

Kindergarten Central Registration Policy



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Version:	2.0
Date Adopted:	20 February 2025
Service Unit	Community Connections and Wellbeing
Directorate:	Community Strengthening
Review Date:	February 2027

1. Purpose

This policy outlines Moorabool Shire Council's commitment to providing a transparent and consistent framework for registering a child for funded three-year-old and/or four-year-old kindergarten via the Central Registration and Enrolment Scheme (CRES).

2. Definitions

CRES	Central Registration and Enrolment Scheme. A single point of entry for Moorabool families to register and enrol in sessional kindergarten.
DE	Department of Education.
BSBL	Best Start, Best Life Reforms.
Early Years Manager (EYM)	The Kindergarten provider who operates a funded kindergarten program.
Kindergarten registration form	An online form used to register a place at a funded kindergarten program participating in Council's CRES.
MSC	Moorabool Shire Council.
Preferred kindergarten	A kindergarten that has been nominated by a family through the registration process.
Priority of Access	The priorities referred to and applied when allocating places into the kindergarten program through the CRES.
Registration	Registration is the initial application for a child to access Kindergarten through Councils CRES.
Enrolment	Enrolment is the formal process after registration where the kindergarten provider will confirm a child's place in a kindergarten program.
Standalone/sessional kindergarten	A kindergarten program that operates on set days and hours for 15 hours a week for three-year-olds and for up to 30 hours a week for four-year-olds, in line with the BSBL rollout dates.

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3. Scope

This policy applies to families who wish to register their children for a Moorabool CRES registered kindergarten program and all Council employees and third-party contractors that provide or manage kindergarten registration and enrolment services through the Moorabool CRES.

4. Policy

This Policy works in partnership with Moorabool CRES participating Kindergarten Providers to oversee the fair and equitable access for children to free kindergarten programs.

Moorabool Shire Council is responsible for:

- The administrative tasks associated with the processing of registrations and allocations through the Moorabool CRES in line with State Government Priority of Access guidelines.
- Providing the community with key information related to the kindergarten registration process.
- Ensuring this Policy is implemented and reviewed as appropriate.

Kindergarten providers are responsible for:

- Formally enrolling children into kindergarten programs.
- Providing families with information relating to groups, session times, orientation sessions, any costs and the day-to-day operation of the kindergarten program.
- Notifying Council of the number of children requiring a second-year place (provisionally at the end of round one and formally by the first week of term four of the year prior).
- Ensuring they work with families of children who have been recommended for a second year of four-year-old kindergarten, to complete the forms required to be submitted to Council by the first week of term four of the year prior to attendance.
- Advising Council of the anticipated group size for the following year.
- Reminding parents to submit a registration form before round one or round two closing dates.

Parents/carers are responsible for:

- Submitting a Moorabool CRES registration form with the required supporting documentation in line with key dates (see section 8 of Policy).
- Providing updates in writing to earlyyears@moorabool.vic.gov.au if registration details need to be amended.
- Contacting the kindergarten provider to gain information regarding session times and other relevant information required for the family to decide on a kindergarten preference.
- Advising Council of their response to the offer by selecting their preferred choice of kindergarten in the offer email within the 7-day timeline.
- Completing and submitting the kindergarten provider enrolment forms with the required supporting documentation within the set timelines.

5. CRES Eligibility

To be eligible to join the Moorabool CRES, kindergarten providers must:

- Be a not-for-profit organisation.

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- Agree to abide by this CRES policy in full.
- Offer free three and four-year-old sessional kindergarten.
- Be based within the Municipality.
- Accept that all registrations to the kindergarten program are to only be processed through Council's CRES registration process.

6. Kindergarten Eligibility Criteria

In line with the DE Kindergarten Registration Guidelines, the following children are eligible to register for free three-year-old kindergarten in MSC:

- Must be at least 3 years-old on 30 April of the year in which they are enrolled to attend the funded three-year-old kindergarten program.
- Enrolled for 15 hours of kindergarten per week.
- Not be enrolled in a funded kindergarten place at another service.

The following children are eligible to register for free four-year-old kindergarten in MSC:

- Must be at least 4 years-old on April 30 of the year in which they are enrolled to attend the funded four-year-old kindergarten program.
- Enrolled for no less than 15 hours per week and up to 30 hours per week, in line with the BSBL reform rollout dates for Moorabool.
- Not be enrolled in a funded kindergarten place at another service.

7. Priority of Access Criteria

Council will implement the current DE Kindergarten Funding Guidelines. Currently, children are eligible for priority one access to kindergarten places if they are:

- 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.
- A child with a disability or developmental delay.
- A child that meets the eligibility criteria for the Kindergarten Fee Subsidy.

A child that meets the above criteria but does not reside in Moorabool can request enrolment if the kindergarten is closest in proximity to their place of residence.

If more priority one eligible children are seeking a place at a Kindergarten service than there are places available, children are required to be prioritised based on the Priority of Access table (see 7.1).

Where multiple children meet the priority one criteria and there are limited places available, those who meet additional priority of access criteria will be given preference.

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7.1. Priority of Access Table

CRES Priority Category	Priority Allocation Criteria	Process to Verify Needs
1	Priority One Access – child meets DE Priority of Access eligibility criteria (as described in Section 7).	Verification documentation to determine a child’s eligibility (see MSC website for details).
2	Continuity – child currently enrolled in a three-year-old program registering in a four-year-old program at the same kindergarten service.	Child is enrolled in a three-year-old kindergarten program through Councils CRES.
3	Resident – child is a Moorabool resident or has an intention of becoming a Moorabool resident.	Verification documents: <ul style="list-style-type: none"> - Evidence of living in Moorabool, i.e. rates notice, rental agreement. - Contract of Sale or rental agreement.
4	Multiple Siblings – child is a Moorabool resident and has a sibling who will also be registered for a three or four-year-old kindergarten at the same kindergarten service for the same year.	Child is registering in a three or four-year-old kindergarten program in the same year as their sibling.
5	Community Connection – child is not a resident of Moorabool but the family has a connection to community through work or education.	Assessed on a case-by-case basis. Verification document in the form of a letter from employer or education facility.
6	Non-resident – child is not a resident of Moorabool.	Registrations are assessed on a case-by-case basis after the closure of round two offers, or at the discretion of the General Manager Community Strengthening.

8. Registration

Registration, enrolment and attendance for three and four-year-old kindergarten is free.

Important dates for registration are:

Round One	March - May	Round one registrations for the following kindergarten year will be accepted from the start of March and close at the end of May
Round One Offers	First week in June	Round one offers will be sent via email at the beginning of June
Round Two	June – July	Round two registrations for the following kindergarten year will be accepted from the start of July and close at the end of July
Round Two Offers	First week in August	Round two offers will be sent via email at the beginning of August

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Registration forms are available online via the MSC website. Separate registration forms must be submitted for each individual child. The two steps to registration are:

- Completing the online registration form.
- Attaching supporting documentation to the registration form:
 - For residents, proof of address
 - Non-residents, refer to Priority of Access table above
 - Children who are eligible for CRES Priority Category One, must provide supporting documentation as listed on the MSC website.

An acknowledgement of registration notification will be sent via system email to notify the registrant that their registration has been received.

The MSC Early Years team can be contacted at earlyyears@moorabool.vic.gov.au or 5366 7100 if there are any challenges in accessing or submitting a registration form.

8.1. Process

Information on kindergarten registration for the following kindergarten year will be listed on the MSC website by the second week of February of each year.

Registrations received prior to round one closing date or the previous business day will be processed in the first round and acknowledged via system email. Registrations received after the round one closing date will be processed in the second round of allocations and acknowledged via system email.

Allocation of placements for each three and four-year-old group will be made in accordance with the Priority of Access Criteria and the registrant's kindergarten preferences. A ballot system is used when the number of registrations for a kindergarten place outnumbers the number of kindergarten places available.

If a ballot system is required, Priority One eligible registrant's will be allocated a place prior to the ballot allocation unless the number of Priority One registrations exceed the number of places available. In this case, they will be balloted and any Priority One children who do not receive a place will be listed on a waitlist in order of the ballot.

8.2. Responding to Offers

Unless specified, registrants are required to respond to the link in their email offer within the nominated timeframe as outlined in the offer. Registrants will be required to make one of the following choices:

- **ACCEPT**
Accept the kindergarten place offered via email link.

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- **ACCEPT AND WAITLIST**
If a place at your preferred kindergarten was not available, you are able to accept a place at an alternative kindergarten and be placed on the waitlist for your preferred kindergarten (please see below the waitlist conditions).
- **DECLINE AND WAITLIST**
If a place at your preferred kindergarten is not available, you may decline the offered place at an alternative kindergarten and be placed on the waitlist for your preferred kindergarten. (please see below the waitlist conditions).
- **DECLINE AND REMOVE FROM WAITLIST**
You decline your offer and have your registration cancelled.

WAITLIST CONDITIONS

Request to be placed on a waitlist for the registrant's preferred kindergarten will be valid until the end of January of the enrolled kindergarten year. Registrants can provisionally accept an offered place while remaining on the waitlist for their preferred kindergarten place. All waitlists will be closed at the end of January of the enrolled kindergarten year.

Waitlists will be maintained by Council and will be allocated in a fair and equitable manner.

If places become available at your preferred kindergarten service, they will be allocated in the following order:

1. Waitlisted registrants who are Priority One eligible.
2. Waitlist requests received during the Round One response period (balloted).
3. Waitlist requests received during Round Two response period (balloted).
4. All other waitlist requests (balloted).

DELAY

Registrants may delay acceptance of a kindergarten place to the following year. There is only the option to delay attendance at three-year-old kindergarten if your child turns three before 30 April in the year you are considering attending kindergarten. Families who choose to delay will not need to re-register for kindergarten for their place the following year.

8.3. Appeals

Should a registrant have a dispute with the Kindergarten Central Registration Policy or its implementation, they are requested to put this in writing to:

Co-ordinator Early Years and Youth Services, Moorabool Shire Council, PO Box 18, Ballan VIC 3342 or via email to earlyyears@moorabool.vic.gov.au

The dispute will be reviewed by the Co-ordinator Early Years and Youth Services and a formal response will be sent within ten working days of receipt of the letter by Council. If the dispute is not resolved, the matter will be reviewed by the Manager of Community Connections and Wellbeing.

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9. Related Legislation

- National Quality Framework (ACECQA)
- The Kindergarten Funding Guide 2023 (DE)
- Kindergarten Central Registration and Enrolment Practice Guide 2023 (DE)
- Kindergarten Central Registration Practice Guide (Moorabool Shire Council)
- Early Childhood Reform Plan 2017
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Child Wellbeing and Safety Act 2005
- Best Start, Best Life Reforms (DE)

10. Council Plan Reference

Objectives: A Council that listens and adapts to the needs of our evolving communities.
Context: Align services to meet the needs of the community.
Be recognised for demonstrating a culture of excellence, creativity and inclusiveness.

11. Review

As a minimum this policy will be reviewed every two years, or as needed.

12. Approval

This policy will come in effect once signed by the CEO.

A handwritten signature in blue ink, appearing to read "D. Madden".

Derek Madden
Chief Executive Officer

Date: 26 February 2025