

Kindergarten Central Registration and Enrolment Scheme (CRES) Procedure

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Kindergarten Central Registration and Enrolment Scheme (CRES) Procedure

1. Purpose of procedure

Support the implementation of the Kindergarten Central Registration and Enrolment Scheme (CRES) Policy

2. Central Registration and Enrolment Scheme (CRES) Implementation

2.1 Stage One - Engagement and Awareness

Stage Intention

Implement a range of strategies to ensure that the community is aware of the Monash Kindergarten CRES and is actively supported to use the CRES.

The CRES takes a “*No Wrong Time, No Wrong Door*” approach to supporting kindergarten registration and enrolment. Monash Kindergarten CRES staff:

- proactively engage with services and community regarding the Kindergarten CRES and partner with other services (e.g. Maternal and Child Health) to promote the registration and enrolment process and the benefits of kindergarten participation.
- actively seek opportunities to engage disadvantaged or hard to reach residents.
- build strong working relationship with service partners.
- distribute registration and enrolment marketing materials in the community.

2.2 Stage Two - Registration

Stage Intention

Provide a simple and straightforward process and system to support families to register their children for allocation to a Monash three- or four-year-old Kindergarten program, participating in the Monash Kindergarten CRES.

2.2.1 Submit Online Kindergarten Application

Application for a kindergarten place is submitted via the Parent Portal on the City of Monash website. A visual, step by step guide is available on the website to create a portal account and submit a registration.

Council staff will process the application and send an email to the parent/ guardian acknowledging the application has been processed and detailing the next steps in the process.

2.2.2 Submit Kindergarten Group Preferences

Once timetables have been finalised (by kindergarten services) for the following year, Council will email and SMS all applicants requesting group preferences be submitted by 30 June. Up to six group preferences can be submitted. Any application or update received after 30 June will not be processed until third round offers are complete.

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2.2.3 Data capture, storage, sharing and destruction.

Information captured in the Monash Kindergarten CRES portal complies with Monash Council Privacy Policy.

Monash Council regards as important the protection of its residents' and other customers' privacy and personal information. Council will do its best to protect this privacy and personal information in all dealings that it may have with you, in accordance with the principles set out in the Privacy and Data Protection Act 2014

Users of the CRES portal should be aware that:

- registration data is shared with kindergartens services participating in the CRES.
- through CRES Memorandum of Understanding (CRES MOU), stakeholders (e.g. kindergarten providers) receiving registration and enrolment data have confirmed they have information management, data storage process and practices that meet legislative requirements.
- applicants cannot view submitted documents.
- applications are electronically archived once the child turns nine years of age. Any document attached to the application is removed prior to the electronic archive process.

2.2.4 Fees and Charges

There are no fees associated with applying for Kindergarten in the City of Monash.

2.3 Stage Three - Allocation

Stage Intention

Equitably and fairly allocate kindergarten places, ensure access for vulnerable families and carers, and fill kindergarten places efficiently.

2.3.1 Priority of Access for kindergarten place

The Victorian Government Department of Education priority of access criteria is applied to all funded kindergarten places. These criteria (detailed below) are applied prior to applying locally agreed criteria when prioritising enrolments.

High priority children	Criteria and processes for verifying need(s)
Children at risk of abuse or neglect, including children in out-of-home care	The child is: <ul style="list-style-type: none">• eligible for Early Start Kindergarten or Access to Early Learning, and/or• family, carer, or legal guardian identifies the child as known to Child Protection or in out-of-home care, and/or• referred by one of the following:<ul style="list-style-type: none">• Child Protection• Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker)

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	<ul style="list-style-type: none"> • Maternal and Child Health nurse • out-of-home care provider.
Aboriginal and/or Torres Strait Islander children	As part of the enrolment process, applicants are asked whether the child / family identifies as Aboriginal and/or Torres Strait Islander and record this information in Kindergarten Information Management System.
Asylum seeker and refugee children	<p>Child or family holds a visa or supporting documentation and information, including an ImmiCard, identifying the child and/or parents, carers or legal guardians as a refugee or asylum seeker, and/or</p> <p>Referred as a refugee or asylum seeker by a CALD outreach worker.</p>
Children that meet the eligibility criteria for the Kindergarten Fee Subsidy	A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, and/or the child is identified on their birth certificate as one of a set of triplets, quadruplets or more.
<p>Children with additional needs, defined as children:</p> <ul style="list-style-type: none"> • with an identified specific disability or developmental delay • who require additional assistance to fully participate in the kindergarten program • who require a combination of services which are individually planned 	<p>The child:</p> <ul style="list-style-type: none"> • holds a Child Disability Health Care Card, and/or • has previously been approved for Kindergarten Inclusion Support (KIS) program, and/or • has been referred by: <ul style="list-style-type: none"> • the National Disability Insurance Scheme • Early Childhood Intervention Services • Preschool Field Officer • Maternal and Child Health nurse, or • is assessed as having delays in two or more areas and is declared eligible for a second year of funded Four-Year-Old Kindergarten

Local priority criteria is set by the management groups of the kindergartens in the City of Monash and is reviewed annually.

- Does the child reside in City of Monash?
- Did the child attend three-year-old kinder at the service? Please note that attendance at a three-year-old kindergarten does not guarantee a placement at the same kinder for the four-year-old program.
- Does the child have a sibling that attended the same kindergarten in the last three years?
- What is the proximity of the child's residence to kindergarten in a straight line? (measured by Geographic Information System - GIS)

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Each of the priority of access criteria and local priority criteria are allocated a points value. The points are accumulated and then allocations take place according to the highest value of points.

Non- Monash residents who meet the priority of access criteria set by the State Government will be included in round one offers.

Children of non-Monash residents who do not meet the Priority of Access or Local Priority Criteria are allocated according to the date of their application.

2.3.2 Respond to an offer

Round one offers will commence in week one of term three each year. Parents/guardians will be sent an offer of a place based on the group selections submitted in step two. The offer will be sent as an email, with an SMS notification. One reminder notification will be sent prior to the due date. Offers not responded to within the specified timeframe:

- Will be withdrawn and reallocated in subsequent rounds of offers. In total there are three rounds of offers completed.
- Will be cancelled and the account will be deemed inactive. If you wish to reactivate your account, you will need to contact Council.

Please refer to the flowchart at the end of this document for a visual representation of the process.

2.3.3 Waiting List Process

Any family that has not received an offer following the completion of round three will be sent a waiting list notification. This notification will include the current vacancies available. Allocation of these places will then take place based on date and time of response.

Families will have the option to

- accept an alternative place and remain on the waiting list for their preferred kindergarten,
- accept an alternative kindergarten, or
- remain on the waiting list until a place becomes available in the future (noting that there is no guarantee a place will become available in the future)

2.3.4 Late application process

Any application received after 30 June will be considered a late application. Late applications will be processed after round three offers have been finalised and allocated according to priority of access criteria if vacancies are available.

2.3.5 Deferral process

Families wishing to delay the commencement of kindergarten for one year can chose to defer. This does not guarantee a place the following year. You will be requested to submit group preferences again in the following June, once the timetables have been published for the following year.

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2.3.6 Second year of funded kindergarten

An early childhood educator may discuss the possibility of a second year of funded kindergarten with parent/guardians as early as term two. Eligibility for a second year is considered if:

- the child is observed as having developmental delays in at least two Victorian Early Years Learning and Development Framework (VEYLDF) Learning and Development Outcomes ([Access more information on VEYLDF](#)) and
- there is evidence to suggest the child will achieve better outcomes if attending a second year of Four-Year-Old Kindergarten, will strengthen the learning and development of skills in these areas and better facilitate transition to school the following year.

The Early Childhood Educator will contact the CRES team to reserve a place for the child requiring a second year of kindergarten. At the end of term two the educator will develop a term three plan and discuss this with the child's parents/guardians. In term three the educator will submit an application to the Department of Education for a second year of funding. Once the application has been approved, the educator will notify the CRES team and the place will be allocated to the child. Parents/guardians do not need to apply on the portal for a second year of kindergarten.

2.4 Stage Four - Confirmation and Communication

Stage Intention

Provide clarity regarding the process for parents to confirm their acceptance of a kindergarten place.

Updated lists are provided to the enrolment officer each week, from this point.

2.4.1 Enrolment confirmation

Following the completion of round three offers, Council will compile a list of all accepted places and provide details to the enrolment officer of each kindergarten. The enrolment officer will then follow the kindergarten's policy to contact parents/guardians and finalise enrolment process at a service level.

2.5 Stage Five – Monash Kindergarten CRES continuous improvement

Stage Intention

Ensure that the Monash Kindergarten CRES continues to meet the needs and expectations of Monash families seeking access to three- and four-year-old kindergarten.

2.5.1 Annual process review

At the end of each annual allocation process the Monash Kindergarten CRES team (in partnership with services) undertakes a review and identifies improvement opportunities. This review may include:

- internal review through completion of the self-assessment tool
- customer feedback (e.g. surveys) and
- kindergarten provider forums and feedback surveys

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3. Related legislation and policy

Monash Kindergarten Central Registration and Enrolment Scheme Policy

[The Kindergarten Funding Guide](#)

[Central Registration and Enrolment Scheme](#)

4. Responsibilities

The role and responsibilities of each entity in relation to the development and implementation of this procedure is detailed below.

Role / Entity	Responsibility
Chief Executive Officer Executive Leadership Team	Promote the commitment to and implementation of this Procedure. Ensure adequate resources are allocated to allow for the effective implementation of this procedure. Monitor and review every three years (as a minimum) or at a time governed by legislation, regulations, or organisational learnings that promote a change to Policy and supporting procedure documents. Ensure compliance to the procedure via review mechanisms.
Director Community Services	Approves procedure
Manager Children Youth and Family Services	Support the implementation of this procedure by relevant staff and stakeholders. Where relevant, ensure the development and implementation of internal policy, procedures, and guidelines to support the implementation of the Kindergarten CRES. Ensure allocated resources are used to ensure effective implementation of this Procedure.
CRES Team Coordinator	Ensure staff understand and act upon their obligations in accordance with this Procedure. Ensure the efficient implementation and operation of the Kindergarten CRES, consistent with policy and procedure.
Participating Kindergartens	Attend biannual meetings to review enrolment processes and timelines. Respond to community needs regarding kindergarten places and timetabling. This includes making available all approved places within Council owned infrastructure. Provide timetables to be published on the council's website. Communicate with families to finalise enrolment following receipt of accepted enrolments.

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Role / Entity	Responsibility
	<p>Communicate any withdrawals or cancellations to council in a timely manner.</p> <p>Advise Council of the number of reserved second year places required prior to allocation process.</p> <p>Complete second year declaration and submit to the Department.</p> <p>Participate in the City of Monash Kindergarten Open Night held in March.</p> <p>Submit KIMS data for funding.</p> <p>Comply with all privacy legislation, regulation, and codes in relation to the handling of private information shared to facilitate access to kindergarten programs.</p>

5. Additional support and resources

CRES applicants are encouraged to discuss their specific needs with Monash CRES staff.

Monash has several programs and staff that can provide additional support to families or children who may be experiencing or at risk of family violence.

Council is committed to responding effectively to those with additional vulnerabilities.

For Culturally and Linguistically Diverse (CALD) families, Council has a CALD Kindergarten Outreach Officer who is available to support you to enrol and participate in kindergarten.

If you require this information in another language, please contact 4713 5000 to book an interpreter and contact the CRES team.

6. Process Flow chart

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