

Kindergarten Central Registration and Enrolment Scheme

Operational Policy and Procedure



MORNINGTON
PENINSULA
Shire

Acknowledgement of Country

Mornington Peninsula Shire acknowledges the Bunurong people, who have been the custodians of this land for many thousands of years; and pays respect to their Elders past and present. We acknowledge that the land on which we meet is the place of age-old ceremonies, celebrations, initiation and renewal; and that the Bunurong people's living culture continues to have a unique role in the life of this region.



1.0 AUTHORITY

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Public Health and Wellbeing Act 2008
- Health Records Act 2001
- Human Rights and Equal Opportunity Act 1986 (Commonwealth)
- Age Discrimination Act 2004
- Disability and Discrimination Act 1992
- Racial Discrimination Act 1975
- UN Convention on the Rights of the Child
- Equal Opportunity Act 2010
- Privacy and Data Collection Act 2014
- Victorian Charter of Human Rights and Responsibilities Act 2006
- Children, Youth and Families Act 2005
- Child Wellbeing and Safety Amendment (Child Safe Standards) 2015
- Family Violence Protection Act 2018
- Local Government Act 2020

2.0 INTENT

This policy and procedure outline how the Mornington Peninsula Kindergarten Central Registration and Enrolment Scheme will be carried out equitably, consistently and transparently. It follows the Victorian Department of Education's Priority of Access Policy and the policies and procedures of the Mornington Peninsula Shire Council.

3.0 SCOPE

- 3.1 This policy applies to families who are registering their child/ren in a funded three-year-old or four-year-old kindergarten program through the Mornington Peninsula Shire Kindergarten Central Registration and Enrolment Scheme (CRES).
- 3.2 This policy applies to services and kindergarten providers participating in the Mornington Peninsula Shire CRES including:
- Mornington Peninsula Shire Council
 - Kindergarten Committees of Management
 - Early Years Managers

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3.3 Kindergarten services participating in the Mornington Peninsula Shire Kindergarten Central Registration and Enrolment Scheme include:

- 3.3.1 Balcombe Preschool, Mount Martha
- 3.3.2 Balnarring Preschool
- 3.3.3 Baxter Kindergarten
- 3.3.4 Beleura Hill Preschool, Mornington
- 3.3.5 Bentons Square Preschool, Mornington
- 3.3.6 Bittern Preschool
- 3.3.7 Crib Point Preschool
- 3.3.8 Dromana Preschool
- 3.3.9 Flinders Preschool
- 3.3.10 Hastings Preschool
- 3.3.11 Kunyung Preschool, Mount Eliza
- 3.3.12 Leslie Moorhead Preschool, Mornington
- 3.3.13 Mornington Park Preschool
- 3.3.14 Mount Eliza Preschool
- 3.3.15 Mount Martha Preschool
- 3.3.16 Mount Martha House Kindergarten
- 3.3.17 Red Hill Preschool
- 3.3.18 Rye Preschool
- 3.3.19 Seawinds Early Learning Centre, Capel Sound
- 3.3.20 Somers Preschool
- 3.3.21 Somerville Preschool
- 3.3.22 Sorrento Preschool
- 3.3.23 South Mornington Preschool
- 3.3.24 St Andrews Beach Kindergarten
- 3.3.25 Tillerkite Preschool, Somerville
- 3.3.26 Tootgarook Kindergarten
- 3.3.27 Tyabb Preschool
- 3.3.28 Walkers Rd Preschool, Mount Eliza
- 3.3.29 Wallaroo Preschool, Hastings
- 3.3.30 Waterfall Gully Preschool, Rosebud
- 3.3.31 Woodlands Early Learning Centre, Mount Eliza

3.4 The Mornington Peninsula Shire Council coordinates the Kindergarten Central Registration and Enrolment Scheme. Council is not a kindergarten provider or manager.

3.5 The kindergartens that participate in the Kindergarten Central Registration and Enrolment Scheme are managed independently by Committees of Management and Early Years Managers. They are regulated and funded by the Victorian Department of Education according to the Kindergarten Funding Guide and the National Quality Framework.

4.0 POLICY STATEMENT

The Mornington Peninsula Shire Council is committed to supporting all families to access two years of funded kindergarten before their child starts school. This is managed through the Kindergarten Central Registration and Enrolment Scheme.

Council recognises the importance of early childhood education. Evidence shows that high-quality play-based learning helps children develop essential skills including problem solving, creativity and social-emotional growth, setting a strong foundation for lifelong learning and wellbeing.

Council's Kindergarten Central Registration and Enrolment Scheme provides an equitable, transparent, and consistent process for kindergarten registrations and placements. It follows the Department of Education Priority of Access Policy and Council's own policies to ensure all families have equal opportunity to enrol their children in quality early childhood education.

5.0 BACKGROUND

5.1 The Kindergarten Central Registration and Enrolment Scheme has three main goals:

- To make it easier for families to access and secure a place in a funded kindergarten program for their child/ren.
- To ensure kindergarten places are allocated in an equitable, transparent and consistent way, and in line with the department's Priority of Access Policy.
- To ensure families that require help to register for kindergarten can get the support they need to access a funded kindergarten place.

5.2 This Scheme follows the same guidelines used across Victoria to maintain consistency for families and provide administrative support for service providers.

5.3 The Kindergarten Central Registration and Enrolment Scheme is a collaborative effort. Kindergarten providers, child and family support services, and the Mornington Peninsula Shire Council work together to make sure the system runs smoothly and effectively.

5.4 For more information about kindergarten central registration and enrolment, visit:
[Kindergarten Central Registration and Enrolment | vic.gov.au](https://vic.gov.au/Kindergarten-Central-Registration-and-Enrolment)

6.0 POLICY IMPLEMENTATION AND PROCEDURES

Kindergarten Eligibility

- 6.1 In Victoria, children start kindergarten at three years old, which means two years of kindergarten before school.
- 6.2 To register for kindergarten, children need to meet the Department of Education's guidelines for Three-Year-Old or Four-Year-Old Kindergarten funding. Children can only access one funded kindergarten program at a time.
- 6.3 When registering for kindergarten, families need to let Council know if their child is already going to a funded kindergarten program at another service – like a sessional kindergarten, school, or a long day care.
- 6.4 Only children who are planning to access their kindergarten funding at a participating sessional kindergarten can register through the Kindergarten Central Registration and Enrolment Scheme.
- 6.5 A child is eligible for Three-Year-Old Kindergarten if they turn three by 30 April in the year they are attending.
- 6.6 For children born between January and April, families can choose which year to start Three-Year-Old Kindergarten. These children can start in the same year they turn three, or in the year they turn four years of age.
- 6.7 Because of staffing requirements, kindergartens may ask that children start Three-Year-Old Kindergarten after their third birthday. If this happens, they will hold a child's place until they are old enough to start. Contact the kindergarten for more information.
- 6.8 A child is eligible for Four-Year-Old Kindergarten if they turn four by 30 April in the year they are attending. They can start at the beginning of that year.

When to Start Kindergarten

- 6.9 Parents/guardians should consider when their child will start their two years of funded kindergarten based on their age and when they are planning to send them to school.
- 6.10 Once a child starts funded kindergarten, they are expected to complete the entire year of the program.

- 6.11 If parents/guardians are unsure about the best time to start kindergarten or if their child has a disability or development delay, they can speak to a trusted early childhood professional such as their local kindergarten teacher or Maternal and Child Health nurse for advice.
- 6.12 For more information about when to send a child to kindergarten, including the starting age and Pre-Prep calculators visit: [*Sending your child to kinder | vic.gov.au*](#)

Children with Additional Needs

- 6.13 Children who have a diagnosis or are being assessed for disability, developmental delay, or complex medical needs may be eligible for funding through the Kindergarten Inclusion Support Scheme. This funding is provided to support their participation in the kindergarten program.
- 6.14 Funding applications for Kindergarten Inclusion Support are completed by the child's kindergarten teacher. For more details, families can speak to their kindergarten teacher when they enrol and visit [*Kindergarten Inclusion Support | vic.gov.au \(www.vic.gov.au\)*](#).

Early Start Kindergarten

- 6.15 Early Start Kindergarten gives eligible children 15 hours of free or low-cost kindergarten a week for two years before starting school.
- 6.16 A child is eligible for Early Start Kindergarten if they are three years old by 30 April in the year they are attending kindergarten and:
- are from a refugee or asylum seeker background, or
 - identify as Aboriginal and/or Torres Strait Islander, or
 - if the eligible family has had contact with child protection.
- 6.17 Children can be enrolled in a three-year-old group, a four-year-old group, a mixed age group or a combination of groups at the same service, delivered by a qualified early childhood teacher, to maximise their access to 15 hours of funded kindergarten.
- 6.18 Where 15 hours are not available in a mixed age or three-year-old program, the kindergarten registration team will work with the parent/guardian and kindergarten to discuss available options.
- 6.19 For more information, visit the [*Quick guide for parents | vic.gov.au*](#)

Roll out of Pre-Prep

- 6.20 From 2026, Pre-Prep gives eligible children access to 16 - 25 hours of funded kindergarten a week, in the year before school. Each kindergarten decides how many hours will be provided within this range.
- 6.21 A child is eligible for Pre-Prep if they are four years old by 30 April in the year they are attending kindergarten and:
- are from a refugee or asylum seeker background, or
 - identify as Aboriginal and/or Torres Strait Islander, or
 - if the eligible family has had contact with child protection.
- 6.22 Children can be enrolled in a three-year-old group, a four-year-old group, a mixed age group or a combination of groups at the same service, delivered by a qualified early childhood teacher, to maximise their access to increased hours of funded kindergarten.
- 6.23 Pre-Prep timetables are available by contacting the kindergarten registration team. If a child is eligible for Pre-Prep, the family will be able to select options for extended hours at time of registration. If there are no Pre-Prep vacancies available at a family's preferred kindergarten, the kindergarten registration team will contact the parent/guardian to discuss options.
- 6.24 For more information and to access the Pre-Prep calculator, visit:
[Quick guide for parents | vic.gov.au](#)

Eligibility for a Second Year of Kindergarten

- 6.25 During the kindergarten year, teachers and families will work together to plan a child's transition to four-year-old kindergarten or school.
- 6.26 A child may be able to access a second year of funded Three-Year-Old or Four-Year-Old Kindergarten if they are showing delays in their learning and development, and staying in the kindergarten program is the best option to support their learning.
- 6.27 If a child attends a kindergarten participating in the Mornington Peninsula Shire CRES, the kindergarten will notify Council if a child is completing a second year of Three-Year-Old or Four-Year-Old Kindergarten. Council will send the family an email with a unique link to complete an updated registration form. The child will be eligible for priority access. For any questions, families can speak with their child's teacher.
- 6.28 If a child is going to kindergarten somewhere else (like a long day care, private service,

or in a different council area), families will need to fill out an online registration form for their child's second year. After they register, Council will get in touch for more details.

- 6.29 For more information, visit the Department of Education website:
[Does my child need a second year of kindergarten? | vic.gov.au](#)

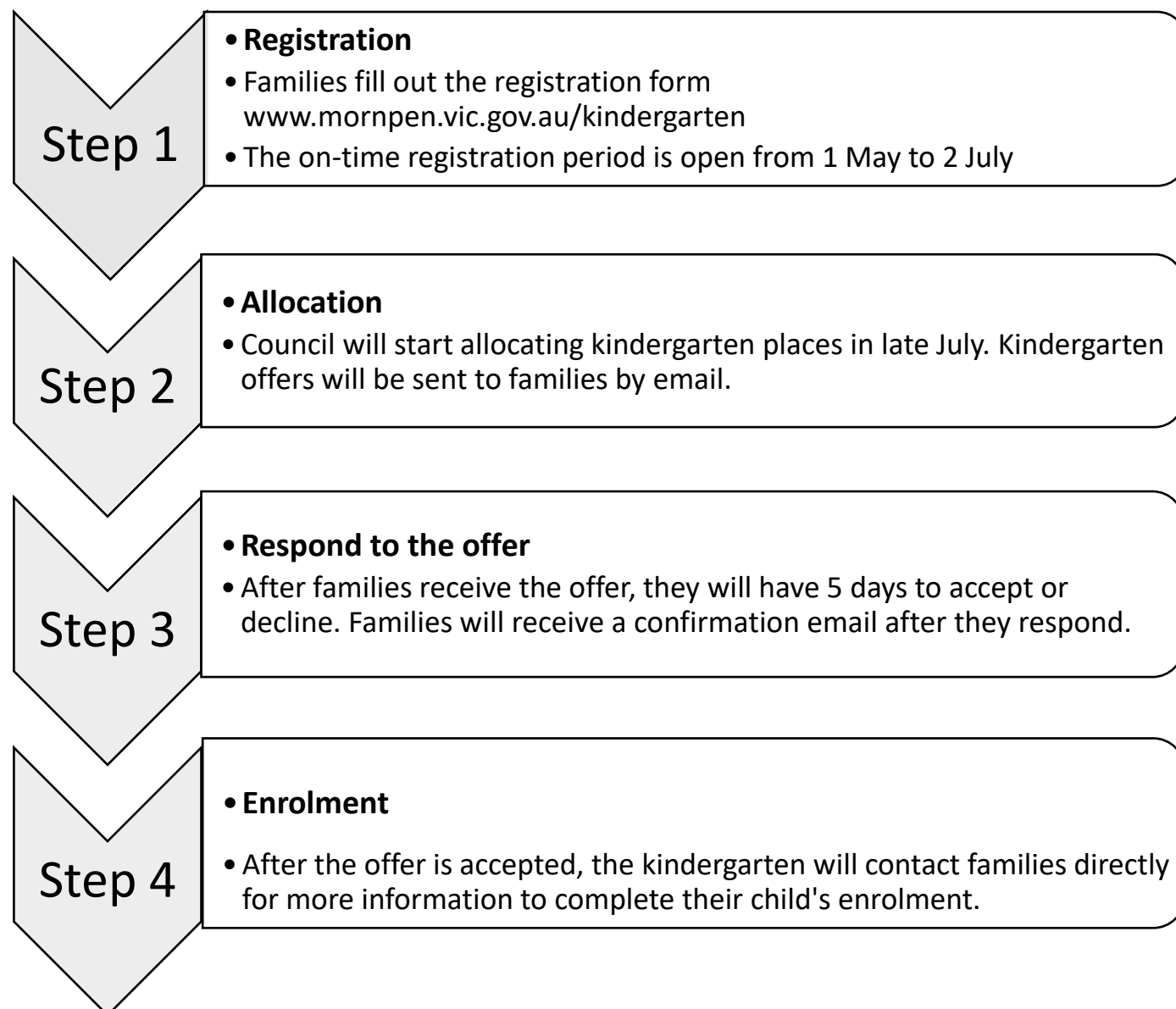
Kindergarten Registration Costs

- 6.30 There is no fee to register a child for kindergarten through the Mornington Peninsula Shire Kindergarten Central Registration Scheme.

Free Kinder

- 6.31 Free Kinder is available in Three- and Four-Year-Old Kindergarten programs across Victoria at participating services.
- 6.32 All kindergartens currently participating in the Mornington Peninsula Central Registration and Enrolment Scheme have opted into the State Government Free Kinder program.
- 6.33 For three-year-old children, this means a free kinder program between 5 and 15 hours each week.
- 6.34 For four-year-olds, this means a free kinder program of 15 hours each week.
- 6.35 Families can visit the Mornington Peninsula Shire website for more information about individual kindergarten hours and session times.
- 6.36 For more information on Free Kinder, visit [Quick guide for parents | vic.gov.au](#)

Kindergarten Central Registration and Enrolment Process



Registering a Child for Kindergarten

- 6.37 Families can register for Three-year-old Kindergarten and Four-year-old Kindergarten by completing the online registration form at www.mornpen.vic.gov.au/kindergarten or by contacting the kindergarten registration team.
- 6.38 Registrations open early in May the year before a child will attend kindergarten.
- 6.39 Families must submit forms by the 'on-time registration closing date' for first round offers. Please visit the Mornington Peninsula Shire website to confirm dates or contact the kindergarten registration team.
- 6.40 Registrations will only be processed when all required documentation has been provided.
- 6.41 To register for a kindergarten that participates in the Mornington Peninsula Shire Kindergarten Central Registration and Enrolment Scheme, families must register using the central registration process.
- 6.42 Families need to inform Mornington Peninsula Shire Council of any changes to their child's registration, such as telephone number, address, or kindergarten preferences.

Support to Register a Child for Kindergarten

- 6.43 If families need help with the online registration form, they can contact the Kindergarten Central Registration Team by phone or email.

Email: kindergarten@mornpen.vic.gov.au

Telephone: 03 5950 1000 or 1300 850 600 (Toll Free)
- 6.44 Mornington Peninsula Shire customer service offices, libraries and maternal and child health nurses can also provide information about kindergarten registration.
- 6.45 Child and family support services can assist families to register by completing the referral form on the Mornington Peninsula Shire website or by contacting the kindergarten registration team.

Interpreting and Translation Services

- 6.46 If you need the assistance of an interpreter, phone 131 450
- 6.47 If you are deaf, or have a hearing or speech impairment, you can contact us through the National Relay Service:
- TTY/voice calls: 133 677
Speak and listen: 1300 555 727
SMS relay: 0423 677 767

Information needed to complete a Registration Form

- 6.48 To fill out the online registration form, families will need to provide information about themselves and their child, including:
- child's name, date of birth, language spoken at home, any previous kindergarten attendance and immunisation status
 - contact details
 - Proof of address, like a recent utility bill, driver's licence, rental agreement or rates notice
 - Details of any additional support the child might need to participate in the kindergarten program due to diagnosed disability, development delay or complex medical conditions
 - Whether their child is eligible for priority access to a kindergarten place or meets the Mornington Peninsula Shire local allocation criteria.

Nominating Kindergarten Preferences

- 6.49 When families complete the kindergarten registration form, they will be asked to nominate up to four kindergarten options, in order of preference.
- 6.50 From 2026, for each option, families will be asked to select both the kindergarten and group they would like their child to attend. Kindergarten session days and times are available on the Mornington Peninsula Shire website.

Registration Confirmation

- 6.51 After families submit their kindergarten registration, they will get an email confirming that Council has received their application.
- 6.52 If a family doesn't receive an email confirmation, they should contact the Kindergarten Central Registration team by phone or email.

Late Registrations

- 6.53 Registrations submitted after the advertised on-time registration period closes are considered late and processed after on time offer rounds. Check the Mornington Peninsula Shire website for current kindergarten registration dates or contact the kindergarten registration team by phone or email for more information.

Kindergarten Allocations

- 6.54 Allocation to kindergarten groups commences in July each year. Council uses EnrolNow to manage the allocation process and ensure it is carried out fairly and consistently, and in line with the Priority of Access and Allocation procedure.
- 6.55 Three-year-old and four-year-old kindergarten places are allocated separately. Council aims to place children at the same kindergarten for both years, but this is not guaranteed. Kindergartens must follow national regulations on the number of children they can enrol. If there are more registrations than places, some children may not get a four-year-old place at the same kindergarten they attended for three-year-old kindergarten.

Priority of Access and Allocation Procedure

- 6.56 If more children are registered for a kindergarten program than there are places available, Council allocates places following the Department of Education Priority of Access Policy and the Mornington Peninsula Shire Local Allocation Criteria outlined below. This procedure applies to both on-time and late registrations.
- 6.57 If there are multiple children eligible for the same level of priority, Council uses a random computerised ballot system to allocate the kindergarten place.
- 6.58 For further information about the Department of Education Priority of Access Policy, visit: [Priority of access for early childhood education | vic.gov.au \(www.vic.gov.au\)](https://www.vic.gov.au/priority-of-access-for-early-childhood-education)

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Level 1: Children eligible for priority access as determined by the Department of Education	Priority of Access - child meets the current eligibility criteria as outlined by the Department of Education Priority of Access Policy. • 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 • Children eligible for the Kindergarten Fee Subsidy • Children with additional needs, defined as children who: ◦ <i>require additional assistance to fully participate in the kindergarten program</i> ◦ <i>require a combination of services which are individually planned</i> ◦ <i>have an identified disability or developmental delay</i> • Children approved for a 2nd year of funded kindergarten.
Level 2: Morrington Peninsula Shire residents currently enrolled at the service This applies to Four-Year-Old Kindergarten registrations only	2.1 Resident – Child is a Morrington Peninsula Shire resident/ratepayer. <u>and</u> Continuity - child is currently enrolled in a three-year-old kindergarten program registering in a four-year-old kindergarten program at the same kindergarten service. <u>and</u> Proximity - Child is registering for the kindergarten closest to their residential address. <u>and</u> Sibling Connection – child had a sibling previously attend the same kindergarten service within 3 years and/or has a sibling registering at the same kindergarten service in the same year.
	2.2 Resident – Child is a Morrington Peninsula Shire resident/ratepayer. <u>and</u> Continuity - child is currently enrolled in a three-year-old kindergarten program registering in a four-year-old kindergarten program at the same kindergarten service. <u>and</u> Proximity - Child is registering for the kindergarten closest to their residential address.

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	2.3 Resident – Child is a Mornington Peninsula Shire resident/ratepayer. <u>and</u> Continuity - child is currently enrolled in a three-year-old kindergarten program registering in a four-year-old kindergarten program at the same kindergarten service. <u>and</u> Sibling Connection – child had a sibling previously attend the same kindergarten service within 3 years and/or has a sibling registering at the same kindergarten service in the same year.
	2.4 Resident – Child is a Mornington Peninsula Shire resident/ratepayer. <u>and</u> Continuity - child is currently enrolled in a three-year-old kindergarten program registering in a four-year-old kindergarten program at the same kindergarten service.
Level 3: Mornington Peninsula Shire residents registering for their local Kindergarten	3.1 Resident – Child is a Mornington Peninsula Shire resident/ratepayer. <u>and</u> Proximity - Child is registering for the kindergarten closest to their residential address. <u>and</u> Sibling Connection – child had a sibling previously attend the same kindergarten service within 3 years and/or has a sibling registering at the same kindergarten service in the same year.
	3.2 Resident – Child is a Mornington Peninsula Shire resident/ratepayer. <u>and</u> Proximity - Child is registering for the kindergarten closest to their residential address.
Level 4: Mornington Peninsula Shire Residents	4.1 Resident – Child is a Mornington Peninsula Shire resident/ratepayer. <u>and</u>

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	Sibling Connection – child had a sibling previously attend the same kindergarten service within 3 years and/or has a sibling registering at the same kindergarten service in the same year.
	4.2 Resident – Child is a Mornington Peninsula Shire resident/ratepayer.
Level 5: Non - Mornington Peninsula Shire Residents	5.1 Non-resident – Child is not a Mornington Peninsula Shire resident/ratepayer. <u>and</u> Continuity - child is currently enrolled in a three-year-old kindergarten program registering in a four-year-old kindergarten program at the same kindergarten service.
	5.2 Non-resident – Child is not a Mornington Peninsula Shire resident/ratepayer. <u>and</u> Proximity - Child is registering for the kindergarten closest to their residential address (within 2km radius). <u>and/or</u> Sibling Connection – child had a sibling previously attend the same kindergarten service within the last three years and/or has a sibling registering at the same kindergarten service in the same year.
	5.3 Non-resident – Child is not a Mornington Peninsula Shire resident/ratepayer.

Kindergarten Offer Rounds

Date	What happens?
Beginning late July	First round offers
Beginning early August	Second round offers
Beginning late August	Third round offers
Beginning early September	We start processing late registrations after third round offers. Offer rounds will be processed every 2-4 weeks thereafter.

Responding to a Kindergarten Offer

- 6.59 Kindergarten offers will be emailed to families using the contact details provided to us on the registration form. The email will include instructions on how to accept or decline the offer.
- 6.60 Families must respond to the offer within 5 days. Council will send an email or SMS reminder if a response has not been received before the due date. Families will receive a confirmation email after accepting or declining the offer.
- 6.61 If a family doesn't respond to the offer within 5 days, Council will assume they no longer want the place and will withdraw the registration. The place will be offered to the next child.
- 6.62 If a child is eligible for priority access and a family doesn't reply to the offer by the due date, Council will call the family and send two email or SMS reminders. If they still don't respond, Council will assume the family no longer want the place, and it may be offered to another child.
- 6.63 If a family declines a kindergarten offer, they will be prompted to update their kindergarten preferences or withdraw their registration.

Kindergarten Enrolment

- 6.64 After an offer is accepted, the kindergarten will contact families directly for further information to finalise the enrolment. Families will need to provide evidence of:
- Child's date of birth (e.g., birth certificate)
 - Immunisation History Statement; and
 - any other relevant documents required for enrolment (e.g., court orders, medical management plans, and further details regarding additional needs)

Immunisation Requirements

- 6.65 'No Jab, No Play' law mandates that children must be fully immunised to attend kindergarten, unless they have a medical exemption. For more information, visit [No Jab No Play | Better Health Channel](#)

Wait List

- 6.66 Council aims to place each child in their preferred kindergarten, but it's not always possible. After each round of offers, families of children who haven't been placed will receive an email confirming that they are on the waitlist, along with a list of kindergartens that have potential vacancies. Families can then choose to update their preferences or stay on the waitlist. A place is not guaranteed until a formal offer is made.
- 6.67 If families want to accept a kindergarten offer and stay on the waitlist for a higher preference, they can submit a transfer request. Instructions on how to submit a transfer request are included in the offer email. *See 6.81 Kindergarten Transfers below.*
- 6.68 Waitlists are subject to change, so Council is unable to provide families with the exact position of a child on a waitlist. Families will be notified if a place becomes available.
- 6.69 Children will remain on the waitlist until a place is offered and accepted in line with the priority of access and allocation procedure or Council are advised the registration is no longer required.
- 6.70 If a family does not respond to their child's kindergarten offer by the due date the child's registration will be withdrawn.
- 6.71 Families can remove their child from the waitlist at any time by clicking the withdraw button on their offer email or contacting us.
- 6.72 If a vacancy becomes available at a kindergarten during the year, Council will offer the place to the next eligible child, following the priority of access and allocation procedure.

Changes to Contact Details and Kindergarten Preferences

- 6.73 Families can update their contact details or preferences by following the instructions in the registration confirmation email, or by contacting the kindergarten registration team.

Withdrawals

- 6.74 Families can withdraw a kindergarten registration at any time by following the instructions in the registration confirmation email or by contacting the kindergarten registration team.
- 6.75 To register a child for a future year of kindergarten or to reinstate a child's registration for the current year, families can contact the kindergarten registration team. Families will be

sent an email with a unique link to update their child's registration. Families should not submit more than one registration form per child.

6.76 The kindergarten registration team will confirm a registration withdrawal by email.

Kindergarten Transfers

6.77 If a family would like to update their kindergarten preferences during the registration and offer period, or change kindergartens after enrolment, they can email the Kindergarten Central Registration team.

6.78 Children without a kindergarten place will be placed before transfers are considered. This excludes children who meet the Department of Education Priority of Access Policy.

Exceptional Circumstances

6.79 Exceptional circumstances are evaluated and approved on a case-by-case basis by the Manager of Community Services. Examples include:

- Parent with a disability
- Homelessness
- Drug and/or alcohol misuse
- Court order limiting kindergarten choice
- Other situations verified by a child/family support service

6.80 Requests for exceptional circumstances should be emailed to the kindergarten central registration team and include supporting documentation.

Unfunded Kindergarten Hours

6.81 Mornington Peninsula Shire is responsible for allocating children to funded kindergarten programs available at kindergartens participating in the Mornington Peninsula Shire Kindergarten Central Registration and Enrolment Scheme.

6.82 Kindergartens that are providing additional unfunded kindergarten hours or extended care to families are responsible to manage the allocation to these programs. Additional unfunded hours must always be optional for families. Families should contact kindergartens directly for more information about these programs.

Communication

- 6.83 Information about Council's kindergarten registration and allocation processes including service information and timetables is available on the Mornington Peninsula Shire website. Families can also contact the kindergarten registration team.

Feedback and Complaints

- 6.84 Feedback and complaints relating to the operation of a kindergarten service should first be addressed with the kindergarten directly. If parents/guardians are not satisfied with the response they receive, they can contact the Department of Education if they have concerns about:
- the safety, health or wellbeing of children
 - the behaviours and practices of staff at an early childhood service
 - if they believe there have been any incidents of physical and sexual abuse of a child, at an early childhood service
 - the relevant legislation has been contravened (either the Education and Care Services National Law Act or the Children's Services Act).

For more information, visit: [Make a complaint about child care or children's services](#).

- 6.85 Feedback and complaints about the kindergarten registration process can be sent to the kindergarten registration team. Council welcomes input from services and families about their experience with the Kindergarten Central Registration and Enrolment Scheme. You can provide feedback at any time by calling or emailing us.
- 6.86 Every year, Council reviews the Kindergarten Central Registration and Enrolment Scheme to make sure it is providing the best service possible. At the end of the registration period, Council sends a survey to all families and kindergarten services so they can provide feedback.
- 6.87 Council has procedures and policies in place to respond to any complaints regarding dissatisfaction with the Shire's level and quality of service.

For further information please visit the Mornington Peninsula Shire Council website: [Complaints - Mornington Peninsula Shire \(mornpen.vic.gov.au\)](#)

Your Information and Privacy

- 6.88 The Kindergarten Central Registration Scheme collects information required for the registration and allocation of children to kindergarten places and for the purposes outlined in the Collection Notice below and the Shire's Privacy Policy.
- 6.89 As part of the kindergarten registration process, Council may also ask families if they would like to be connected to other universal services and early childhood programs including the Maternal and Child Health service, Access to Early Learning, Supported Playgroups, and the Local Aboriginal Gathering Places. Some of these programs have eligibility requirements.
- 6.90 Families do not need to respond to these questions to submit their kindergarten registration. However, if they are eligible, Council will ask if they would like to be connected to these services to make an appointment or learn more about the programs on offer.
- 6.91 If families would like to be connected to a service or program, Council will ask for their consent to share the contact details provided on the kindergarten registration form with the service so they can follow up with the family directly.

6.92 Collection Notice

The personal and health information you provide when completing this kindergarten registration is being collected by the Mornington Peninsula Shire (the Shire) in accordance with the *Privacy and Data Protection Act 2014*, the *Health Records Act 2001* and the Shire's Privacy Policy. The information will be used to facilitate the kindergarten application and allocation process. The information will be used for this purpose and shared with kindergartens participating in the Mornington Peninsula Central Registration Scheme and also for the following purposes;

- to plan, fund, implement, monitor, regulate and evaluate the Mornington Peninsula Shire Kindergarten Central Registration service and functions
- to fulfil statutory and other legal functions and duties
- to comply with reporting requirements
- to inform service delivery between the Early Years and Child and Family Health Services including to help predict future needs and to improve services.

The information may also be used for a purpose that you would reasonably expect or where the law requires the Shire to do so.

You may access the personal and health information you have provided or make changes to the information if it is incorrect by contacting the Shire.

This online form is hosted by EnrolNow, their [Privacy Policy](#) outlines how they manage and use the personal and health information you provide.

7.0 ASSOCIATED DOCUMENTS

- National Quality Framework (NQF)
- National Quality Standards (NQF)
- Victorian Child Safe Standards 2022
- Priority of Access Policy - Department of Education (Victoria)
- 2026 Operational Policy Settings – Department of Education (Victoria)
- Service Guidance Free Kinder 2023 – Department of Education (Victoria)
- Kindergarten Central Registration and Enrolment Development Guide 2023
- Kindergarten Central Registration and Enrolment Practice Guide 2023
- Kindergarten Funding Guide 2023 (Department of Education)
- Victorian Early Years Learning and Development Framework (VEYLDF)
- Marrung Aboriginal Education Plan 2016 – 2026
- Early Childhood Reform Plan 2017
- Department of Education and MAV Partnership Agreement 2018-2023
- Mornington Peninsula Shire Council and Wellbeing Plan 2021-25
- Mornington Peninsula Shire We All Belong Strategy 2024 – 2029
- Mornington Peninsula Shire Child Safety and Wellbeing Policy
- Mornington Peninsula Shire Privacy Policy

8.0 DEFINITIONS

Committee of Management	A group of volunteer members (usually parents) that are responsible for the management of a kindergarten service.
Early Years Manager (EYM)	Local government or not-for-profit organisations providing professional leadership and centralised management of child care and/or kindergarten services.
Kindergarten Fee Subsidy	The kindergarten fee subsidy allows children to access up to 15 hours of funded kindergarten delivered by a qualified early childhood teacher for free or at low cost. Eligibility includes: ▪ Aboriginal and Torres Strait Islander children ▪ Children and families from a refugee or asylum seeker background ▪ Multiple births (triplets or more)

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	▪ The child or parent/carer holds; ○ a Health Care Card ○ a Pensioner Concession Card ○ a Department of Veteran's' Affairs White Card/Gold Card ○ a Visa as detailed in the Kindergarten Funding Guide
Funded Kindergarten	An early childhood education program, delivered by a Degree-Qualified teacher for up to 15 hours per week for two years before school.
Kindergarten	An early childhood education service funded by the Department of Education to deliver funded Kindergarten. Also known as Preschool.
Kindergarten Central Registration and Enrolment Scheme (CRES)	Service provided by the Mornington Peninsula Shire for the acceptance and allocation of kindergarten places. Funded by the Victorian Department of Education.
Kindergarten Funding Guide (Department of Education)	Information for funded kindergarten service providers about the range of kindergarten funding available, eligibility criteria and the obligations and accountability in receiving funding.
Long Day Care Services	Centre based child care services for children aged 0 – 6 years. May operate 8- 12 hours per day. Delivered by Diploma and Certificate III qualified Educators. Service may also offer a Funded Kindergarten program delivered by a Bachelor qualified teacher. Regulated by Department of Education under the National Quality Framework (NQF).
National Quality Framework	Australia's system for regulating early learning and school age care including legislation and national quality standard, sector profiles and data, and learning frameworks.
Non-resident	Someone who does not live or pay Council rates in the Mornington Peninsula Shire.
Preschool	An early childhood education service funded by the Department of Education to deliver funded Kindergarten. Also known as kindergarten.
Priority of Access Policy	Department of Education policy to ensure that when kindergarten places are limited, children that are experiencing disadvantage are given priority access to kindergarten.
Sessional Kindergarten	Services providing funded kindergarten programs delivered by a Bachelor qualified Early Childhood Teacher. These services include standalone community run preschools, services operated by an Early Years Manager, independent schools and private providers. Services are regulated by the Department of Education, under the National Quality Framework (NQF)

POLICY SPONSOR

The Manager Community Services is responsible for overseeing the application and review of the Kindergarten Central Registration Policy and Procedure.

9.0 DOCUMENT CONTROLS

Council will review and update the Kindergarten Central Registration Policy and Procedures every 12 months or earlier as required.

Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Shire department, the change to an existing policy or document referred to in this policy, and minor updates to legislation and the like which does not have a material impact. However, any change or update which materially alters the document must be by endorsement of the Manager Community Services.