



# Kindergarten Registration Information Booklet



Ph: 131 450







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Ph: 131 450

When you see the interpreter symbol you can call 131450 to communicate in your language

Όταν δείτε το σύμβολο του διερμηνέα μπορείτε να καλέσετε το 131450 για να επικοινωνήσετε  
στη γλώσσα σας

當您看到這個口譯員標誌時，只需致電131450便可以您的語言來進行溝通

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Khi nhìn thấy dấu hiệu thông dịch viên, quý vị có thể gọi số 131450 để nói chuyện bằng  
ngôn ngữ của mình

عندما ترى رمز المترجم الشفهي، يمكنك الاتصال على الرقم 131450 للتواصل بلغتك

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您看到这个翻译符号时可以拨打131450用自己的语言进行交流

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अगर आपको दुभाषयिा चन्हिह दखिआई दे तो आप अपनी भाषा में बात करने के लिए 131450 पर फोन कर  
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Cuando vea el símbolo del intérprete, puede llamar al 131450 para comunicarse en su  
idioma

# KINDERGARTEN REGISTRATION TIMELINE

## Dates to refer to throughout the year

### 28 MARCH 2022

Registrations open

### MARCH TO JUNE 2022

Melton City Council receives Kindergarten registrations either via post, in person or online.

### 17 JUNE 2022

Registrations close for first round offers.  
(Please note registrations that are not received by this date will be included in the second and subsequent round of offers)

### WEEK COMMENCING 4 JULY 2022

First round offers sent out to families.

### 15 JULY 2022

Registrations close for inclusion in second round offers for Kindergarten places.



### WEEK COMMENCING 1 AUG 2022

Second round offers sent out to families.

### WEEK COMMENCING 29 AUGUST 2022

Kindergarten providers receive registration details of all accepted places. Weekly offers will commence.

### FROM LATE SEPTEMBER 2022 ONWARDS

Families will receive information from their accepted Kindergarten regarding commencement procedures, including session times, days and fee information. This information is provided directly from the Kindergarten not Council.

**If you require any further information or require assistance please contact the Kindergarten Administration Team on 9747 7284**

## INTRODUCING THE PARENT PORTAL

Melton City Council Kindergarten Registrations are linked to an online parent portal. This will provide you with access to your processed registration.

Here you will be able to view the information provided in your registration, as well as apply the following changes:

- ▶ Changes to Kindergarten Preferences  
(Prior to first round offers)
- ▶ Acceptance of Offer  
(After offers are received)
- ▶ Decline an Offer  
(After offers are received.)
- ▶ Cancellation of placement

In order to access the portal please follow the below link

- ▶ <https://families.melton.vic.gov.au/>

You will then be required to provide the following information:

- ▶ Childs First Name
- ▶ Child Last Name
- ▶ Child DOB
- ▶ Kindergarten Registration ID  
(Provided with confirmation of receipt of registration)

Melton City Council trust that the parent portal will provide families with access to their Kindergarten registration outside of business hours, ensuring that all families are able to access and make changes to this information at a time that is most convenient.

## INTRODUCTION

Please read this information booklet in line with councils Kindergarten Central Registration Policy located on Councils website.

Melton City Council has a licence agreement with One Tree Community Services, BPA Children's Services, ECMS, Sparkways, Kororoit Creek Primary School, Creekside k-9 College and Springside Prep -9 College to manage the operations of Kindergartens from council owned facilities.

Council also administer Kindergarten Registrations for Melton Uniting Kindergarten.

Council works closely with these providers to ensure programs are of a high quality and meet the needs of the community.

Melton City Council supports the access and participation of all children in a Kindergarten program in the two years prior to school entry.

Kindergarten aims to advance each child's learning and to optimise the development of key skills. Kindergarten programs are designed to:

- ▶ Engage each child as an effective learner
- ▶ Promote communication, learning and thinking
- ▶ Build positive relationships
- ▶ Enhance identity

Participation in a Kindergarten program gives parents and families the opportunity to be a part of a community focused on children's wellbeing. The Kindergarten program also provides a place for parents to get to know other families and to share their experiences and information with early childhood professionals.

## CENTRALISED REGISTRATION SCHEME

Melton City Council manages a central registration process for 26 centres within the municipality, in order to facilitate the placement of children into funded Kindergarten programs in the 2 years prior to attending primary school.

The Melton City Council central registration scheme manages the registration process, which includes a conditional offer for a Kindergarten placement. The Kindergarten provider manages the enrolment process, which includes satisfying any requirements under law to confirm the registration, such as a complete registration form, immunisation status, etc.

The Melton City Council Central Registration Scheme does not include funded Kindergarten provided in long day care centres.

## KINDERGARTEN

In Victoria, children attend funded 3+4 year old Kindergarten in the 2 years prior to starting primary school.

The Victorian State Government provides funding for each eligible child attending a 3+4 year old Kindergarten program. Please note that children cannot attend more than one funded Kindergarten program. If children require a second year of funded 4 year old Kindergarten they need to meet the criteria set by Department of Education and Training (DET).

Kindergarten places managed through the Kindergarten Central Registration Scheme are for sessional Kindergarten programs provided in Council owned buildings.

If sessional Kindergarten hours don't meet the needs of your family a funded Kindergarten program in a Long Day Care Centre may better meet your needs.





Funded Kindergarten places are provided in many Long Day Care centres and in some private schools. Centres not listed in this booklet are not part of Council's Kindergarten Central Registration Scheme and should be contacted directly for enquiries. All funded kindergarten programs are delivered by a qualified early childhood teacher.

### IS MY CHILD ELIGIBLE FOR 3 YEAR OLD KINDERGARTEN THIS YEAR?

The department of Education and Training provide funding for the following children to attend 3 year old Kindergarten

- ▶ Children who turn 3 years old on or before 30 April in the year they will be attending Kindergarten

### IS MY CHILD ELIGIBLE FOR 4 YEAR OLD KINDERGARTEN THIS YEAR?

The Department of Education and Training provide funding for the following children to attend 4 year old Kindergarten.

- ▶ Children who turn 4 years old on or before the 30 April in the year they will be attending Kindergarten.
- ▶ Children who have received funding for a second year of 4 year old Kindergarten.
- ▶ Children who were eligible to attend the 4 year old Kindergarten program in the previous year, but deferred or withdrew from the 4 year old program on or before the last day of Term 1.

- ▶ Children who are turning 6 years of age in their year of Kindergarten who have been granted an exemption from school entry age requirements by their regional DET office.
- ▶ **Please note children do not need to be toilet trained to attend Kindergarten.**

For more information visit the Department of Education and Training website  
[education.vic.gov.au](http://education.vic.gov.au)



### NO JAB NO PLAY

Under the 'No Jab, No Play' legislation, before **enrolling** a child, into Kindergarten you must first obtain evidence that the 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 will be required to provide your selected Kindergarten with a copy of your child's immunisation status to confirm registration.

For further information please visit: [www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/](http://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play/)







## A SECOND YEAR OF 4 YEAR OLD FUNDED KINDERGARTEN

During the Kindergarten year, the early childhood teacher and the child's parent will work together to plan for the child's transition to school. This will involve open and honest communication about the child's learning and development and strategies to facilitate a smooth transition.

Where a child is observed to display delays in key outcome areas of learning and development, the possibility of a second year of funded Kindergarten may be considered. However, a second year should only be considered if Kindergarten will be the most appropriate environment to address the child's delays in development. Children can develop at different rates and some children may develop at a slower rate than others.

From the time of registration, regular communication between the parent and the early childhood teacher in relation to a child's learning and development is important. If a parent and/or early childhood teacher observes that a child's learning and development is not progressing at a rate similar to their peers, strategies can be planned and implemented to support the child's learning and development in those specific areas.

When considering whether a second year of funded Kindergarten will benefit a child, the early childhood teacher and parent must ensure that the child meets the eligibility criteria for a second year.

## DETERMINING ELIGIBILITY FOR A SECOND YEAR OF FUNDED 4 YEAR OLD KINDERGARTEN

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 Departmental regional office. DET is responsible for approving second year requests.

It is important that teachers ensure the plans and forms are completed accurately as they will be subject to annual audit processes undertaken by the Department.

### ELIGIBILITY CRITERIA

The early childhood teacher can deem a child is eligible to receive a second year of funded 4 year old Kindergarten if:

- ▶ The child is observed as having delays in at least two outcome areas of learning and development detailed in the Victorian Early Years and Development Framework and
- ▶ There is evidence to suggest that the child will achieve better outcomes if he/she attends a second year of Kindergarten to strengthen the learning and development of skills in these areas and better facilitate transition to school the following year.

Children who have been granted early entry to Kindergarten (i.e. children who are less than four years of age by 30 April in the year they attend a funded Kindergarten program) are not eligible to apply for a second year of funded Kindergarten, unless they are enrolled under the Early Start Kindergarten criteria.



## WHAT WILL MY CHILD GAIN FROM ATTENDING KINDERGARTEN?

Children learn more in their first 5 years of life than at any other time. Kindergarten provides children with an environment that encourages and supports their development. Kindergarten gives your child the opportunity to explore the world and gives them a solid foundation to learn the skills that are required for Primary School.

Kindergarten provides opportunities to:

- ▶ Develop communication and literacy skills
- ▶ Develop independence and responsibilities to gain confidence and a feeling of self worth
- ▶ Learn social skills such as listening and respecting other people's ideas
- ▶ Build self awareness and respect for others
- ▶ Learn to be creative
- ▶ Experience maths, social studies and science
- ▶ Use technology
- ▶ Discover the joy of learning
- ▶ Make new friends

Children learn these skills through play-based curriculum where they are able to make choices and share in decision making.

Children are provided with the opportunity to develop caring relationships with adults as well as friendships with other children. The best outcomes for children are achieved when Kindergarten staff and parents work in close partnership.

## NATIONAL QUALITY FRAMEWORK

A Regulatory Authority in each state and territory will be primarily responsible for administering the National Quality Framework.

**The Australian Children's Education and Care Quality Authority** – will oversee the National Quality Framework and ensure the consistent and effective implementation of the new system.

### National Quality Standard

The National Quality Standard sets a national benchmark for the quality of education and care services.

The National Quality Standard is divided into seven Quality Areas:

- ▶ Educational program and practice
- ▶ Children's health and safety
- ▶ Physical environment
- ▶ Staffing arrangements
- ▶ Relationships with children
- ▶ Collaborative partnerships with families and communities
- ▶ Leadership and service management

### The National Quality Standard aims to promote:

- ▶ The safety, health and wellbeing of children
- ▶ A focus on achieving outcomes for children through high-quality educational programs
- ▶ Families' understanding of what distinguishes a quality service.





## National Quality Rating and Assessment Process

Approved Services will be assessed and rated against each of the seven Quality Areas of the National Quality Standard and the National Regulations. They will also be given an overall rating. The rating and assessment process aims to drive continuous quality improvement at services and provide families with better information for making choices about their children's education and care. Early childhood experts and professionals maintain that quality is critical when it comes to early childhood education and care.

Please refer to website  
for further information:  
[acecqa.gov.au/assessment/  
assessment-and-rating-  
process](http://acecqa.gov.au/assessment/assessment-and-rating-process)



## EARLY START KINDERGARTEN

Early Start Kindergarten (ESK) was introduced in response to research showing that two years of quality education and care prepares children for success at school and leads to positive impacts later in life.

ESK provides free or low cost Kindergarten for:

- ▶ All three year old Aboriginal and Torres Strait Islander children.
- ▶ Three year old children known to Child Protection or referred from Child Protection to Child First
- ▶ Refugee and asylum seeker children.

Children must be aged at least three years by 30 April in the year they enrol to be eligible for a place. Children can only start ESK after they have turned three years of age.

Any parent or child with an experience of displacement (a refugee experience or experience similar to a refugee) is eligible or will be considered by exemption for ESK.

For anyone who is not automatically eligible for ESK but has experienced a refugee experience or experience similar to a refugee, please:

- ▶ Contact your local Department Early Childhood Improvement Branch to discuss in the first instance;
- ▶ An email can then be sent (by you or Department regional team, depending on discussion) to Early Years Participation ([early.years.participation@education.vic.gov.au](mailto:early.years.participation@education.vic.gov.au)) seeking consideration for an exemption. The Early Years Participation team will seek details including the child's Statistical Linkage Key (SLK) or name, date of birth and gender, and a brief description of the parent's refugee experiences (i.e. a simple summary such as child's father was a refugee from Syria arriving by boat in Australia in 2013). The Early Years Participation team can provide guidance via email on how to compose the simple summary, if needed.

For more information about  
ESK visit: [education.vic.  
gov.au/parents/child-care-  
kindergarten/Pages/early-  
start-kindergarten](http://education.vic.gov.au/parents/child-care-kindergarten/Pages/early-start-kindergarten)



# KINDERGARTEN DETAILS

KINDERGARTEN	PROVIDER	ADDRESS	PHONE
Arnolds Creek Kindergarten	ECMS	19 Claret Ash Boulevard, Harkness 3337	9746 8317
Bellevue Hill Kindergarten	Sparkways	14 Royal Crescent, Hillside 3037	9390 4701
Brookfield Kindergarten	BPA	14-16 Black Dog Drive, Brookfield 3338	9971 5093
Bridge Road Kindergarten	ECMS	260-266 Bridge Road, Strathtulloh 3338	8732 9385
Botanica Springs Kindergarten	BPA	249 Clarkes Road, Brookfield West 3338	9747 2409
Brookside Kindergarten	ECMS	17-20 Federation Way, Caroline Springs 3023	9361 2456
Burnside Kindergarten	Sparkways	23 Lexington Dive Burnside 3023	9363 0244
Cambrian Kindergarten	ECMS	58-66 Cambrian Way, Melton West 3337	9743 8212
Creekside Kindergarten	School	3-37 The Crossing, Caroline Springs 3037	8363 6400
Deanside Kindergarten	TBC	1205 Taylors Road, Deanside 3336	TBC
Diggers Rest Kindergarten	Sparkways	48-66 Plumpton Road, Diggers Rest 3427	9740 1337
Eynesbury Kindergarten	Sparkways	756 Eynesbury Rd Eynesbury 3338	8545 9500
Fraser Rise Kindergarten	BPA	46 City Vista Crt, Fraser Rise 3336	8348 2998
Kingsway Kindergarten	Sparkways	1 Kingsway, Melton 3337	9743 2691
Kororoit Creek Kindergarten	School	130 Tenterfield Drive, Burnside Heights 3023	8358 0600
Melton Uniting Kindergarten	Melton Uniting	15-19 Yullie Street, Melton 3337	9743 4144
Melton Central Kindergarten	ECMS	237-239 Station Road, Melton 3337	9743 3764
Melton West Kindergarten	Sparkways	2 West Melton Drive, Melton West 3337	9743 5914
Mt Atkinson Kindergarten	TBC	160 Clara Avenue, Truganina 3029	TBC
Mt. Carberry Kindergarten	Sparkways	31-41 Exford Road, Melton South 3338	9743 5755
Parkwood Green Kindergarten	Sparkways	88-94 Catherine Drive, Hillside 3037	8361 6506
Rockbank Kindergarten	Sparkways	26 Old Leakes Road, Rockbank 3335	9747 1410
Rockbank Murray Rd Kindergarten	TBC	Thornhill Park	TBC
Springside Kindergarten	School	22-50 Becca Way, Caroline Springs 3023	9449 6400
Taylors Hill Kindergarten	BPA	58-60 Jacaranda Drive, Taylors Hill 3037	9307 8722
Timbertop Kindergarten	One Tree	1 Timbertop Parade, Aintree 3336	9112 7340





## LODGING YOUR REGISTRATION FORM

Parents or guardians are required to complete one Kindergarten Registration Form per child.

Lodge your completed registration form including all supporting documents and the **\$32** registration fee –

### Online:

Registrations can be submitted online at:  
[melton.vic.gov.au/Kindergartens](http://melton.vic.gov.au/Kindergartens)

### In person:

Melton City Council  
232 High Street  
Melton 3337

### OR

Caroline Springs Civic Centre/Library  
193-199 Caroline Springs Blvd  
Caroline Springs 3023

### OR

Melton Library and Learning Hub  
31 McKenzie Street  
Melton 3337

You will receive confirmation from the Kindergarten Registration Team once your registration has been received and entered into Council's system. Please allow four weeks to receive this confirmation.

## HOW MUCH DOES KINDERGARTEN COST?

The Victorian Government subsidises Four-Year-Old Kindergarten fees. Annual fees for four-year-old programs vary depending on the kindergarten provider. Contact your preferred kindergarten for specific information on their fees.

The Victorian Government is rolling out subsidies for Three-Year-Old Kindergarten programs. Annual fees for three-year-old programs range all depend on the kindergarten provider.

## REGISTRATION FEE

A non-refundable registration fee of \$32 is required on submission of your registration form. This fee contributes to the cost of administering Council's Kindergarten Central Registration Service.

In the event the \$32 fee is not received with your registration, your registration form will be considered incomplete and will not be processed until payment is received.

A free waiver of the registration fee will automatically apply to families eligible for Kindergarten Fee Subsidy and / or Early Start Kindergarten. To receive this waiver tick the relevant box and provide required evidence of eligibility.

Families in extenuating circumstances, experiencing financial hardship may apply for a waiver to the registration fee. If families require a fee waiver, the Kindergarten Administration Team can be contacted on 9747 7284 to discuss this further.

## PRIORITY OF ACCESS

Kindergarten registration forms are processed in line with the selection criteria outlined on the following page.

Melton City Council uses the following criteria to determine the priority of each registration received.

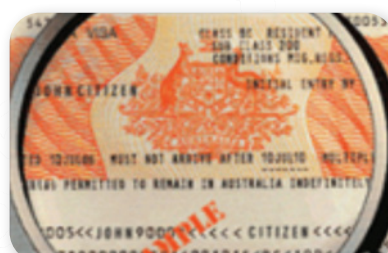


## KINDERGARTEN FEE SUBSIDY

The Kindergarten Fee Subsidy enables eligible children to attend a funded 4 year old kindergarten program for 15 hours and a funded 3 year old kindergarten program for 5 hours free of charge.

Eligibility for Kindergarten Fee subsidy is as follows:

- ▶ the child is identified by a parent, carer or legal guardian as an Aboriginal and/or Torres Strait Islander (note: the parent, carer or legal guardian should not be asked to provide verification of this)
- ▶ the child is identified on their birth certificate as being a multiple birth child (triplets or more)
- ▶ the child individually holds, or has a parent or guardian who holds one of the following:
  - ▶ a Commonwealth Health Care Card
  - ▶ a Commonwealth Pensioner Concession Card
  - ▶ a Department of Veterans' Affairs Gold Card or White Card
  - ▶ Refugee visa (subclass 200)
  - ▶ In-country Special Humanitarian visa (subclass 201)
  - ▶ Global Special Humanitarian visa (subclass 202)
  - ▶ Temporary Humanitarian Concern visa (subclass 786)
  - ▶ Protection visa (subclass 866)
  - ▶ Emergency Rescue visa (subclass 203)
  - ▶ Woman at risk visa (subclass 204)
  - ▶ Bridging visas A-E.
  - ▶ Multiple birth children (triplets or quadruplets)





Priority	Priority of Access Criterion	Requirements for Eligibility
<b>Priority One</b> (all criteria of equal priority)	Previous year Deferrals:	Teacher/educator required to submit a referral outlining the child would benefit from deferring to the following year.  Children who do not attend the program will not be entitled to a Deferral.
	Children of Melton residents who are eligible for a second year of funded Kindergarten.	Children of Melton residents who DET have approved for a second year of funded Kindergarten.
	Children of Melton residents who are at risk of abuse or neglect or children in out-of-home care.	Referral by any service working with the family that assess the child as vulnerable, such as: <ul style="list-style-type: none"> <li>▶ Child Protection/Child First</li> <li>▶ Maternal &amp; Child Health Nurse</li> <li>▶ Out of Home Care Provider</li> <li>▶ Family Services.</li> </ul>
	Children of Melton residents who are of Aboriginal/Torres Strait Islander descent.	Family identifies the child as Aboriginal/Torres Strait Islander.
	Children of Melton residents eligible for Aboriginal Early Start Kindergarten.	A child who meets all of the following criteria: <ul style="list-style-type: none"> <li>▶ the child is three years old by 30 April in the year in which they are enrolled to attend the funded Kindergarten program</li> <li>▶ the child has been identified as being Aboriginal and/or Torres Strait Islander.</li> </ul> Advice of eligibility may be verbal (from a parent or carer) or written from a professional such as a Koorie Engagement Support Officer (KESO).

Priority	Priority of Access Criterion	Requirements for Eligibility
<b>Priority One</b> (all criteria of equal priority)	Children of Melton residents eligible for Early Start Kindergarten known to Child Protection or Child FIRST.	<p>A child who meets all of the following criteria:</p> <ul style="list-style-type: none"> <li>▶ the child is three years old by 30 April in the year in which they are enrolled to attend the funded Kindergarten program, and</li> <li>▶ the child is known to Child Protection.</li> </ul> <p>A child known to Child Protection means:</p> <ul style="list-style-type: none"> <li>▶ a child who has a current, or a history of, involvement with Child Protection, including those in out-of-home care, or</li> <li>▶ a child who has been referred by Child Protection to Child FIRST.</li> </ul> <p>A child's eligibility can be advised by:</p> <ul style="list-style-type: none"> <li>▶ a parent or carer who self-identify their child is currently supported by Child Protection or Child FIRST services or has been supported in the past, or</li> <li>▶ a Child Protection or Child FIRST professional.</li> </ul> <p>Advice about eligibility may be verbal (from a parent or carer) or written from a Child Protection or Child FIRST professional.</p>
	Children of City of Melton residents eligible for Early Start Kindergarten as Refugee or Asylum Seekers.	<p>A child who meets <b>all</b> of the following criteria:</p> <ul style="list-style-type: none"> <li>▶ the child is three years old by 30 April in the year in which they are enrolled to attend the funded Kindergarten program</li> <li>▶ the child has been identified as a refugee or asylum seeker</li> </ul> <p>Advice about eligibility is via an appropriate visa / referral letter from case worker or verbal verification from parent / guardian.</p>
	Children of Melton residents with additional needs, defined as: <ul style="list-style-type: none"> <li>▶ children who have an identified specific disability or developmental delay</li> <li>▶ children who require additional assistance in order to fully participate in the Kindergarten program</li> <li>▶ children of Melton residents currently waiting on an assessment or a diagnosis (not yet been diagnosed with a specific disability or developmental delay).</li> </ul>	<p>Referred by services, such as:</p> <ul style="list-style-type: none"> <li>▶ Early Childhood Intervention Service</li> <li>▶ Pre-School Field Officer</li> <li>▶ Maternal and Child Health Nurse</li> <li>▶ Child Disability Health Care Card</li> <li>▶ General Practitioner.</li> </ul>

Priority	Priority of Access Criterion	Requirements for Eligibility
<b>Priority One</b> (all criteria of equal priority)	Children of Melton residents who have Asylum Seeker and/or Refugee Status.	Appropriate visa that identifies the child and/or parents as a refugee or asylum seeker or referral letter from case worker.
	Children of Melton residents where the parent or child has a life threatening or debilitating illness or disease.	Copy of a signed letter from a General Practitioner.
	Children of Melton residents where a parent has a disability.	One of the following: <ul style="list-style-type: none"> <li>▶ Copy of a signed letter from a General Practitioner.</li> <li>▶ Copy of a signed letter from a disability support agency.</li> </ul>
	Children of Melton residents where a parent or child has a diagnosed mental illness.	One of the following: <ul style="list-style-type: none"> <li>▶ Copy of a signed letter from a case worker/manager from a mental health or other relevant agency or mental health practitioner stating that the child or parent has a mental illness.</li> <li>▶ Copy of a signed letter from a General Practitioner, stating that the child or parent has a mental illness.</li> </ul>
	Children of Melton residents where Court Orders limit choices for Kindergarten.	Copy of related Court Order.
	Children of Melton residents where a parent has a drug and/or alcohol dependency.	Copy of a signed letter from a case worker/manager from a drug and alcohol or family support agency, stating that the child's family has a drug and/or alcohol dependency.
	Children of Melton residents where there is a risk of family violence	Copy of a signed letter from a case worker/manager from a family support agency stating that the child is at risk due to family violence.
	Children of Melton residents where there is a risk of homelessness	Copy of a signed letter from a case worker/manager from a family support agency stating that the child is homeless or at risk of becoming homeless.
	Children of Melton residents experiencing a situation resulting in vulnerability.	Copy of a signed letter from a case worker/manager from a family support agency or other.



Priority	Priority of Access Criterion	Requirements for Eligibility
<b>Priority One</b> (all criteria of equal priority)	Kindergarten Fee Subsidy Eligibility: Child of Melton residents who individually holds, or has a parent or guardian who hold one of the following	<ul style="list-style-type: none"> <li>▶ Commonwealth Health Care Card</li> <li>▶ Commonwealth Pensioner Concession Card</li> <li>▶ Department of Veterans' Affairs Gold Card or White Card</li> <li>▶ Refugee Visa (subclass 200 )In-Country Special Humanitarian Visa (subclass 201)</li> <li>▶ Global Special Humanitarian Visa (subclass 202)</li> <li>▶ Temporary Humanitarian Concern Visa (subclass 786)</li> <li>▶ Protection Visa (subclass 866)</li> <li>▶ Emergency Rescue Visa (subclass 203)</li> <li>▶ Woman at Risk Visa (subclass 204)</li> <li>▶ Bridging Visas A-E or ImmiCard</li> <li>▶ Multiple birth children (triplets or quadruplets)</li> </ul>
	Residents of Melton City Council who have previously had a child attend the Kindergarten's program of preference in the last two years (2021 or 2022 only)	<p>A child's eligibility can be advised by:</p> <ul style="list-style-type: none"> <li>▶ Completing the details required on the Registration Form.</li> <li>▶ The registration will be verified by reviewing the status through past records.</li> </ul>
<b>Priority Two</b>	Residents of the Melton City Council.	Places will be allocated through a computer generated allocation.
<b>Priority Three</b>	Families who reside outside the Melton City Council Municipality	Families who reside outside the municipality

**Note:** Children will be prioritised according to the number of criteria met. In a situation where the same number of criteria is met, places will be allocated in order of the date the registration was received.

### Families who reside outside the municipality

- ▶ Kindergarten registrations from families who reside outside the municipality are required to be assessed by the Community Services General Manager.
- ▶ Registrations from residents residing outside the municipality will not be assessed until November of the year of registration lodged and will be determined on the Kindergarten vacancies at that time.
- ▶ Families are considered to live outside municipal boundaries if they move out of the municipality prior to the commencement of the Kindergarten year.

### RESERVING PLACES

Two places per Kindergarten will be reserved for high priority children.

These places will be reserved until 30 October. Any remaining reserved places not filled by 30 October will be made available to preference list families and subsequent allocation rounds.

### SUPPORTING DOCUMENTS

The following supporting documents must be provided to support your child's registration:

- ▶ Evidence of living in the municipality or of being a ratepayer of Melton City Council
- ▶ A copy of your child's birth certificate. If the birth certificate is not available, a copy of another official document such as an immunisation record, passport or immigration document will be accepted.

**Your registration will be considered incomplete without these documents. Please contact Council's Kindergarten Registration Officer on 9747 7284 if you require further information.**

### CHOOSING A KINDERGARTEN

**Melton City Council places over 2500 children into Kindergarten every year.**

Every child is different, so we recommend visiting different kindergartens to find one that suits your families needs.

Families are encouraged to contact Kindergartens and/or arrange an appointment to visit preferred Kindergartens prior to completing the registration form.

Please note when filling out the registration form to ensure you only write down Kindergarten preferences that you are willing to accept, as not everyone will receive their first preference.

For more information  
about choosing the right  
kindergarten visit education.  
[vic.gov.au/parents](http://vic.gov.au/parents)



## KINDERGARTEN GROUPS AND SESSION TIMES

Individual Kindergarten session times vary from year to year. Visit Kindergarten provider websites for an indication of session times offered in the current year, or phone Kindergartens direct.

### SPARKWAYS AUSTRALIA

www.sparkways.org.au / Ph: 8545-9500  
(Bellevue Hill, Diggers Rest, Eynesbury, Kingsway, Melton West, Mt Carberry, Parkwood Green, Deanside, Rockbank and Burnside Kindergartens).

**ECMS** – www.ecms.org.au / Ph: 8481-1100  
(Brookside, Cambrian Way, Arnolds Creek, Melton Central and Bridge Road Kindergartens).

**BPA** – www.bpachildrensenservices.com  
Ph: 9312-3689  
(Brookfield, Botanica Springs Fraser Rise and Taylors Hill Kindergartens).

**Uniting Care, Lentara**  
Ph: 9351-3600  
(Melton Uniting Kindergarten).

**One Tree Community Services** –  
information.dcy@onetree.org.au Ph: 8311 6200  
(Timbertop)

Kindergartens operating within a school site are delivered by the school.

**Kororoit Creek** – Ph: 8358 0600  
Email: kororoit.creek.p5@edumail.vic.gov.au

**Springside** – Ph: 9449 6400  
Email: springside.p9@edumail.vic.gov.au

**Creekside** – Ph: 8363 6400  
Email: creekside.k9@edumail.vic.gov.au

It is important to note that attendance at a Kindergarten located within a school site does not guarantee entry into the school in the following year. **Kindergarten does not have the same boundary requirements as school.** Parents should discuss this directly with the school.

Council will advise each of the Kindergarten providers of the confirmed registrations in August of the year prior to commencement. Kindergartens will then contact families to provide details of orientation process, group session times, fees etc

## INCOMPLETE REGISTRATION FORMS

Registration forms are only processed if they are complete. Incomplete registration forms will be returned to the family and will only be processed once Council has received the completed document.

## CHANGE OF PERSONAL DETAILS

Please ensure that your details are kept up to date with Council (address, email and phone numbers). If Council has incorrect details we will be unable to contact you with important information regarding your child's Kindergarten registration.

## OFFERS

A letter of offer for a Kindergarten place will be sent to families after the close of first round allocations.

If an applicant's first preference for a Kindergarten is not available they will be offered their nominated second or third preference Kindergarten.

If vacancies are not available at a preferred Kindergarten, applicants will be placed on a preference list in accordance with Allocation Priorities.

Second round offers will be made approximately four weeks after the first round of offers.

Offers after this time are made weekly. Where offers can be made for first preferences, these will be processed automatically.



## ACCEPTING AN OFFER

Following the offer of a place you can access the parent portal <https://families.melton.vic.gov.au> in order to accept or decline your place.

You will be required to provide the following information:

- ▶ Child First Name
- ▶ Child Last Name
- ▶ Child DOB
- ▶ Kindergarten registration ID. (You will receive this within 2 weeks of submitting your registration)

Alternatively you can advise the Kindergarten Administration Team. Families who do not confirm their acceptance will forfeit their place.

Parents/guardians who do not receive an offer to a Kindergarten of their choice will be notified that they are on a preference list.

## CHANGING PREFERENCES

You can do this by either

- ▶ Logging on to the parent portal and making your change or
- ▶ Completing the change of information form (available from the Customer Service Unit Melton Civic Centre, Caroline Springs Civic Centre/ Library, Melton Library & Learning Hub or Melton City Council's website)

**Please note:** Any changes to your registration (other than updating contact details) will be treated as a new registration form and will be processed in line with the date that your change was received by Council and not the original date that the registration was submitted.

Any changes to a Kindergarten preference after you have been allocated a place will incur a \$25 fee which must be paid prior to the change being made. Changes after allocation cannot be completed via the parent portal and must be completed via a change of information form.

## PREFERENCE LIST

The Kindergarten Central Registration Scheme allocates families through a computer generated system in accordance with the Kindergarten priority of access criteria. Families cannot accept a place at a Kindergarten and also be on a preference list for another Kindergarten. If you choose not to accept the place offered to your child and to remain on the preference list at your preferred Kindergarten. You will be notified if and when a place becomes available.

If you are still on the preference list in January in the year your child is to attend Kindergarten, Council will contact you and if possible offer a place to your child at a Kindergarten with vacancies. Please note that these lists are always changing due to the changing needs of families.

## DEFERRING YOUR CHILD'S REGISTRATION

In accordance with the current DET guide, an registration may be deferred within Term 1, provided the child's registration has not been submitted by the Kindergarten

Families wishing to defer their registration should speak with Kindergarten staff as soon as possible to discuss their child's readiness for Kindergarten. This process is only available to families when their child has commenced Kindergarten in Term 1.

Families, in consultation with the Kindergarten teacher, are required to complete a Deferral form whereby a kindergarten place will be re-offered the following year.

**Note:** Families cannot defer their kindergarten place if their child does not attend the Kindergarten program. Your child will need to be registered following the standard registration process.

## ADDITIONAL NEEDS

Melton City Council is committed to supporting children with additional needs in State Government funded Kindergarten programs. The information collected on the registration form ensures families and children have access to additional assistance with the transition of their child into Kindergarten programs, regardless of the family's circumstances or background. This includes families whose children have significant disabilities, developmental delays, refugees and asylum seeker families.

If you would like to discuss your child's additional needs further and find out how Council may be able to assist you and your child please contact **Council's Preschool Field Officer Service on: 9747 7200**

## PRE SCHOOL FIELD OFFICER

The role of the Preschool Field Officer program is to support the access and participation of children with additional needs in State Government funded Kindergarten programs and to build the capacity of educators working with children. The program supports children with a range of developmental and additional needs who are not receiving supports from Early Childhood Intervention Services or Kindergarten inclusion support services.

Parents and guardians are encouraged to discuss any concerns about the child with their Kindergarten teacher.

Once a referral is received, a Preschool Field Officer will contact the Kindergarten to discuss support options, as this is often individual to each educator and child. A visit to the service is then usually

organised to observe the child & environment, and work with educators to increase their skills and knowledge to help ensure the delivery of an inclusive program. The PSFO will also assist with parent meetings and linking children and families in with any relevant community or specialist services who can provide further support or assessments.

## COLLECTION AND DISPOSAL OF INFORMATION

Council will dispose of personal information when it is no longer required to fulfil the purpose for which it was collected, or required by law.

For further information about the collection and disposal of your personal information please visit the Melton City Council website: [www.melton.vic.gov.au](http://www.melton.vic.gov.au)

**Contacts:** If you have any questions about the information in this booklet or have a general Kindergarten enquiry please contact the Kindergarten Registration Team on 9747 7284, or email: [Kindergartens@melton.vic.gov.au](mailto:Kindergartens@melton.vic.gov.au)

If you require Kindergarten information in languages other than English please visit: [education.vic.gov.au/earlychildhood/careandkinder/resources.htm](http://education.vic.gov.au/earlychildhood/careandkinder/resources.htm)

Please visit the Melton City Council's website to view the Kindergarten Central Registration Policy or contact the Kindergarten Administration Team on: 9747 7284.

For more information about any Melton City Council services please visit: [melton.vic.gov.au](http://melton.vic.gov.au)







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the Kindergarten Administration Team on 9747 7284.

