

# Kindergarten Central Registration Service - Fact Sheet

## FREQUENTLY ASKED QUESTIONS

### Section 1 KINDERGARTEN ELIGIBILITY

#### 1.1 How old can my child be?

*Children enrolling for a 3 year old program must have turned 3 by the 30 April in the year they attend BUT can only attend once they have turned 3. Children who are 3 by the 31 January in the year they attend CAN attend at the commencement of the term.*

Children enrolling for a 4 year old program must turn 4 by the 30 April in the year they attend. A child may start 4-year-old kindergarten at the commencement of the kindergarten year even if they have not yet turned four.

The Department of Education & Training directives relating to specific individuals may override this guideline. (For example Early Start Kindergarten)

#### 1.2 Does my child have to be immunised?

The following information has been obtained from <https://www2.health.vic.gov.au/Api/downloadmedia/%7BA805AC1C-51F3-4160-9D58-E78F3304E210%7D>

*Under the 'No Jab, No Play' legislation, before enrolling a child, early childhood education and care services have to first obtain evidence that the child is up to date with all vaccinations that are due for their age, or that they are able to receive.*

*On 28 February 2018, the 'No Jab, No Play' legislation was amended so that an Immunisation History Statement from the Australian Immunisation Register (AIR) is the only form of documentation accepted for the purpose of enrolling in an early childhood education and care service. Previous forms of documentation, for example a letter from a GP or local council, are no longer accepted.*

*Parents/carers can print a copy of their child's Immunisation History Statement from their [myGov account](#) or:*

- call the AIR on phone 1800 653 809
- visit a Medicare or Centrelink office

*Families who do not hold a Medicare card must call the AIR to request an Immunisation History Statement. A Translating and Interpreting Service is available by calling 131 450, Monday to Friday from 8:30am to 4:45pm.*

### Section 2 REGISTRATION

#### 2.1 When and where can I register?

The official registration period is 1<sup>st</sup> to 30<sup>th</sup> April – previously May 1<sup>st</sup> to June 30<sup>th</sup>. Register online at <https://www.bayside.vic.gov.au/kindergarten>

## **2.2 What if I am late to register?**

Late registrations will be accepted from May but not administered until on-time registrations have been processed.

## **2.3 What do I need to complete my registration?**

To complete the registration online, you only need your concession card if applicable or your direct debit/credit card details for payment.

## **2.4 How much does it cost to register?**

An administration payment of \$33.60 is required for each registration.

There is no fee for concession card holders (eligible concession types are listed on the online registration form).

## **2.5 How do I register?**

Registrations are made online at [www.bayside.vic.gov.au/kindergarten](http://www.bayside.vic.gov.au/kindergarten). If you are experiencing difficulties, contact the Family Services team on 9599 4755 who will be able to assist you.

## **2.6 How do I know if my registration has been received?**

An email acknowledging receipt of registration is sent to the applicant. You will also receive a subsequent email containing your LOGIN details for the Bayside Kindergarten Portal.

## **2.7 What is the Bayside Kindergarten Portal?**

After registering online (in April only), you will receive an email within a couple of business days with your login username and password. You will need this information to make changes to your details and to accept, decline or cancel an offer.

## **2.8 Can I change my kindergarten preferences before offers are made?**

To make changes to your registration during the April period, simply login to the Bayside Kindergarten Portal at [www.bayside.vic.gov.au/kindergarten](http://www.bayside.vic.gov.au/kindergarten) and edit your details. Changes made through the Portal need to be received before April 30 to be effective in the offer process. You will receive an email notification advising you of the changes.

To request a change to your information that affects the preferences or registration classification during the offer period, it will be considered on a case by case situation, and referred to the Family Services Project Team Leader for a decision under exceptional circumstances.

## **2.9 Can I cancel my registration?**

If you no longer want to be considered for a kindergarten place you can cancel your registration via the Bayside Kindergarten Portal at [www.bayside.vic.gov.au/kindergarten](http://www.bayside.vic.gov.au/kindergarten). The registration fee is forfeited.

## Section 3 OFFERS

### 3.1 How are offers allocated?

Offers are allocated in accordance with the State and Commonwealth Funding legislation Priority of Access guidelines which prioritises access for children who are vulnerable, at risk, or have a disability. For information on priority of access eligibility, visit the Department of Education's website at

<http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria>

All other places are offered in accordance with Bayside's local criteria which are reviewed on an annual basis taking into account feedback from Kindergarten teachers, Committees, families and guidance from Department of Education and Training.

These criteria are only applied where there are more applicants than places available in order to create equitable access for children applying for kindergarten in Bayside.

### 3.2 What are the classification criteria for Bayside?

The registration form requires the applicant to agree that the information provided is true and correct and gives permission for Council to verify information supplied on the registration form if deemed necessary.

The registration classification criteria include continuity and proximity. Each of these criteria will be allocated a weighting. An applicant will not be excluded from applying or selection because they do not meet one or all of the classification criteria.

| Classification |   | Weighting |
|----------------|---|-----------|
| Continuity     | Current three year old child applying for a place in a four year old program at the same service.   | 70%       |
|                | OR  |           |
|                | Incoming sibling of a current (2019) enrolment applying for a place in a three or four year old program at the same service.  | 40%       |
|                | OR  |           |
|                | Incoming child of a former enrolment who attended in 2018 or prior, applying for a place in a three or four year old program at the same service.   | 20%       |
| AND            |   |           |
| Proximity      | Registration for a place in either the three or four year old program where the first preference kindergarten is the closest community delivered kindergarten to the child's primary place of care <sup>1</sup> . | 20%       |
|                | OR  |           |
|                | Resident <sup>2</sup> registration for a place in either the three or four year old program which is not at their closest community delivered kindergarten.   | 10%       |

<sup>1</sup> Primary place of care includes: Resident family home; Family Day Care service<sup>3</sup>; Occasional Care service<sup>3</sup>

<sup>2</sup> Residents includes families moving into Bayside. Evidence of future Bayside address will need to be provided.

Please contact Family Services 9599 4755 prior to registering.

<sup>3</sup> If Family Day Care or Occasional Care is the primary place of care on a kindergarten day, evidence will need to be provided. Please contact Family Services 9599 4755 prior to registering

### 3.3 How and when are offers made?

The bulk of offers are issued throughout the month of June starting on June 3<sup>rd</sup> for all on-time registrations.

***Offers are emailed to the address provided on the Registration Form on the council website. Families are strongly encouraged to check their inbox and SPAM on June 3<sup>rd</sup>. (Offers are sent in batches throughout the day so may still arrive late in the afternoon.)***

Where a kinder is not fully subscribed, all on-time registrations will receive an offer.

Where a kinder is over subscribed, the priority criteria are applied and the maximum number of places available are offered.

***Families have up to 7 days to respond to an offer. Failure to respond will result in an expired offer.***

A declined or expired offer from the initial round results in new vacancies which are then offered to the next family/ies on the waitlist (on a day to day basis as they become known).

***If you do not receive an offer on June 3<sup>rd</sup>, continue to monitor your emails throughout June for subsequent offers.***

In most cases, families will be offered a place at their first preference kindergarten.

### 3.4 How do I accept/decline an offer for a kindergarten place?

Simply login to the Bayside Kindergarten Portal at [www.bayside.vic.gov.au/kindergarten](http://www.bayside.vic.gov.au/kindergarten) and respond to the offer within 7 days.

***Failure to respond within the 7 days will result in the offer being forfeited – In fairness to all families who registered on time, council will expire offers older than 7 days and continue to offer places where waiting lists exist.***

### 3.5 What happens after I accept an offer?

You will be directed to the kindergarten website where you will find instructions on how to finalise the enrolment. This final step in the process may be slightly different for each kindergarten.

### 3.6 What if I do not receive an offer in June?

You will receive an email notification advising that you are on the waitlist for subsequent offers should a vacancy become available. The email will also prompt you to make contact with Family Services to discuss options at other kindergartens.

## Section 4 FINALISING THE ENROLMENT

### 4.1 What documentation will I need to provide to the Kindergarten to finalise the enrolment?

Child's birth certificate or passport as proof of identity and age;  
Immunisation History Statement from the Australian Immunisation Register (A.I.R.);  
Medical/Disability/Behavioural diagnosis and/or action/management plans

### 4.2 How long do I have to finalise the enrolment?

The kindergarten will require completed enrolment forms AND deposit within 7 days.

## Section 5 GENERAL INFORMATION

### 5.1 Central Registration Service

Bayside City Council provides a Central Registration Service for both three and four year old kindergarten on behalf of 16 community delivered kindergartens within the Bayside municipality. There are other early year's services in Bayside offering a kindergarten program that do not participate in Council's Central Registration Service.

The Central Registration Service is administered by Family Services which is a division of Council's Community Services Department.

### 5.2 Multiple births and blended families

Where possible, multiple births and siblings from blended families who will attend kindergarten during the same period will be kept together.

### 5.3 Deferrals

Families cannot elect to defer an offer during the rounds of offer. An offer can either be accepted or declined at the time it is offered.

Three year old enrolments cannot be deferred once the offer has been accepted. If a family decides not to commence the year or to withdraw once the child has commenced, a new registration will need to be submitted for the following year and will not be eligible for additional weighting related to a year of attendance.

Deferrals are only available for offers that have been accepted for a four year old enrolment. However, once a child has commenced in the four year old kindergarten program, deferrals are not available if the kindergarten has provided their yearly enrolment data to the Department of Education and Training (which is any time during first term). If you have concerns about your child's readiness, you will need to discuss this with your child's teacher at your earliest opportunity.

### 5.4 Repeats

Requests to repeat three year old kindergarten are only considered for children with additional needs or disadvantage and require documentary support from the kindergarten teacher and approval on a case by case basis by the Family Services Project Team Leader.

A repeat four year old year occurs where a child is assessed by the teacher or another early childhood professional as having delayed development identified in two or more areas and has been approved as eligible for a second year of funded kindergarten by the Department of Education and Training. Where a child is not approved as eligible for a second year of funded kindergarten they will not be offered a kindergarten place until all applicants eligible for a funded kindergarten place have been offered places. The child will need to be self-funded during the repeat year. For information regarding receiving a second year of 4 year old funded kindergarten please visit [www.education.vic.gov.au](http://www.education.vic.gov.au).

### 5.5 Confidentiality

Council is bound by privacy principles which govern the way information is collected, stored, used and disclosed under the Information Privacy Act 2000 and the Health Records Act 2001. Personal and health information relating to kindergarten aged children, their parent/guardian(s) and Kindergartens is collected for the primary purpose of providing services associated with offering kindergarten placements. All personal information will be kept secure from any unauthorised access or modification.