

3 and 4 Year Old Preschool Central Registration Program

Priority of Access and Offer Policy Guidelines

Nillumbik Shire Council

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Objective

The Priority of Access and Offer Policy Guidelines ensure a fair and equitable process for the management of the central registration and allocation of 3 year old and 4 year old preschool places in Nillumbik.

Purpose

Council's Preschool Central Registration Program manages applications and placement of children for 3 and 4 year old funded preschool programs. This guideline is underpinned by objectives set out in the following State and Local Government policies, frameworks and guidelines:

- Department of Education: [The Kindergarten Funding Guide](#)
- Municipal Association of Victoria: [Kindergarten Central Registration and Enrolment Scheme \(CRES\)](#)
- The National Quality Framework
- The Education and Care Services National Regulations 2011

This guide will outline:

- preschool central registration requirements for funded 3 and 4 year old preschool programs
- the process to be adhered to when submitting and accepting applications for 3 and 4 year old preschool programs
- the offer process of 3 and 4 year old preschool places

Scope and coverage

This guideline covers any person accessing or administering the Nillumbik Preschool Central Registrations Program.

This guideline applies to all:

- residents and non-residents of Nillumbik
- Council officers responsible for managing, overseeing or administering the Nillumbik Preschool Central Registration Program
- Committees of Management or Early Years Managers of Nillumbik's 3 and 4 year old preschool programs.

This guideline does not apply to:

- preschool programs operating in private services and child care centres

It must also be noted that such guidelines cannot identify the vast range of individual circumstances that families are in, and therefore, Council reserves the right to assess and make decisions based on individual circumstances.

Statement and principles

Council will provide a fair and equitable preschool registration process. Council will ensure the registration process:

- promotes fair and equitable access to preschool programs
- supports all eligible children to access a preschool program, including those who face identified barriers to participation
- does not inadvertently present barriers to participation

In order to achieve these objectives, Council will ensure the registration guidelines and processes:

- adhere to State and Local Government policies, frameworks and guidelines as listed in the Purpose section
- comply with Victorian and national legislation, including anti-discrimination, human rights and privacy laws
- are developed on the basis of local need determined by surveys of the local community
- support children who are experiencing disadvantage
- address issues of eligibility for funded places, vacant funded places and vacant unfunded places
- outline how waiting lists will be prioritised
- are effectively communicated to families and the local community
- considers policies associated with neighbouring municipalities and the related 3 and 4 year old central registrations policies

Definitions and abbreviations

Applicant

A parent or guardian who has lodged a completed 3 or 4 year old preschool application form.

Application

Form submitted to Council for registration into a preschool.

Early Years Manager

A not-for-profit organisation which receives funding from DET to manage early childhood services offering 3 and 4 year old preschool programs. The Early Years Manager is responsible for the overall service delivery of the preschool.

DE

Department of Education.

DH

Department of Health.

Early Start Kindergarten (ESK)

A child eligible for Early Start Kindergarten is any child aged three by 30 April of the year they are attending preschool, who has been identified by a parent, carer or legal guardian as being Aboriginal or Torres Strait Islander or is a refugee or asylum seeker, or has a parent who is a refugee or asylum seeker or if any member of the family has been involved with Child Protection, The Orange Door or Family Services Alliance Agencies in the past or present, all children in that family are eligible for ESK.

Enrolment

The point at which a family has formerly accepted a place in a group at the preschool.

Kindergarten

Kindergarten is the interchangeable term for Preschool. It is the term used by the State Government and is a universal early childhood program which is funded by the Victorian Government.

Preschool

Interchangeable term for Kindergarten.
See definition Kindergarten.

Preschool Central Registration Officer(s)

Council Officer(s) responsible for the administration of Nillumbik's 3 and 4 year old Preschool Central Registration & Enrolment Program.

Registration

An application form is verified and entered into Council's Central Registration system.

VACCA

Victorian Aboriginal Child Care Agency

Vulnerability

For the purpose of this document vulnerability refers to a child and family where there are risks to a child's wellbeing and development. In families experiencing vulnerability, the capacity of parents and care-givers to effectively care, protect and provide for their children's long term development and wellbeing is limited. Vulnerability can be of varying durations, long or short term and or situational. Consideration needs to be given to the context of the situation of the child/family.

Implementation

Eligibility criteria

As per the DE Kindergarten Funding Guidelines, funded preschool is available to:

- children who turn three years of age, on or before 30 April the year they will attend the funded 3 year old preschool program
- children who turn four years of age on, or before 30 April the year they will attend the funded 4 year old preschool program, and who intend to go to school the following year
- children who turn six years of age during the 4 year old preschool year who have been granted an exemption from school entry age requirements by the regional office of the DE
- children who have received approval for a second year of funded 4 year old preschool through DE
- children who are younger than four years of age by 30 April in the year of attendance whose family has requested and received approval for early age entry from the DE, or the non-government school that the child is to attend
- eligible children of three years of age on, or before 30 April of the year of attendance who are accessing the DE funded Early Start Kindergarten Program
- children who are fully immunised for their age (refer to No Jab, No Play Legislation information on page 6)

Families with children born between January and April 30 may choose whether to enrol their children in the year they turn three, or the following year. These decisions will be up to individual families. Services will work with families to consider what is best for the child. Factors that might be taken into consideration include the individual child's developmental and learning levels, family circumstances and preferred school starting age. If a child born between January – 30 April is enrolled, services may decide, based on staffing ratios, if they can attend before they turn three.

Children accessing 3 year old funded kindergarten will transition to 4 year old kindergarten the following year.

What is Early Start Kindergarten? (ESK)

Early Start Kindergarten provides free or low cost kindergarten to eligible Aboriginal and Torres Strait Islander three year old children where programs are offered by a qualified teacher. Some services will be able to offer children a place in a program for four year olds or a mixed aged group. In addition to this if any member of the family has been involved with Child Protection, The Orange Door or Family Services Alliance Agencies in the past or present, all children in that family are eligible for ESK.

Family Services Alliance Agencies include:

- Uniting VICTAS
- Kids First
- Anglicare
- Berry Street
- DH
- VACCA
- CoHealth
- Brotherhood of St. Laurence

Early start Kindergarten (ESK) Checklist Points to consider:

- Is the child aged three years by 30 April in the year they will attend?
- Is the child Aboriginal or Torres Strait Islander?
- Is the child or their parent or guardian a refugee or asylum seeker?
- Is the child in Out of Home Care?
- Have the family ever had any contact with Child Protection?
- Have the family ever had any contact with The Orange Door?
- Have the family ever had contact or received parenting support with any of the Family Services Alliance Agencies? (Brotherhood of St Laurence, Kids First, Anglicare, Berry St, DH, VACCA, CoHealth, Cities of Yarra and Darebin)

Second year of funded preschool year

DE provides funding to support children to access a funded preschool program in the year before they start school. Where a child is observed to display delays in key outcome areas of learning and development, the possibility of a second year of funded preschool may be considered. The early childhood teacher is responsible for determining a child's eligibility to receive a second year of funded preschool.

Once an assessment of the child is undertaken and a Declaration of Eligibility for a second year of funded kindergarten is completed and sent to the appropriate DE regional office, the child is eligible to attend a second year of funded preschool.

Children who are granted a second year of funded preschool will be offered a place at the preschool that they currently attend and a position has been reserved for them. In the event that a child is requesting to transfer to a different preschool for their second year, they will be offered the first available position within their priority category.

Early age entry into preschool

As per the DE Kindergarten Funding Guide: If a child is aged less than four by 30 April of the year they are to attend a funded year of 4 year old preschool, the parent must request early school entry approval. This request must be in writing for their child to be considered to attend in the following year. Requests can be made to the DE regional office or non-government primary school the child will be attending. A copy of the letter must accompany the preschool application form.

No Jab, No Play Legislation

As of 1 November 2018, early childhood education and care services need to ensure parents and carers of children attending their service provide an updated immunisation history statement as evidence that their child continues to be up to date with immunisations while attending the service twice per year.

This is in addition to the original requirement, introduced by law in January 2016, which requires children to be fully-vaccinated when enrolling in early childhood services.

All parents/guardians seeking to finalise enrolment of their child at an early childhood service (including preschool) in Victoria must provide evidence that their child is:

- fully immunised for their age OR
- on a vaccination catch-up program OR
- unable to be fully immunised for medical reasons

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

You can get copy of your child's most recent Immunisation History Statement from the Australian Immunisation Register (AIR) as evidence of your child's immunisation.

An Immunisation History Statement can be requested the following ways:

- You can print a copy of your child's Immunisation History Statement from your [myGov account](#)
- The Express Plus Medicare mobile app
- Call the AIR on 1800 653 809
- visit a Medicare or Centrelink office

If your child is not fully immunised, or if you are not sure if your child is fully immunised, or you're interested to find out more you can visit [No Jab No Play – information for parents](#) to:

- locate and consult your nearest immunisation provider
- review the [Immunisation - childhood](#) fact sheet to find out what vaccines are due and when
- read the brochure [Starting childcare or kindergarten? Immunisation information for parents enrolling a child](#)
- read the [Immunisation after enrolment information sheet for parents](#)
- view additional resources on [No Jab No Play for early childhood services and immunisation providers.](#)

Alternatively you can talk to your regular family doctor/GP for more information or to determine if your child is unable to be fully immunised for medical reasons. The GP will need to complete and sign a Medicare Immunisation Exemption Medical Contraindication Form and send it to the AIR. The parent/guardian will need to obtain an updated Immunisation History Statement from AIR and provide it to the preschool to finalise enrolment.

Unsubsidised places

Unsubsidised places refer to children who attend preschool but are not subsidised by DE. An unsubsidised child shall not take the place of an eligible child.

Parents/guardians who require an unsubsidised place are required to contact the Preschool Central Registration Officer and advise of the preschool they wish to attend.

A position can only be offered once all eligible children have been placed and the position will be withdrawn should an eligible child require a place.

The child's parent/guardian would need to pay the full DE funded fee for their child to attend preschool.

Application process

Submitting applications

Applications open on the first business day in February each year one year before children are eligible to attend 3 year old preschool and two years before children are eligible to attend 4 year old preschool. Applications remain open up until 30 June the year prior to attendance.

Applications can be submitted in a number of ways:

- **Online:**
Complete the application form online at [Apply for Preschool - Nillumbik Shire Council](#)
- **In person:**
Application forms are available on Council's website at [Apply for Preschool - Nillumbik Shire Council](#)

Application forms can be submitted in person or by mail.

Eligible children must be registered in the name identified on their birth certificate or equivalent or on the passport or travel documents for children born overseas.

Completed application forms can only be accepted with the required supporting documentation. A separate application form must be submitted for each eligible child.

Children with additional needs

Children with additional needs may be eligible for priority access into preschool and funding through the DE Kindergarten Inclusion Support packages. When the eligible child accepts a place at a Nillumbik preschool the Central Registration Officer will advise the preschool of the contact details for that child so that funding applications can be completed in a timely manner.

For this reason, parents/guardians are required to provide additional information within the preschool application and to the Preschool Central Registration Officer in relation to their child's additional needs.

Confirmation of applications

When a preschool application form is received, it is entered into the Preschool Central Registration system.

In the event of the application form being incomplete, the Preschool Central Registration Officer will contact the applicant to request the required information and/or documentation. The application will not be processed until the required information and/or documentation has been received.

Once the application is submitted, you will receive an acknowledgement email outlining your preschool preferences. It is important that you retain this email as it provides you with a link to update your registration should your contact details or preferences change.

Should you have any concerns with the preferences listed in the acknowledgement email, please contact the Preschool Registration Team on 9433 3161.

Application fees

From 1 February 2024, families wishing to apply to a Nillumbik Shire Council managed preschool service will not incur an application fee.

Applications received after 30 June (late applications)

Applications received after 30 June the year prior to attendance at preschool are considered late applications and will be given equal opportunity to positions during second and third round offers. This is provided that the application is received within a minimum of one week before the next round of offers commences. Due consideration will be given to children identified at risk or vulnerable.

Changes to preschool application details

To change your preschool preference, please use the "change details" link found in your acknowledgement email. If you are unable to locate your acknowledgement email, please contact the Preschool Registration Team on 9433 3161 or at preschool@nillumbik.vic.gov.au

Application changes can be made before 30 June in the offer year without affecting the offer process. Any changes made after 30 June will be considered a late application and will follow the late application process.

To update personal details such as address / phone / email please contact the Preschool Registration Team at preschool@nillumbik.vic.gov.au or on 9433 3161.

Deferrals

If a parent/guardian identifies that their child would benefit from commencing preschool a year later, they can choose to defer their application any time up until the day of commencement in the 3 or 4 year old preschool program.

Deferred applications will be considered a new registration for the following preschool year and will therefore go through the same offer process again to obtain a spot at the preferred preschool (places will not be carried forward from the previous year).

To defer a child after a preschool offer has been accepted please contact the Preschool Central Registration Officer on 9433 3161 or email preschool@nillumbik.vic.gov.au

Cancellation of an application

Cancellation of an application can be made by contacting the Preschool Registration Team on 9433 3161 or email preschool@nillumbik.vic.gov.au

At the time of cancellation, Council will seek information regarding the reasons for cancellation to inform planning and central registration service delivery.

Offer procedure

Pre-offer audit

During April in the year prior to attendance in the 3 and 4 year old program, applicants will be sent a notice known as the audit letter confirming their application information. Any changes to this information needs to be made in writing by the applicant by completing the registration audit form by the date stipulated in the audit letter.

Priority of access

All applications for 3 and 4 year old preschool in Council's Central Registration & Enrolment Program are processed in accordance with the priority of access as outlined in the tables (pages 9-11). This aligns in with the DE Kindergarten Funding Guide and the Municipal Association of Victoria's Kindergarten Central Registration and Enrolment Scheme (CRES).

Offer process

The preschool central registration process runs according to a systematic timeline. The offer process will commence in July of the year prior to attendance, with first round offers being sent from Council to all registered families.

Applicants must respond to their offer by clicking the offer link in their email where they will have to the option to:

- accept the offer
- accept the offer but wait for a higher preference preschool
- decline the offer
- defer the application to the following year

Second and third round offers are processed in July and August.

After round three, Council will continue to make offers until all positions are filled or all children are offered a place, whichever comes first. If a place has not been offered during this process, children will remain on a waiting list until September when they will be contacted to either consider an alternative preschool where a vacancy exists or cancel the application.

See Appendix A for the Central Registration Timeline.

3 Year Old Preschool Priority of Access - applies to attendance from 2022

Priority status	Verification process / documentation required
Priority 1	
Children at risk of abuse or neglect, including children in Out-of-Home Care	<p>The child is referred by:</p> <ul style="list-style-type: none"> • Child Protection • The Orange Door • One of the Child and Family Services Alliance Agencies, including: <ul style="list-style-type: none"> • Brotherhood of St Laurence • Kids First • Anglicare • Berry Street • DHHS • VACCA • CoHealth • Cities of Yarra and Darebin • Maternal and child health nurse, or out-of-home care provider
Aboriginal and/or Torres Strait Islander children	Family identifies the child as an Aboriginal and/or Torres Strait Islander
Asylum seeker and refugee children	Appropriate visa that identifies the child and/or parents as a refugee or asylum seeker
Children eligible for the Kindergarten Fee Subsidy	Children or parents who hold a Commonwealth health care card, pensioner concession card, Veteran's Affairs card or multiple birth children (triplets or more)
<p>Children with additional needs, defined as children who:</p> <ul style="list-style-type: none"> • require additional assistance in order to fully participate in the kindergarten program • require a combination of services which are individually planned • have an identified specific disability or developmental delay 	<p>The child is:</p> <p>Previously approved for Kindergarten Inclusion Support Package, or referred by:</p> <ul style="list-style-type: none"> • The National Disability Insurance Scheme • Early Childhood Intervention Service • Preschool Field Officer, or • Maternal and child health nurse • Holds a Child Disability health care card
Priority 2	
Children who are/intending to be Nillumbik residents or children of Nillumbik rate payers	<p>Current proof of residency document such as:</p> <ul style="list-style-type: none"> • Rate payer notice • Driver licence • Utility bill (gas, electric, phone) • Contract Of Sale document • Certified statutory declaration
Priority 3	
Children who have a connection to Nillumbik (only one form of connection is required)	<p>A child with a connection to Nillumbik is defined as meeting one of the following:</p> <ul style="list-style-type: none"> • The child's parent/guardian is working or studying within Nillumbik which is evidenced by a letter from an employer or educational institution • The child has regular child care arrangements in Nillumbik which is evidenced by a letter or an invoice from the child care service provider or a certified statutory declaration from an unpaid child care provider • The child has a sibling who attended the preschool within five years of the child's intended attendance year, which is evidenced by an attendance record or invoice from the preschool • The preferred Nillumbik preschool is the closest preschool to the child's place of residence when travelling the shortest practical route (as verified by Google maps)
Priority 4	
	Children who are non-residents, and do not have a connection to Nillumbik

4 Year Old Preschool Priority of Access - applies to attendance from 2023

Priority Status	Verification process / documentation required
Priority 1	
Children at risk of abuse or neglect, including children in Out of Home care	<p>The child is:</p> <ul style="list-style-type: none"> attending a 3 year old preschool program through Early Start Kindergarten or Access to Early Learning, and is <p>referred by:</p> <ul style="list-style-type: none"> Child Protection The Orange Door One of the Child and Family Services Alliance Agencies, including: <ul style="list-style-type: none"> Brotherhood of St Laurence Kids First Anglicare Berry Street DHHS VACCA CoHealth Cities of Yarra and Darebin Maternal and Child Health nurse, or Out-of-Home Care provider
Aboriginal and/or Torres Strait Islander children	Family identifies the child as an Aboriginal and/or Torres Strait Islander
Asylum seeker and refugee children	Appropriate visa that identifies the child and/or parents as a refugee or asylum seeker
Children eligible for the Kindergarten Fee Subsidy	Children or parents who hold a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card or multiple birth children (triplets or more)
<p>Children with additional needs, defined as children who:</p> <ul style="list-style-type: none"> require additional assistance in order to fully participate in the kindergarten program require a combination of services which are individually planned have an identified specific disability or developmental delay 	<p>The child;</p> <ul style="list-style-type: none"> 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 has been previously 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
Priority 2	
<ul style="list-style-type: none"> Children who are/intending to be Nillumbik residents or children of Nillumbik rate payers <p>and</p> <ul style="list-style-type: none"> Is attending the 3 year old program at the preschool 	<p>Current proof of residency document such as:</p> <ul style="list-style-type: none"> Rate payer notice Driver licence Utility bill (gas, electric, phone) Contract Of Sale document Certified statutory declaration Attendance record or invoice from the preschool
Priority 3	
Children who are not residents/ratepayers but are enrolled in the 3 year old program at the preschool	The child is attending the 3 year old program at the preschool that they are applying for the 4 year old program
Priority 4	
Children who are residents/intending to be residents or are ratepayers but are not enrolled in the 3 year old program at the preschool	<p>Current proof of residency document such as:</p> <ul style="list-style-type: none"> Rate payer notice Driver licence Utility bill (gas, electric, phone) Contract Of Sale document Certified statutory declaration

Priority 5

Children who are not residents but have a connection to the preschool/Nillumbik (only one form of connection is required)

A child with a connection to Nillumbik is defined as meeting one or more of the following:

- The child's parent/guardian is working or studying within Nillumbik which is evidenced by a letter from an employer or educational institution
- The child has regular child care arrangements in Nillumbik which is evidenced by a letter or an invoice from the child care service provider or a certified statutory declaration from an unpaid child care provider
- The child has a sibling who has attended the first preference preschool within five years of the child's intended attendance year, which is evidenced by an attendance record or invoice from the preschool
- The preferred (selected) Nillumbik preschool is the closest to the child's place of residence when travelling the shortest practical route as evidenced by rate notice/driver's licence (verified by Google maps)

Priority 6

Children who are not residents and do not have a connection to the preschool/Nillumbik

Non-resident/ratepayer children with no connection

Preschool group allocation

Once the offer process is complete, Council will release a detailed list of confirmed registrations to each preschool management body including parent/guardian's name, children's name, date of birth, gender and contact details including address, phone and email address.

Preschools will then liaise directly with families and will send out group preference sheets to families mid September of the year prior to attendance and families will be requested to return their preference sheet, with their non-refundable deposit fee within a specified time frame.

Preschools will have three weeks to finalise their group preferences and must notify families by 30 October in the year prior to preschool attendance.

Group allocation policies and practices are determined by individual preschools. Please note: Program timetables are developed by preschools and may be subject to change at any time.

Nominating a primary funded preschool program

Children are eligible to receive preschool funding at one nominated preschool. At the time of enrolment at the preschool, or during the course of the preschool year, families should notify the service if they are accessing a preschool program at a second service (preschool or long day care centre).

Preschools offering extended out-of-hours care

Some preschools within Nillumbik offer extended hours care or outside school hours programs. Additional fees are charged by preschools for these programs. Fee rebates may be available to families dependent on the service. For more information, please contact your service.

Assessment of individual circumstances

It must be noted that these guidelines cannot identify the vast range of individual circumstances for families and therefore Council reserves the right to assess and make decisions based on individual circumstances.

Final decisions on the assessment of individual circumstances, not outlined in these guidelines will be forwarded to Council's Coordinator Early Years at preschool@nillumbik.vic.gov.au

Grievances and appeals

Any grievances or appeals in relation to these guidelines or with the implementation are to be directed through to Nillumbik Shire Council's Preschool Central Registrations at preschool@nillumbik.vic.gov.au

Should there be no satisfactory resolution, the applicant is requested to outline their grievance in writing to:

Coordinator Early Years
Nillumbik Shire Council
PO Box 471
GREENSBOROUGH VIC 3088

A formal response will be sent within ten business days of receipt of the letter.

Privacy

Nillumbik Shire Council is committed to the responsible collection and handling of personal information.

Personal information requested through the preschool central registration program is required to assist in the placement of children. Information gathered through the registration process will be treated in accordance with legislative guidelines and Council policies.

Personal information will only be shared with those directly responsible for the administration of the preschool central registration system, the committee of management and staff at the relevant preschool as appropriate.

If the information is sought from any other source it will not be divulged without parental consent, except if requested by law enforcement or government representatives (e.g. disclosure is necessary to lessen or prevent a serious and imminent threat to an individual's life, health, safety or welfare).

If families choose not to provide the information requested, Council may not be able to place the child at a preschool. All application forms will be destroyed seven years after the final attendance of the child.

For more information relating to Council's Privacy Policy, including rights to access to any information collected on this form, refer to www.nillumbik.vic.gov.au/privacy

Role of Council's Preschool Central Registration Officer

It is the role of Council's Preschool Central Registration Officer to:

- maintain preschool central registrations for the current year along including the following and subsequent years
- receive preschool application forms, enter and amend data on both children and preschools, and maintain the registration system of children attending 3 and 4 year old preschool in Nillumbik
- distribute information relating to the central registration process and timeline to preschools within Nillumbik
- collaborate with neighbouring local councils and those in the wider catchment to align dates
- ensure documents associated with the central registrations program are up to date and accessible to the public
- liaise with Nillumbik preschool management groups to ensure the efficiency of processes and information exchange
- point of contact for preschool applications enquiries and the central registration process
- resource the annual Preschool Committee of Management Enrolment Officer's training sessions
- distribute surveys and collate feedback relating to the central registration program
- liaise with software providers to ensure systems are effective and support the implementation of the program and guidelines.

Role of the preschool service's Enrolment Officer

It is the role of Committees of Management and Early Years Managers Preschool Enrolment Officer to:

- ensure contact details of the Preschool Enrolment Officer are displayed at the preschool
- ensure information about the preschool application process is available at the preschool
- direct enquiries relating to the central registration process and its implementation to the Preschool Central Registration Officer
- maintain registration records and ensure they are provided to the incoming Preschool Enrolment Officer
- upon receipt of the enrolment list a letter of acknowledgement will be sent including session times, fee structure and the Preschools Policy pertaining to group allocation
- advise Nillumbik's Central Registration Officer of cancellations and children's non attendance
- adhere to timeline as outlined in the Preschool Central Registration Timeline to ensure the central registration process is correctly implemented. See Appendix A for Central Registration Timeline
- complete data collection and reporting as required by DET within the funding guidelines

References

- Department of Education and Training: *The Kindergarten Funding Guide 2016*
- Municipal Association of Victoria: *Kindergarten Central Registration and Enrolment Resource Guide for Victorian Local Government July 2018*
- *Disability Discrimination Act 1992*(Commonwealth)
- *Equal Opportunity Act 2010*(Victoria)
- *The Privacy and Data Protection Act 2014* (PDPA)
- *Education and Care Services National Law 2010*
- *The Australian Human Rights Commission Act 1986*
- *Sexual Discrimination Act 1984*(Commonwealth)

Appendix A: Central Registration Timeline

One year before your child attends 3 year old preschool

TIMEFRAME	EVENT
February 1	Application forms can be submitted to Council (date of application is not applied during the offer process)
April	Audit emails sent from Council to all registered families
May 1	Final day for families to return registration audit forms
June 30	Last date to change preferences without affecting the allocation process
July	
<i>Mid</i>	First round offer letters sent from Council to families
<i>Late</i>	Final opportunity for families to respond to first round offers
<i>Late</i>	Second round offer letters sent from Council to families
August	
<i>Early</i>	Final opportunity for families to respond to second round offers
<i>Mid</i>	Third round offer letters sent from Council to families Final opportunity for families to respond to third round offers
<i>Late</i>	All “accepted but waiting” statuses to be changed to “accepted” or families to be placed onwaiting lists for preferred preschool Council to provide preschools with contact details of all accepted places
September	
<i>Early</i>	Families who did not receive an offer will be sent details about vacancies within the Shire Enrolment information and group selection forms (if applicable) sent from preschools to families
<i>Mid</i>	Last day for families to nominate their preferred preschool session (if applicable)
October	
<i>Early</i>	Preschools to inform families of their group allocation for the following year

Two years before your child attends 4 year old preschool

TIMEFRAME	EVENT
February 1	Application forms can be submitted to Council (date of application is not applied during the offer process)
April	Audit emails sent from Council to all registered families
May 1	Final day for families to return registration audit forms
June 30	Last date to change preferences without affecting the allocation process
July	
<i>Mid</i>	First round offer letters sent from Council to families
<i>Late</i>	Final opportunity for families to respond to first round offers
<i>Late</i>	Second round offer letters sent from Council to families
August	
<i>Early</i>	Final opportunity for families to respond to second round offers
<i>Mid</i>	Third round offer letters sent from Council to families Final opportunity for families to respond to third round offers
<i>Late</i>	All "accepted but waiting" statuses to be changed to "accepted" or families to be placed onwaiting lists for preferred preschool Council to provide preschools with contact details of all accepted places
September	
<i>Early</i>	Families who did not receive an offer will be sent details about vacancies within the Shire Enrolment information and group selection forms (if applicable) sent from preschools to families
<i>Mid</i>	Last day for families to nominate their preferred preschool session (if applicable)
October	
<i>Early</i>	Preschools to inform families of their group allocation for the following year