

Kindergarten Central Registration Procedure

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Review due	1 March 2025
Responsible officer	Manager Child, Family & Youth Services
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1. Purpose

This procedure outlines the process to be followed when registering a child into either three- or four-year-old funded kindergarten via the Central Registration Enrolment Scheme (CRES) and the basis on which places within the program will be allocated.

2. Application And Scope

This procedure:

- informs Council staff involved in the placement of children into kindergarten as part of Council's Kindergarten Central Registration Enrolment Scheme.
- provides consistent data recording and process to promote the equitable allocation of kindergarten places in line with DE's Priority of Access Criteria.

3. General Provisions

The Melton City Council Central Registration Enrolment Scheme must accept registrations for both three- and four-year olds. The Central Registration Team must follow this procedure when processing registrations and allocating kindergarten places.

Melton City Council is committed to allocating places based on the following:

- meeting the needs of the local community regarding kindergarten registration.
- equal access for all children based on the priorities set out in the *Kindergarten Central Registration Policy*.
- compliance with the *Local Government Act 2020*, *Education and Care Services National Regulations 2011* and the *Education and Care Services National Law Act 2010*.
- compliance with DE funding requirements relating to the enrolment of children in State Government funded kindergarten services.
- maintaining confidentiality in relation to all information provided on Kindergarten Registration forms.

3.1. Registration Forms

To enable streamlined processing of Kindergarten Registrations, families are encouraged to complete online forms available via the City of Melton website at: melton.vic.gov.au/Kindergartens

Families wishing to register their child into a kindergarten program, are required to complete one registration form, per child.

Each registration form must be completed with required supporting documentation as outlined in the Kindergarten Information Booklet.

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

- Evidence of living in the municipality or of being a ratepayer of Melton City Council.
- Evidence of the child's date of birth.
- Selected priority one evidence (where applicable).
- Completed registration forms including all required supporting documents online at: melton.vic.gov.au/Kindergarten.

Although families are encouraged to utilise the online process, families unable to complete an online registration, can access paper forms from any of the following Council venues: Melton Civic Centre, Melton Library and Learning Hub and Caroline Springs Civic Centre/Library.

Registration Forms submitted without the required supporting documentation will be considered incomplete.

Incomplete Registration Forms will be returned to the family via post and will only be processed once Council's Central Registration team has received the complete document. This process may delay the registration process and the child's commencement into a kindergarten program.

When a complete first round Registration Form is received and processed, the Central Registration Team will send families a confirmation of receipt within a four-week period.

Registration Forms from families who reside outside the municipality, are required to be assessed by the Director City Life prior to any approval.

To facilitate the inclusion of all children into the program, registrations should clearly identify any additional or specific needs of the child (*refer to Inclusion and Equity Policy*).

Registration Forms are confidential and kept secure.

3.2. Eligibility Criteria

Consistent with State Government funding agreements, the following children are eligible to attend kindergarten:

- Children who are three years of age or older by 30 April in the year they are to attend three-year-old kindergarten.
- Children who are four years of age or older by 30 April in the year they are to attend four-year-old kindergarten.
- Families of children born between January and April can decide whether to enrol their children in the year they turn three, or the following year. These decisions will be up to the individual families and factors that might be taken into consideration include the individual child's developmental and learning levels, family circumstances and potential school starting ages.

Early Start Kindergarten provides kindergarten to eligible three-year-old children where programs are offered by a qualified Kindergarten teacher. Eligible children are those identified as Aboriginal and/ or Torres Strait Islander decent or a refugee and/or asylum seeker or known to Child Protection. Children eligible for ESK funding continue to have access to 15 hours of kindergarten per week.

3.3. First and Second Round Offers

The registration timeline on the Registration Form outlines the opening and closing dates for offers throughout the year:

- First Round Registrations Open: March
- First Round Registrations Close: June
- First Round Offers sent to families: Late June
- Second Round Registrations Open: June/July
- Second Round Registrations Close: Two weeks from opening date
- Second Round Offer sent to families: July

From September in the year prior to starting kindergarten, families will receive information from their accepted EYM regarding commencement, procedures, including session times, days and fee information. This information is provided directly by the Early Years Manager to the families, **not** the Central Registration team at Council.

Registration Forms can be submitted for the remainder of the year and will continue to be accepted and allocated when/where vacancies are available. Families should expect to be contacted by their EYM within two weeks from submitting Registration Forms.

3.4. Changing Preferences or Personal Details

All preference changes after a family have accepted an offer must be forwarded to Council's Central Registration team in writing.

This can be done by:

- Completing the 'Change of Information Form' (available from the Melton Civic Centre, Caroline Springs Civic Centre/ Library, Melton Library & Learning Hub or Melton City Council's website)

All preference changes prior to accepting an offer can be completed as follows:

- Writing a letter to Council addressed to the Central Registration Team,
- Sending an email to kindergartens@melton.vic.gov.au
- Accessing the parent portal and making these changes

Families are advised to include all kindergarten preferences that they will accept, as not everyone will receive their first preference.

Any changes to a registration (other than updating contact details) will be treated as a new Registration Form and will be processed in line with the date the change was received by the Central Registration team and not the original date that the registration was submitted.

3.5. Preference List

The CRES allocates families through a computer-generated system in accordance with the Priority of Access Criteria.

Families cannot accept a place at a kindergarten and also be on a preference list for another kindergarten.

Families can choose to not accept the place offered and to remain on the preference list at their preferred kindergarten.

If families are still on the preference list in January in the year the child is to attend kindergarten, the Central Registration team will contact the family to offer a place to the child at a kindergarten with vacancies.

3.6. Deferring Registration

In accordance with the DE Kindergarten Funding Guide and its successor agreements, a registration may be deferred within Term One, provided the registration has not been recorded by the kindergarten teacher on the DE Kindergarten Information Management System.

Families wishing to defer their registration should speak with their kindergarten provider 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 One.

Families, in consultation with their kindergarten provider are required to complete a EYM Deferral form whereby their registration will be re-offered the following year. The EYM Deferral form must be completed by the kindergarten teacher and signed by both the kindergarten teacher and parent/guardian.

Families cannot defer their Kindergarten place if their child does not attend a kindergarten program. The child will need to be re-enrolled following the standard registration process.

3.7. Priority of Access/ Allocation of Places

Priority of Access Criteria	Requirements for Eligibility
Priority 1	
Previous year Deferrals: Children of City of Melton residents who attended Kindergarten in Term One but withdrew.	Educator required to submit a referral outlining the child would benefit from deferring to the following year. Children who do not attend the kindergarten program will not be entitled to a deferral.

<p>Children of City of Melton residents who are at risk of abuse or neglect or children in out-of-home care.</p>	<p>The child is eligible for ESK, 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:</p> <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) • Maternal and Child Health nurse • Out-of-home care provider.
<p>Children of City of Melton residents who are of Aboriginal/Torres Strait Islander descent.</p>	<p>Family identifies the child as Aboriginal/Torres Strait Islander descent. The child is eligible for ESK.</p>
<p>Children of City of Melton residents who identify as Refugee or Asylum Seeker</p>	<ul style="list-style-type: none"> • 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 • Referred as a refugee or asylum seeker by a CALD outreach worker. • The child is eligible for ESK.
<p>Children of City of Melton residents with additional needs, defined as:</p> <ul style="list-style-type: none"> • children who have an identified specific disability or developmental delay • children who require additional assistance in order to fully participate in the kindergarten program • children of City of Melton residents that require a combination of services which are individually planned 	<p>The child 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:</p> <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 2 or more areas and is declared eligible for a second year of funded Four-Year-Old Kindergarten.

The child of City of Melton resident who individually holds or has a parent or guardian who holds one of the following.	<ul style="list-style-type: none"> • Commonwealth Health Care Card • Commonwealth Pensioner Concession Card • Department of Veterans' Affairs Gold Card or White Card, and/or • The child is identified on their birth certificate as one of a set of triplets, quadruplets or more.
Children of City 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 City 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 City 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 health or community service practitioner.
Priority 2	
Children of City of Melton residents where the parent/guardian or child has a life threatening or debilitating illness or disease.	Copy of a signed letter from a General Practitioner.
Children of City of Melton residents where a parent/guardian has a disability.	<p>One of the following:</p> <ul style="list-style-type: none"> • Copy of a signed letter from a General Practitioner. • Copy of a signed letter from a disability support agency.
Children of City of Melton residents where a parent/guardian or child has a diagnosed mental illness.	<p>One of the following:</p> <ul style="list-style-type: none"> • 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/guardian has a mental illness. • Copy of a signed letter from a General Practitioner, stating that the child or parent/guardian has a mental illness.
Children of City of Melton residents where Court Orders limit choices for kindergarten.	Copy of related Court Order.

Children of City of Melton residents where a parent/guardian 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.
Residents of the City of Melton who have previously had a child attend the kindergarten of preference, in a three- or four-year-old program, in the year of enrolling the current child or the previous year. Child attended the three-year-old kindergarten they are wanting to enrol for four-year-old kindergarten	A child's eligibility can be advised by: <ul style="list-style-type: none"> • Completing the details required on the Registration Form. • The registration will be verified by reviewing the status through past records. • Confirmation from kindergarten that child has attended the three-year-old program for the first two terms
Priority 3	
Residents of the City of Melton.	Places will be allocated through a computer-generated allocation system. Children of a multiple birth will be allocated a place at the same kindergarten unless otherwise requested by the family.
Priority 4	
Non-Residents	Families who reside outside of the City of Melton municipality. To be assessed by the Director City Life

Note: Once allocations have been finalised, 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.

In mixed-age groups, the Priority of Access Criteria will equally prioritise three- and four-year-old children considered vulnerable under the policy.

Where programs for three- and four-year olds are provided separately, the Priority of Access Criteria should be applied separately for each age cohort.

Priority of Access Criteria is applied to each registration based on information provided on the registration. When there are numerous registrations on the same priority, there is a random selection based on the available kindergarten places.

Places will be allocated to eligible children, including those who are on the preference list, in accordance with the preference listed on the registration form and in line with the *Kindergarten Central Registration Policy*.

After all returns have been processed, the remaining vacancies will be filled by the next eligible registrations.

3.8. Non-Residents

Kindergarten applications from families who reside outside the Melton City Council municipality are required to have Director City Life final approval and acceptance based on recommendations from Council Officers/Manager.

Applications from residents residing outside the municipality wishing to register for kindergarten the following year will not be assessed until November and will be determined on the kindergarten vacancies at that time. Families should expect to receive an e-mail of the outcome of this decision by late November to early December.

Any applications received in the year that the child is due to commence kindergarten will be reviewed by the Director City Life within four weeks of the application date.

Non-residents who have accepted a placement for their child's three-year-old kindergarten year are not guaranteed a four-year-old placement the following year. Normal non-resident processes will still apply.

Families are considered to live outside of the municipal boundaries if they move out of the municipality prior to the commencement of the kindergarten year.

Note: Children in Out of Home Care may be an exception to the above and will be considered on a case-by-case basis according to the best interest of the child in consideration of the Early Years Compact Agreement

3.9. Second Year of Four-Year-Old Funded Kindergarten

The Department of Education provides funding to support children to access a kindergarten program in the year before they start school.

Where a child is observed to display delays in key outcome areas of learning and development, the possibility of a second year of funded four-year-old kindergarten may be considered. However, a second year of four-year-old kindergarten should only be considered if kindergarten will be the most appropriate environment to address the child's delays in development.

From the time of registration, regular communication between the parent/guardian and the early childhood teacher in relation to a child's learning and development is important. If a parent/guardian 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 four-year-old kindergarten will benefit a child, the early childhood teacher and parent/guardian must ensure that the child meets the eligibility criteria for a second year.

After all returns have been processed, the remaining vacancies will be filled by the next eligible registrations. In the situation that three- and four-year-old registration has been completed on the same registration form, the Priority of Access Criteria must be considered separately for each year at the point of allocation.

3.9.1. Determining Eligibility for a Second Year of Funded Four-Year-Old Kindergarten

An assessment of the child is undertaken and a Declaration of Eligibility for a second year of funded four-year-old kindergarten is completed and sent to the appropriate DE regional office. DE 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 DE.

3.9.2. Eligibility Criteria

The early childhood educator can deem a child is eligible to receive a second year of funded four-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 Learning and Development Framework and,
- There is evidence to suggest that the child will achieve better outcomes if they attend a second year of funded four-year-old 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 four year old kindergarten.

3.10. 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. Early Start Kindergarten will continue to provide 15 hours a week of subsidised four-year-old kindergarten until such time as three-year-old children across the state will have access to 15 hours of subsidised kindergarten.

ESK provides kindergarten for:

- All three-year-old Aboriginal and Torres Strait Islander children.
- Three-year-old children known to Child Protection.
- All three-year-old 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 begin ESK after they have turned three years of age, or a parent/guardian must attend the sessions with them until they do. Families should check with the kindergarten about working with children check requirements.

3.11. Reserving Places

Two places per kindergarten will be reserved by the Central Registration Team, for high priority children, as per the Priority of Access Guidelines from DE.

DE defines High Priority children to be:

- Children at risk of abuse or neglect, including children in Out-of-Home Care, Aboriginal and/or Torres Strait Islander children, or Asylum seeker and refugee children.
- Children with additional needs, defined as children who:
 - require additional assistance in order to fully participate in the kindergarten program,
 - require a combination of services which are individually planned,
 - have an identified specific disability or developmental delay.

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.

3.12. Managing Preference Lists

Families who are unsuccessful in gaining a place are added to a preference list and advised if a vacancy arises.

Preference lists are maintained in accordance with the Priority of Access Guidelines from DE.

3.13. Kindergarten Placement Offers

A letter of offer for a kindergarten place will be e-mailed to families or sent via mail in the event Council do not have an e-mail address for the family, within two weeks 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 on a weekly basis. Where offers can be made for first preferences, these will be processed automatically.

3.14. Acceptance of Place

An offer of a kindergarten place will be made via a letter or email sent from the Central Registration team to the family. The letter/email will need to be completed, stating whether the offer is accepted or declined and returned to the Central Registration team by the nominated date on the letter, in order for it to be valid.

Families who do not return the acceptance letter by the date listed will forfeit their place.

Once a family has confirmed the acceptance of a place, they are unable to remain on a preference list for another kindergarten.

Parents/guardians who do not wish to accept the offer of a place, or withdraw their registration are requested to notify the Central Registration team in writing.

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

Parents/guardians who choose to wait for the kindergarten of preference and not take up a second or third preference offer will be placed on a preference list.

Families will be contacted by the allocated EYM to organise a time to attend orientation at the kindergarten.

3.15. Online Parent Portal

Families will have access to the online parent portal once the letter of receipt is received within four weeks of submitting their registration form. This letter will provide an individual ID number that will be required to access the Parent portal.

The portal will enable families to:

- make changes to kindergarten preferences (prior to first round offers)
- have access to current preferences.
- accept or decline an offer (after offer letters have been sent out).
- request to cancel a placement.

3.16. Kindergartens Located on School Sites

Families are advised that enrolling children into a Melton City Council kindergarten on a school site does not guarantee entry into the school in the following year.

Families are advised that kindergartens do not have the same boundary requirements as schools and should discuss this directly with the school.

3.17. Engagement with Families

The CRES is an accessible, inclusive and equitable service. The Central Registration team must consider factors that may pose a barrier to engagement and/or communication around kindergarten registration and make attempts to reduce any barriers to accessing kindergarten.

Free interpreters are provided by the service where required and assistance can also be sought from other Child, Families and Youth Services when active engagement is required to support kindergarten registrations. This will be carried out in partnership with Councils Kindergarten Engagement Officer and may include collaboration with the families Maternal Child Health Nurse, Supported Playgroup Facilitator, Preschool Field Officer or Family Services Case Manager where applicable. The Out of Home Care Local Government contact at Council may also be able to support the kindergarten registrations of children in Out of Home Care.

Staff should seek support from their supervisor if they are concerned about the safety and wellbeing of a child and be familiar with the Child Safe Policy.

3.18. Privacy

Access to completed Registration Forms are restricted to the Kindergarten Central Registration team, and other relevant Council Officers, in accordance with Council's *Information Privacy Policy*. Sharing of information will only occur with the consent of registering parent/guardian or if required by law.

3.19. 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 personal information families can be directed to visit the Melton City Council website: www.melton.vic.gov.au

3.20. Responsibility and Accountability

<p>Kindergarten Registration Officer/ Central Registration team</p> <ul style="list-style-type: none"> Responsible for the administrative tasks associated with the receipt of registrations and allocation of kindergarten placements in line with the Allocation Priorities of this policy.
<p>Kindergarten EYM</p> <ul style="list-style-type: none"> Responsible for processing enrolments Responsible for providing families with session times, orientation sessions and fee information in relation to the day-to-day operations of the kindergarten program Responsible for all operations of the kindergarten including employing kindergarten staff.
<p>Parents & Guardians</p> <ul style="list-style-type: none"> Responsible for providing all required documentation for the Kindergarten Registration form by the date indicated in the Kindergarten Information Booklet.

4. Definitions

Term	Definition
Allocation Priorities	The priorities referred to when allocating places into a three- or four-year-old kindergarten program
Applicant	A child whose parent/guardian has lodged a completed kindergarten registration.
Best Practice	A best-practice model that streamlines the process of registering and enrolling children in kindergarten for families and service providers, ensuring the process is simple, consistent, inclusive and equitable.
CRES- Central Registration Enrolment Scheme	The CRES model is designed to reduce challenges for Central enrolment schemes and achieve consistency of kindergarten registration across Victoria. The model has been co-designed by stakeholders across Victoria, the Department of Education (DE) and the Municipal Association of Victoria (MAV).
Deferrals – Four-Year-Old	<p>Children of City of Melton residents who attended kindergarten in Term One but withdrew their place and deferred to the following year with DET approval.</p> <p>Children, who have deferred from a four-year-old kindergarten place and are considered by DE not to have accessed a year of funded kindergarten, are therefore eligible for kindergarten funding in the following year.</p>

Term	Definition
DE	State Government Department of Education
Eligible Child	A child who is eligible to be allocated a place in a CRES Melton City Council kindergarten.
Early Start Kindergarten (ESK)	Early Start Kindergarten provides free or low-cost kindergarten to eligible three-year-old children who identify as Aboriginal or Torres Strait Islander or Refugee or Asylum Seeker or are known to Child Protection.
Early Years Compact Agreement	<p>A ten-year agreement between Department of Families, Fairness and Housing, Department of Education and local government with the goal to support vulnerable children including to increase the participation of children in out of home care and children known to child protection in early years services.</p> <p>Goals:</p> <ul style="list-style-type: none"> • Vulnerability, location and disadvantage do not determine outcomes for children. • Families are well supported by high quality, inclusive services for children and families in the early years. • families can access help when and where they need it • Stronger place-based governance and planning.
Funded Kindergarten Place	<p>After enrolment, children receive a funded DE kindergarten place when they attend kindergarten in the year before school.</p> <p>From 2022, funded kindergarten places will be available for the two years prior to a child starting school.</p> <p>Children are eligible for only one year of each three- and four-year-old kindergarten place.</p>
Non-Residents	Families who reside outside the Melton City Council municipality. Families are also considered to live outside the municipality boundaries if they move out of the municipality prior to the commencement of the kindergarten year.
The Kindergarten Funding Guide	The Kindergarten Funding Guide is developed by DE and is updated from time to time to guide Kindergarten EYMS on operations including the eligibility criteria for funding and Priority of Access Criteria.

Term	Definition
Kindergarten Registration	Information provided to Melton City Council by Parent/Guardians, advising of the request for a three and/or four-year-old child to be allocated a kindergarten place. This information is used by Melton City Council to allocate the child a kindergarten place and provided to the Kindergarten EYM to process enrolment.
Kindergarten Enrolment	Completed by Kindergarten EYMS to enrol a child within their service.
Kindergarten Early Years Managers (EYM)	The service which operates the kindergarten program that is participating in CRES.
Kindergarten Priority of Access Criteria	In line with the State Government and the DE Priority of Access Criteria, Priority of Access Criteria is implemented to support fair and equitable access to kindergarten.
Municipal Association Victoria (MAV)	The legislated peak body for local government in Victoria.

5. Related Documents

Name	Location
<i>Local Government Act 2020</i>	https://www.legislation.vic.gov.au/in-force/acts/local-government-act-2020
<i>Charter of Human Rights and Responsibilities Act 2006</i>	www.legislation.vic.gov.au
<i>Child Wellbeing and Safety Act 2005</i>	www.legislation.vic.gov.au
<i>Children, Youth and Families Act 2005</i>	www.legislation.vic.gov.au
<i>Child Safe Standards</i>	www.legislation.vic.gov.au
<i>Disability Discrimination Act 1992 (Commonwealth)</i>	www.comlaw.gov.au
<i>Education and Care Services National Regulations 2011</i>	www.legislation.vic.gov.au
<i>Education and Care Services National Law Act 2010</i>	www.legislation.vic.gov.au
<i>Equal Opportunity Act 2010</i>	www.legislation.vic.gov.au
<i>Victorian Gender Equality Act 2020</i>	www.legislation.vic.gov.au

Name	Location
<i>Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)</i>	www.comlaw.gov.au
<i>Kindergarten Funding Guide</i>	https://www.education.vic.gov.au/
<i>Melton City Council Kindergarten Registration, language services and eligibility information</i>	https://www.melton.vic.gov.au/
<i>Privacy and Data Protection Act 2014</i>	www.legislation.vic.gov.au
<i>Sex Discrimination Act 1984 (Commonwealth)</i>	www.comlaw.gov.au
<i>Sex and Age Discrimination Amendment Act 2011</i>	www.comlaw.gov.au
<i>Health Records Act 2001</i>	www.legislation.vic.gov.au
<i>The Early Years Compact Agreement</i>	https://www.education.vic.gov.au/
<i>The Equality and Respect 2030 Strategy</i>	https://www.melton.vic.gov.au/
<i>Victorian Kindergarten policy, procedures and funding criteria.</i>	http://www.education.vic.gov.au

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