for families to apply for multiple kindergarten services within a local government area, helping them secure a place that meets their needs. It ensures that the process is simple, consistent, inclusive and equitable.

### When to start kindergarten

Children can attend kindergarten programs in the two years before they start primary school. Please see the departments website for further information about sending your child to kinder and [When to start kindergarten | vic.gov.au \(www.vic.gov.au\)](https://www.vic.gov.au/when-to-start-kindergarten).

Use the [starting age calculator](#) and enter your child's birth date to find out when they can start Three-Year-Old and Four-Year-Old kindergarten.

## Eligibility

### Three-Year-Old Kindergarten

The Victorian Government introduced funded Three-Year-Old kindergarten in Campaspe in 2021. Three-Year-Old kindergarten is offered for up to 15 hours per week.

To be eligible for 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. Families with children turning three between 1 January and 30 April have a choice about which year their child will start kindergarten. Children turning three between February and April in the year of attendance can apply and be offered a place at kindergarten, however children will not be able to commence in the program until they have turned three.

When enrolling in Three-Year-Old kindergarten, families with children turning three between January and April are encouraged to plan and consider the age they would like their child to start at school (i.e. start prep in the year they turn either 5 or 6). If families are unsure about the best time to start kinder, they can seek advice from a trusted early childhood professional such as local kindergarten teachers or their child's MCH nurse. 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 attending a funded Three-Year-Old Kindergarten program are not eligible to access a second year of Three-Year-Old Kindergarten.

### Four-Year-Old (year before school) Kindergarten

Children must be four years of age or older by 30 April in the year they attend kindergarten, Children are only eligible for one year of funded Four-Year-Old kindergarten in the year before school (unless qualifying for a second year.) 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.

## Early Start Kindergarten

Early Start Kindergarten (ESK) provides up to 15 hours of kindergarten to eligible three year old children. This may require your child to be placed 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**;
- Your child is from a refugee or asylum seeker background

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 ESK visit the Departments webpage - [Early Start Kindergarten](#)

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

Under the 'No Jab, No Play' legislation, to confirm enrolment in a kindergarten program, families must provide the following;

- 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, the Medicare App, by calling the Australian Immunisation Register on 1800 653 809 or by visiting your local Medicare office. If you are unable to access your child's statement, please contact our team for support.

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).

Schedule	Date given	Immunisation	Brand name given	
2 months	22 Jul 2019	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio	Infanrix Hexa	
		Pneumococcal	Prevenar 13	
		Rotavirus	Rotarix	
4 months	04 Nov 2019	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio	Infanrix Hexa	
		Pneumococcal	Prevenar 13	
		Rotavirus	Rotarix	
6 months	14 Jan 2020	Diphtheria Tetanus Pertussis Hib Hepatitis B Polio	Infanrix Hexa	
12 months	10 Jun 2020	Measles Mumps Rubella	MMR II	
		Meningococcal ACWY	Nimenrix	
		Pneumococcal	Prevenar 13	
18 months	04 Feb 2021	Hib	Act-Hib	
4 years	13 Jun 2023	Diphtheria Tetanus Pertussis	Infanrix	
		Measles Mumps Rubella Varicella	ProQuad	
		Diphtheria Tetanus Pertussis Polio	Infanrix IPV	
Other	18 May 2020	Influenza	Vaxigrip Tetra	
		22 Jun 2020	Influenza	Vaxigrip Tetra
		13 Jun 2023	Influenza	Vaxigrip Tetra

**Next NIP immunisation's due**      **Date due**  
 No vaccines due.

**Notice:**  
 This individual has received all vaccines required under the National Immunisation Program childhood schedule.

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.

Please see the following factsheet which has been developed by the Department of Health to assist parents and carers to understand immunisation requirements regarding enrolment in kindergarten and daycare: [starting-childcare-or-kindergarten.docx \(live.com\)](#)

## Central registration timeline

<b>1 May 2024</b>	<b>Registration applications open</b>
<b>30 June 2024</b>	<b>Central registration applications close for 1<sup>st</sup> round offers. If you do not submit your kindergarten registration prior to 30 June your application will be deemed as late. You will not be eligible for first round offers.</b>
<b>Mid July 2024</b>	<b>Eligible 1<sup>st</sup> round offers made via email.</b>
<b>End of July 2024</b>	<b>Eligible 2<sup>nd</sup> round offers made</b>
<b>Mid August 2024</b>	<b>3<sup>rd</sup> and final round offers made (if vacancies still available)</b>
<b>From September</b>	<b>Council accepts registrations throughout the year. Places will be allocated as applications are received (if vacancies exist)</b>

### How Places are allocated: Three-Year Old and Four-Year-Old kindergarten

If there are an equal (or lesser) number of kindergarten places available 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 Victorian government and local priority of access guidelines (see below). Please only list preferences that you are willing to accept.

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 kindergarten).

### Priority of access criteria

The priority of access criteria are requirements set by the Victorian Government specifying 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 for 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.)

High Priority children – Priority of access criteria (Priority 1)	
<b>Children at risk of abuse or neglect, including children in Out-of-Home Care</b>	<p>The child is:</p> <ul style="list-style-type: none"> <li>• Eligible for Early Start Kindergarten or Access to Early Learning, and/or</li> <li>• Family, carer or legal guardian identifies the child as known to Child Protection or in out-of-home-care, and/or</li> <li>• Referred by one of the following: <ul style="list-style-type: none"> <li>- Child Protection</li> <li>- Child and Family Services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker)</li> <li>- Maternal and Child Health Nurse</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 and/or Torres Strait Islander</li> </ul>
<b>Asylum seeker and refugee children</b>	<ul style="list-style-type: none"> <li>• Child or family holds a visa or supporting documentation and information, including an ImmiCare, identifying the child and/or parents, carers or legal guardians as a refugee or asylum seeker, and/or</li> <li>• Referred as a refugee or asylum seeking by a CALD outreach worker</li> </ul>
<b>Children that meet the eligibility criteria 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, and/or</li> <li>• The child is identified on their birth certificate as one of a set of triplets, quadruplets or more</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;

Local agreed criteria to allocate places	
<b>2. Campaspe resident currently attending Three-Year-Old (relevant for Four-Year-Old kindergarten only)</b>	<ul style="list-style-type: none"> <li>• Children who live (or will be living) in the Shire of Campaspe during their kindergarten year; AND</li> <li>• are currently enrolled in Three-Year-Old at a participating Campaspe kindergarten service registering for Four-Year-Old kindergarten the following year.</li> </ul> <p><i>Note: This includes families in the process of moving to the municipality.</i></p>
<b>3. Non-Campaspe residents currently attending Three-Year-Old (relevant for Four-Year-Old kindergarten only) or a sibling attending in the same year</b>	<ul style="list-style-type: none"> <li>• Children who are currently enrolled in Three-Year-Old at a participating Campaspe kindergarten service who are registering for Four-Year-Old kindergarten the following year.</li> <li>• A sibling is registering in the same year (i.e. a family are enrolling twins in the same year or one child in Three-Year-Old and another in Four-Year-Old)</li> </ul>
<b>4. Campaspe resident with sibling connection</b>	<ul style="list-style-type: none"> <li>• Child is a resident of the Shire of Campaspe; AND</li> <li>• has had a sibling attend a participating Campaspe kindergarten service in the previous five years.</li> </ul>
<b>5. Campaspe resident</b>	<ul style="list-style-type: none"> <li>• Children who are residents (or will be) of the Shire of Campaspe (who do not meet the above local criteria).</li> </ul>
<b>6. Non-Campaspe resident with sibling connection</b>	<ul style="list-style-type: none"> <li>• Child is <b>not</b> a Shire of Campaspe resident but has had a sibling attend a participating Campaspe kindergarten service in the previous five years.</li> </ul>



<b>7. Victorian residents</b>	<ul style="list-style-type: none"> <li>Children who live in Victoria (outside the Shire of Campaspe) and meet kindergarten eligibility criteria for kindergarten enrolment.</li> </ul>
<b>8. Interstate residents</b>	<ul style="list-style-type: none"> <li>Children who reside outside Victoria who meet the eligibility criteria for kindergarten enrolment.</li> <li>Please note that registrations from interstate residents with equal priority will be allocated randomly for first round offers and then for subsequent rounds or outside the registration timeframe, allocated based on date application was submitted.</li> </ul>

Priority is allocated utilising a scoring system. Applications with equal priority will be allocated randomly for first round offers and then by date of application outside the registration period.

## Privacy & consent

The personal and health information collected by Campaspe Shire Council is used to coordinate the Campaspe Shire Kindergarten Central Registration Scheme. The information provided will be used solely for this purpose, or any other directly related purpose and will be collected, stored, and disclosed in line with the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001*. The information may be shared with other organisations and government agencies with your consent, or where required by law.

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).

## Supporting Documents

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

- Immunisation statement from the Australian Immunisation Register (AIR)
- Concession card (if applicable)

## 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). Applications will not be processed until all information and supporting documents are provided.

## Kindergarten Placement Offers

### Accepting an offer

An email will be sent to families offering your child a placement. Please ensure you check your inbox as well as spam/junk email folders.

Families are required to accept/decline offers within 7 days. If a response is not received within the allocated timeframe families will receive a reminder email, followed by a phone call if no further response is received. 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.



### After an offer is accepted

When a kindergarten offer is accepted, your information will be forwarded onto the relevant kindergarten/early years manager. Kindergartens will contact families directly about orientation and finalising your child's enrolment into kindergarten.

### Declining an offer

If a family chooses to withdraw an accepted offer they are required to notify Council's Kindergarten Registration team on 1300 666 535 or [kinder@campaspe.vic.gov.au](mailto:kinder@campaspe.vic.gov.au).

### 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

### 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 will be treated as a new application and will not be eligible for first round offers.

### 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 if/when a place becomes available.

### Second year of funded Four-Year-Old Kindergarten

During the Four-Year-Old Kindergarten year, the early childhood teacher and the child's parents and/or carers will work together to plan for the child's transition to school. It is recognised that some children may benefit from an additional year of funded kindergarten prior to commencing school. A second year of funded Four-Year-Old Kindergarten may be considered when a child shows delays in learning and development outcome areas, and when:

- the kindergarten program is deemed to be the most appropriate learning program
- the child will achieve better outcomes at kindergarten than if they go to school.

In considering which educational learning environment will best support a child's learning and development it is important that families visit and talk with the principal at the school they intend their child to go to during Term 2 or Term 3 to find about the school program and the types of support available for their child in Foundation.

A second-year assessment process must be carried out for each child by an early childhood teacher when a second year is being considered. Applications for a second year of funded Four-Year-Old kindergarten are submitted by a child's teacher to the Department of Education (DE) for approval.

For more information, see the Departments website [Second year of funded Four-Year-Old Kindergarten | vic.gov.au \(www.vic.gov.au\)](http://www.vic.gov.au)

Children attending a funded Three-Year-Old Kindergarten program are not eligible to access a second year of Three-Year-Old Kindergarten.

### Lodging your application form

One kindergarten application form is required per child.

Please complete your application form, and attach relevant supporting documents online via Council's website - [Kindergartens Campaspe Shire Council](#) If you are unable to complete an online application, please contact Council for a hard copy form. Please note applications will not be processed until ALL required documentation is provided.

#### **By email:**

[shire@campaspe.vic.gov.au](mailto:shire@campaspe.vic.gov.au)

#### **Further information**

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

#### **Campaspe Shire Kindergarten Central Registration**

**Phone: 1300 666 535**

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