Three and Four Year Old
Kindergarten Registration
Acknowledgement of Country

Wyndham City Early Education and Care Services would like to acknowledge the people of the Kulin Nation as the traditional custodians of the land where we deliver Kindergarten programs and pay respect to their Elders past and present. We further recognise that Aboriginal and Torres Strait Islander people have been nurturing and teaching children on this land for many thousands of years, we honour and respect that role.

As part of each Kindergarten’s Reconciliation plans, the need to meet the principles outlined in the Early Education and Care requirements of the National Law, each kindergarten will acknowledge and embed Aboriginal and Torres Strait Islander perspectives into their program and practice. Valuing Aboriginal and Torres Strait Islander culture and traditions is an important aspect of our Kindergarten programs. You will see and experience a variety of activities, events, celebrations and acknowledgements. It is very important that we acknowledge the first Australians as the custodians of this beautiful country and teach our children to be proud of the oldest living culture in the world that belongs to all of us. Regular acknowledgements to first nations people, flag raising, yarn circles and the use of fire pits will be a prominent feature at your Kindergarten.

Please note: Stringent risk assessment and procedures are in place regarding the use of fire pits.
Early Education and Care Services

**Our Vision**
Our Children, Our Focus, Our Future

**Our Mission**
Work in partnership with families, schools and the wider community to empower children to succeed;

*Deliver Services that comply with legislation and quality requirements;*

*Stay at the forefront of industry standards and best practice as professionals;*

*Build relationships across the organisation to further plan and deliver Kindergarten Services;*

*Advocate and plan for Kindergarten Services in Wyndham’s growing community; and*

*Work with State and Federal Governments to promote the value of Early Childhood Education.*
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Welcome to Wyndham City’s Early Education & Care Services

Wyndham City has provided Kindergarten Services in Wyndham for over 40 years. Within the municipality, there are 23 Council-managed Kindergartens, and a growing number of kindergartens that are managed by one of our external early years’ partners. Council provides 4-year-old Kindergarten at all 23 Council-managed Kindergartens and offers 3-year-old Kindergarten at a selection of these Kindergartens were possible.

Kindergarten places for Council-managed Kindergartens and those that are part of Wyndham City’s Central Registration Scheme are allocated through Wyndham’s Central Registration System. This centralised service allows families to indicate their preferences for several kindergartens and groups at the one time rather than having to apply for each individual service.

This registration booklet is designed as a handy reference guide to help you through the process of enrolling your child into one of these Kindergarten programs.

For services that are not part of Wyndham City’s Central Registration Scheme, please contact the service directly to enquire about their registration process. For a full list of these services, please visit www.wyndham.vic.gov.au.
What is Kindergarten?

Kindergarten is a unique play-based learning environment that promotes children’s learning and development through experimentation, trial and error, watching, listening and participating. It is provided as part of a sessional Kindergarten program and can also be incorporated into a Long Day Care Program. Kindergarten programs are designed to improve your child’s development in the following key areas:

- Language, literacy and numeracy skills, such as reading stories and counting objects;
- Independence and self-confidence;
- Social skills, such as how to play with other children in a calm, sharing and rewarding way;
- Self-awareness and respect for others;
- Emotional skills, such as understanding their own feelings and those of others;
- A joy for learning and group activities, such as talking, singing, dancing, drawing and making things together with other children their own age;
- Ability to make new friends;
- Exposure to new ideas and concepts.

3-Year-Old Kindergarten

3-year-old Kindergarten is a full fee-paying program for children who turn 3-years of age before 30 April each year, two years before they are eligible to commence primary school. The program is taught by a qualified early childhood teacher and sessions vary in length (from 3 to 6 hours per week) at our individual centres.

3-year-old Kindergarten is offered at selected Kindergartens across Wyndham and may vary from year to year depending on demand and available space.

3+ Activity Groups are offered at Hoppers Crossing Children’s Centre and Yerambooe Children’s Centre. Fee subsidies may apply for those attending Hoppers Crossing Children’s Centre.

Groups will vary in size according to licensed capacity, up to a maximum of 22 children with a 1:11 Staff/Child ratio.

4-Year-Old Kindergarten

4-year-old Kindergarten is a one-year program for children delivered by a qualified early childhood teacher in the year before they are eligible to commence primary school.

All children are eligible to access a funded Kindergarten program for 15 hours per week for 40 weeks (or 600 hours) in the year before commencing school. (15 hours is provisional on the continuation of Government funding).

Groups will vary in size according to licensed capacity, up to a maximum of 33 children with a 1:11 Staff/Child ratio. Please note that some groups incorporate a team-teaching model, where 2 or more educators work together to deliver the Kindergarten program.
When is my child eligible for Kindergarten?

3-Year-Old Kindergarten

3-year-old Kindergarten is a **full fee-paying** program. Your child must be three years of age by 30 April to be able to register in the year that they are eligible to attend a 3-year-old Kindergarten program.

**Please Note:** Your child must be 3 years of age, before starting 3-year-old Kindergarten. If your child turns 3 between the start of term 1 and 30 April, you have the option of paying the term fee to secure a place or otherwise you can go on a waiting list and will be offered a place if one is available once your child turns 3.

4-Year-Old Kindergarten

Children are eligible for a Victorian State-funded year of 4-year-old Kindergarten in the year before they go to school. In Victoria, a child cannot attend more than one State Government funded Kindergarten program at the same time.

Your child must be four years of age by 30 April in the year that they are to attend a 4-year-old Kindergarten program.

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<thead>
<tr>
<th>Date of Birth</th>
<th>2020</th>
<th>2021</th>
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<td>1 May 2015 to 30 April 2016</td>
<td>4-Year-Old Kindergarten</td>
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<td>1 May 2016 to 30 April 2017</td>
<td>3-Year-Old Kindergarten or ESK</td>
<td>4-Year-Old Kindergarten</td>
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<td>1 May 2017 to 30 April 2018</td>
<td>3-Year-Old Kindergarten or ESK</td>
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<td>4-Year-Old Kindergarten</td>
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<td>1 May 2018 to 30 April 2019</td>
<td>3-Year-Old Kindergarten or ESK</td>
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<td>4-Year-Old Kindergarten</td>
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<tr>
<td>1 May 2019 to 30 April 2020</td>
<td>3-Year-Old Kindergarten or ESK</td>
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<td>4-Year-Old Kindergarten</td>
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How do I know if my child is ready for Kindergarten?

Your child does not have to attend Kindergarten as soon as they are eligible if you feel they might not be ready.

Some indicators you may wish to consider when thinking about sending your child to Kindergarten include:

- Are they able to actively join in another children’s play?
- Can they separate easily from me?
- Are they able to express their needs clearly and be understood?
- Are they able to manage the equipment and playground at Kindergarten?
- Do they have stamina to attend a full Kindergarten session?

The Kindergarten Program

Kindergarten programs are planned and implemented by a trained Early Childhood Educator, Diploma Qualified Educator and qualified co-workers in both Wyndham City Council Kindergartens and Long Day Care Centres. The Kindergarten program aims to extend the child’s development and education, using routines and play-based experiences appropriate for children’s unique and holistic development.

The curriculum content is developed using the interests and developmental needs of each child and its prime focus. The curriculum is guided by the approved Early Years Learning and Development Frameworks and the National Quality Framework to achieve the five key learning outcomes of:

- Children have a strong sense of identity;
- Children are connected with and contribute to their world (community);
- Children have a strong sense of wellbeing;
- Children are confident and involved in learning (learning);
- Children are effective communicators (communication).

The outcomes provide a shared language for all Early Childhood professionals and families to use when planning for children’s learning and development, which allows for continuity when your child transitions from Kindergarten to school.

Universal access

Universal Access to Early Childhood education ensures that a quality Early Childhood education program is available for all children in the year before primary school. Wyndham City offers families a range of Kindergarten programs delivered by a qualified Early Childhood Educator for 15 hours per week or 600 hours a year.

The ongoing provision of 15 hours of Kindergarten per week is subject to Federal and State Government funding with no ongoing commitment to 15 hours at this stage. Future programs may be changed to 10 hours of Kindergarten per week, if funding is not continued.

We ask for your help to campaign to the government and ensure this essential funding reaches our children. To sign the petition, please follow this link: https://ilovekinder.org.au/
Timetable Options
To view a copy of our current 3-year-old Kindergarten and 4-year-old Kindergarten timetables, please visit [www.wyndham.vic.gov.au](http://www.wyndham.vic.gov.au) or refer to the timetable attached to the Kindergarten registration form.

Our 4-year-old Kindergarten programs operate for 15 hours per week over two or three sessions.

Our 3-year-old Kindergarten programs operated for either one session of 3 hours per week, 5 hours per week or 6 hours per week over two sessions.

*Please Note:* The timetables may be subject to change at short notice.

Ratios
3-Year-Old Kindergarten groups will vary in size according to licensed capacity, up to a maximum of 22 children with a 1:11 staff/child ratio.

4-year-old Kindergarten groups will vary in size according to licensed capacity, up to a maximum of 33 children with a 1:11 staff/child ratio. Please note that some groups incorporate a team-teaching model, where 2 or more educators work together to deliver the Kindergarten program.

Fees
Registration Fees
Families are required to pay a non-refundable Registration Fee when submitting their registration form for both 3-year-old Kindergarten and 4-year-old Kindergarten, including registrations for a second year of Kindergarten. Registration fees can be found on Council’s website [www.wyndham.vic.gov.au](http://www.wyndham.vic.gov.au).

If you fall into one of the following categories, you will not be required to pay a registration fee:
- Children eligible for Early Start Kindergarten (ESK); or
- If the child, parent or guardian is of Aboriginal or Torres Strait Islander descent; or
- If the child, parent or guardian has refugee or asylum seeker status; or
- If the child is in an Out of Home Care arrangement including kinship or is known to Child Protection; or
- If the child, parent or guardian has one of the following cards/visa’s:
  - A Commonwealth Health Care Card;
  - A Commonwealth Pensioner Concession Card;
  - A Department of Veterans Affairs Gold Card or White Card;
  - Refugee or Asylum Seeker Visa (200, 201, 202, 203, 204, 786, 790 or 866);
  - Bridging Visa for any of the above Refugee or Asylum Seeker visas.

*Please Note:* A photocopy of the card/visa must be attached to your registration.

Where registrations are submitted for twins, triplets or siblings in the same year, a single payment will be accepted, provided the registration forms are submitted at the same time.

*Please Note: Paper registration forms will need to be completed for twins, triplets or siblings to avoid being charged a duplicate registration fee.*
Kindergarten Fees – Wyndham City managed Kindergarten

Kindergarten fees are compulsory, and payment must be made by the due date. If fees are not paid by the due date, your child’s Kindergarten place may be suspended or forfeited.

Each year, Council sets its Kindergarten fees which can be found on Council’s website www.wyndham.vic.gov.au. The fees are broken down into term fees.

Please Note: There are no fee subsidies for 3-year-old Kindergarten, as this is a not a funded Kindergarten program.

Once your child is enrolled at a Kindergarten, you will receive an invoice.

Kindergarten fees are due and payable 30 days after the date of the invoice. For a list of term fee due dates, please visit https://www.wyndham.vic.gov.au.

Kindergarten Fees – Non-Wyndham City managed Kindergarten

For information about fees for one of our external providers, please contact the service directly or visit their website.

Kindergarten Fee Subsidy (This applies to 4-Year-Old Kindergarten only)

Each year the State Government provides Council with an annual Kindergarten Fee Subsidy (subject to availability of funds) towards reducing fees for families who meet the following criteria:

The child individually holds, or has a parent or guardian who holds one of the following:

- Commonwealth Health Care Card;
- Commonwealth Pensioner Concession Card;
- Department of Veterans’ Affairs Gold Card or White Card;
- Disability Health Care 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.

or the child;

- Is identified on the birth certificate as being a multiple birth child (triplet or more)

or the child;

- Is identified by a parent, carer or legal guardian as being Australian Aboriginal and/or Torres Strait Islander

The subsidy amounts offered by the State Government covers the entire cost of a 15-hour group. Therefore, eligible families will not be required to pay fees. An invoice will not be issued to families who receive the Kindergarten Fee Subsidy. Subsidy Card holders must provide a copy of their current Health Care Card, Pension Card, approved Visa or other relevant documentation with their Kindergarten Enrolment Record Form. Council must have a current copy of your card to process the subsidy rebate.

Please ensure you provide a copy of your new card as soon as your old one expires to ensure you are not invoiced for the full-term fees.
Any parent or child who becomes eligible for a Health Care Card or Pension Card at any time throughout the year should immediately provide a copy of their new card to Council to gain approval and receive the Government rebates.  
**Please Note:** A subsidy cannot be backdated beyond the date of the beginning of the Kindergarten term in which the eligible card or visa was presented to Council.

Discounts for Multiple Births (*This applies to Wyndham City managed 4-Year-Old Kindergartens only*)
Council provides a reduction in Kindergarten Fees for families enrolling more than one child in the same year. These children do not have to be twins but can be two siblings attending in the same year in the same program.  
Families with two children will be charged full fees for the first child and the fees for the second child will be halved. Where there is a third or fourth child, these children will not be charged a fee.

Non-Payment of Fees (*This applies to Wyndham City managed Kindergartens only*)
If fees are not paid by the due date, the Kindergarten place may be suspended or forfeited. Council will enforce a debt collection process to recover outstanding fees.  
**Please Note:** Places will not be allocated to children if there is a debt outstanding for the family to Wyndham City Early Education and Care Services.

Registering for Kindergarten
Kindergarten places for Council-managed Kindergartens and those that are part of Wyndham City’s Central Registration Scheme are allocated through Wyndham’s Central Registration System.  
This centralised service allows families to indicate their preferences for several kindergartens and groups at the one time rather than having to apply for each individual service.

Registration timeframes for Kindergarten
**3-Year-Old Kindergarten**
- **Registration period:** 1 April to 31 May  
- **First Round offers made:** Start of July

Registrations received after 31 May will be included in subsequent allocation rounds, with a higher priority (or points value) given to registrations received by the end of the first round 31 May.  
Any changes to registrations including change of preferences received after 31 May will be processed after the first round of offers.

**4-Year-Old Kindergarten**
- **Registration period:** 1 March to 31 May  
- **First Round offers made:** Start of July

Registrations received after 31 May will be included in subsequent allocation rounds, with a higher priority (or points value) given to registrations received by the end of the first round 31 May.  
Any changes to registrations including change of preferences received after 31 May will be processed after the first round of offers.
How to Register for Kindergarten

Online:
Wyndham City’s Early Education & Care Services Online Portal is available for families registering with Wyndham City for the first time. Families with a current enrolled 3-year-old child will also be able to reapply through the online parent portal. If you are applying for a second year of 3-year-old or 4-year-old Kindergarten or have previously registered and cancelled the registration, please complete a paper registration form or contact a Community Support and Enrolment Officer on 9742 8147.

When registering online, you will need to create an account and will be required to have electronic copies of all the relevant supporting documents to complete the registration. After the registration is submitted, you will receive an email confirming the registration.

You will be able to view your child’s current registration details, add or withdraw registrations, update their details as required, including your kindergarten/group preferences, respond to Kindergarten offers and make online enquiries.

If you believe an account should exist but you don’t have the details or if you have previously had a child registered through the Central Registration System but do not have a portal log in, please contact a Community Support and Enrolment Officer on 9742 8147.

To register your child, visit the Early Education & Care Services Online Portal https://kindergarten.wyndham.vic.gov.au. This is the quickest and easiest method of registration.

Paper Form:
If you are unable to apply via the online portal, please use the 3-year-old registration form or the 4-year-old registration form which is available for download from our website www.wyndham.vic.gov.au or you can collect a paper registration form from one of the following locations;

- **Wyndham City Civic Centre**
  45 Princes Highway, Werribee;
- **Point Cook Community Learning Centre**
  1-21 Cheetham Street, Point Cook;
- **Manor Lakes Community Learning Centre**
  86 Manor Lakes Blvd, Manor Lakes;
- **Tarneit Community Learning Centre**
  150 Sunset Views Blvd, Tarneit;
- **Any of the Kindergartens participating in Wyndham City’s Central Registration Scheme**

Once your registration is completed and you have the supporting documents ready, return your registration and supporting documents by:

**Email:** kinderenrolments@wyndham.vic.gov.au

**Post:** Wyndham City Early Education & Care Services
45 Princes Highway
Werribee VIC 3030

**In Person:**

- **Wyndham City Civic Centre**
  45 Princes Highway, Werribee;
- **Point Cook Community Learning Centre**
  1-21 Cheetham Street, Point Cook;
Kindergarten Online Portal

In 2018, Wyndham City introduced its first Kindergarten Online Portal. The online portal is available for families registering for either 3-Year-Old or 4-Year-Old Kindergarten which are managed by Wyndham City or those that are part of Wyndham’s Central Registration Scheme. To register your child online visit https://kindergarten.wyndham.vic.gov.au and create an account.

Families who register through the portal will:

- Receive an instant confirmation email as soon as they submit their registration;
- Be able to easily upload documents via your smart phone/tablet/computer;
- Be able to complete the registration when it is most convenient to you, reducing the need to come into Council to lodge it;
- Be able to access the portal 24-hours;
- Reduce the need for paper, printing and postage costs;
- Be able to view and respond to offers as soon as they are available. No need to wait for the post;
- Be able to update your information without having to call or email;
- Add children in later years to existing accounts;
- Have access to current preferences, if you cannot remember.

Please Note: After the registration is submitted, you will receive an email confirming the registration. A registration is not complete until a confirmation email is received.

What Documentation will you need to complete your registration?

The following documentation must be provided with your registration. You will be able to upload these documents into the Portal.
**Proof of Date of Birth**

One of the following legal forms of proof of date of birth must be provided:

- Your child’s Birth Certificate; or
- Your child’s Passport; or
- For non-Australian born children, please provide a travel document, which must indicate your child’s date of birth and the name of the parent(s)/guardian(s).

*Please Note: You will be required to provide your child’s birth certificate when enrolling in Kindergarten. Your child cannot commence Kindergarten until this is provided. Passports can only be accepted for registration purposes.*

**Proof of Address**

For residents, proof of residency in Wyndham must be provided in one of the following ways:

- Copy of a Rates Notice/Lease agreement or Utility Invoice; for example, a mobile phone or electricity bill (issued within the last 3 months);
- Copy of a Driver’s License or a current Health Care Card or Pension Concession Card displaying your current address.

**Immunisation Record**

Immunisation History Statement from the Australian Childhood Immunisation Register showing that your child is up to date with their immunisations.

Immunisation History Statements can be requested at any time by contacting Medicare:

- Phone: 1800 653 809
- Email acir@medicareaustralia.gov.au
- Website: [Department of Health website](#)
- Visit your local Medicare Office.

Wyndham City Council’s Immunisations Team can provide assistance to families obtaining the required immunisation evidence to commence Kindergarten. Wyndham’s Immunisation Officers can be contacted on 9742 0736 or immunisationteam@wyndham.vic.gov.au

**Proof of Working, Studying or Using Childcare in Wyndham**

For non-residents of Wyndham, registrations can be submitted with some proof of working, studying or using childcare in Wyndham for a minimum of three days per week. Proof can be provided in the following ways:

- Copy of a payslip/letter from employer;
- Copy of a school/university enrolment;
- Copy of a childcare payment receipt or Childcare Benefit letter from Centrelink.

Other families may apply, but should note that residents, ratepayers or families who work, study or use childcare in Wyndham will be given priority to access Kindergarten.

**Other Relevant Documentation**

The following forms of documentation may be provided for ‘high priority children’:
- Referral or letter from Child Protection or Child FIRST/Family Services;
- Proof of attendance at Early Start Kindergarten;
- Approval for Kindergarten Inclusion Support Package;
- Referral or letter from a specialist agency, a Maternal and Child Health Nurse, Enhanced Home Visiting Nurse or Preschool Field Officer (PSFO) regarding your child’s additional needs, or a National Disability Insurance Scheme (NDIS) plan.

**Example Documentations:**

**Proof of Date of Birth:**

![Proof of Date of Birth]

**Proof of Address:**

![Proof of Address]

**Immunisation Record:**

![Immunisation Record]

**How do I choose a Kindergarten program?**

Wyndham City highly encourages families to attend any open days or come and visit sessions being held at Kindergartens they are considering before completing their registration to decide which program will best meet your child’s needs.
When completing your registration

- When completing your preference, you can select a maximum of four (4) groups;
- Number your preferences in order from 1 to 4 for groups you are willing to accept;
- Start with number 1 for your most preferred group;
- It’s important to only put down preferences that you are willing to accept if a place is offered. If you are not willing to accept the Kindergarten group do not select it.

Example:

Online Portal Account: To select your preferences on Council’s Online Portal, click and drag your choice from the left side of the screen (you will see a list of all groups available) over to the right side under selected centres. See below, an example of four groups that have been selected as preferences. The top one is your first preference, so in the example below, Quantin Binnah Red Group would be their first preference and The Grange Orange Group would be their fourth preference.

Paper Registration Form: See below, two examples of filling in your Kindergarten group preferences on a paper registration form.
How will my registration be processed?
Wyndham City makes every effort to offer your child a place at your most preferred Kindergarten. Despite growing demand, Wyndham City has always provided enough places available for families applying for 4-year-old Kindergarten.

Wyndham City has developed an enrolment policy that:

- Promotes fair and equitable access to Kindergarten programs;
- Support all eligible children to access a Kindergarten program, including those who face barriers to participating; and
- Does not inadvertently present barriers to participation.

Kindergartens participating in Wyndham City’s Central Registration Scheme have one approved set of criteria used to prioritise registrations and allocate places. This is known as the ‘Priority of Access Criteria’.

In line with the Victorian Department of Education and Training’s (DET) Priority of Access Guidelines and Council’s Kindergarten Enrolment Procedure, we will prioritise:

- High priority children;
- Children who fit the local criteria.

If there are not enough spaces in your most preferred Kindergarten/Group, we will try to allocate your child into one of your other preferences. If you have only listed one preference, or we are unable to offer you any of your other preferences, we will continue to try place your child in the following rounds of offers.

**High Priority Children**
The DET has developed the following criteria to identify a high priority child:

- Children at risk of abuse or neglect, including Out-of-Home-Care. This includes:
  - A child attending a three-year-old kindergarten program through Early Start Kindergarten (ESK) or is
  - Referred by:
    - Child Protection; or
    - Child and family services (family services referral and support team, Child FIRST/integrated family services/Services Connect case worker); or
    - Maternal and Child Health nurse, or
    - Preschool Field Officer (PSFO); or
    - Out-of-Home Care provider;
- Aboriginal and/or Torres Strait Islander children;
- Child, Parent or Guardian has Asylum Seeker or Refugee status;
- Children eligible for the Kindergarten Fee Subsidy.
  - A Commonwealth Health Care Card;
  - A Commonwealth Pensioner Concession Card;
  - A Department of Veterans Affairs Gold Card or White Card;
  - Refugee or Asylum Seeker Visa (200, 201, 202, 203, 204, 786, 790 or 866);
  - Bridging Visa for any of the above Refugee or Asylum Seeker visas. or
  - Multiple birth children (triplets, quadruplets);
- Children with additional needs, defined as children who:
  - Children who require additional assistance in order to fully participate in the Kindergarten program and/or
  - Children who require a combination of services which are individually planned and/or
Children who have an identified specific disability or developmental delay.

The DET website has more information about high priority children.

**Local Criteria**

Children who fit into the following criteria will be given priority after we have allocated high priority children:

- Sibling/s attended their first preference Kindergarten within two years of kindergarten commencement (or it was their first preference);
- Child has attended a three-year-old program on the same site as their first preference for four-year-old Kindergarten;
- Child or family member are currently utilising a service provided by Quantin Binnah, when it’s their first preference;
- Home address falls within the same suburb as the first preference Kindergarten;
- Family lives, works, studies or attends child care in Wyndham.

Where two or more children have the same points value, the Central Registration System will allocate randomly.

**Please Note**: Council reserves the right to consider factors such as group size, group dynamics and other special considerations when allocating places to families to act in the best interest of all children and families.

**What happens if my registration form is incomplete?**

All incomplete or incorrect registrations will be followed up by email or letter. Registrations are only processed once all information including supporting documentation and payment is provided. If registrations are incomplete this will delay processing and will not be included in any rounds of allocations.

**Changing preferences or updating information**

Families may advise any changes to their original registration details via the online portal or directly to a Community Support and Enrolment Officer by telephone, in writing or in person. **It is your responsibility to ensure all contact and other details are up-to-date and correct.**

Changes to preferences of Kindergarten groups can be made up until one week prior to an allocation. You may change all preferences to suit any change in needs or if a preferred group is currently full. If you are unsure of when this date will be, please visit Council’s [Early Education & Care Services Online Portal](#) or call our Community Support and Enrolment Team on 9742 8147.

**Responding to an offer**

The Central Registration System allocates places according to the priority of access criteria. If you are allocated a place at one of your preferences, you will receive a letter of offer. You are required to act by doing on the following within 5 days:

- **Accept** – If you are happy with the offer, simply choose to accept it.
- **Accept and Wait** – If you receive an offer lower than your first preference, you can accept this place and choose to remain on the waiting list for a higher preference. Accept and wait is only available for the first two rounds of offers. After the third allocation, you will need to either accept your current offer or decline the current offer and place your child back on the waiting list.
• **Decline and Wait** – If you do not wish to accept the place you are offered, you may decline the place and remain on the waiting list for your other preferences.

• **Cancel** – If you decide you do not wish to attend any of the Kindergartens in Wyndham City’s Central Registration Scheme, you may cancel your registration and you will be removed from the waiting list altogether.

If a response to an offer is not received by the due date or we are unable to contact you, your child’s name will be removed from the Central Registration System and the place will be offered to another family.

**What happens if I do not receive my first preference?**
Each year the number of 4-year-old places for funded Kindergarten services has been sufficient to meet demand, however not all families are offered a place in their preferred Kindergarten.

If more eligible children are seeking a place at a Kindergarten service than there are places available, children are prioritised based on the [Priority of Access guidelines](#). The system continues to allocate places as vacancies become available. Where families have the same number of points, the system will allocate places randomly.

**Accept and Wait**
Families can choose to ‘accept and wait’ for a higher preference during the first two rounds of offers or to ‘decline an offer’ and remain on the waiting list. If you choose to ‘accept and wait’, your status will be listed as ‘Placed and Waiting’ in the Wyndham Early Education & Care Services Online Portal. This means, that during Round 2 and 3, the system will search for a vacancy in your higher preference/s. If a vacancy is available, you will be offered a place at the higher preference. Whilst vacancies may become available, it is not possible to provide any assurance to families that they will gain a place at their preferred Kindergarten.

The ‘accept and wait’ provision will cease at the end of Round 3 (the start of October). At this time, families will be required to either accept the preference they have already been offered or decline that place and remain on a waiting list for a higher preference. Families who choose to remain on the waiting list must note that this means that their child will not have a Kindergarten place until one becomes available at their higher preference. This is to ensure equity of Kindergarten places, in addition to ensuring that Kindergarten educators can prepare for each child’s transition into Kindergarten.

**What happens if I am not offered a place?**
Every effort will be made to place your child at the Kindergarten of your choice. When the allocation process commences, if your first preference is full, the system then considers your second, third and fourth preferences (if you have selected more than one).

If the system is unable to allocate your child a place, they will be placed on the waiting list until a place becomes available for them at one of your preferences.

A child’s position on the waiting list is constantly changing, depending upon factors such as new applications and whether other families accept places or whether they choose to cancel and go back on the waiting list.

**Changing Preferences**
If you have missed out on a place due to your preferred groups being full, Council highly recommends you consider changing your preferences to give your child the best chance of securing
a place. To change your preferences to groups where there is availability, you can log into your portal account at [https://kindergarten.wyndham.vic.gov.au](https://kindergarten.wyndham.vic.gov.au) or alternatively email kinderenrolments@wyndham.vic.gov.au.

*Please Note:* Changing your preferences will not guarantee you a place.

**Reserved places for high priority children**

The Department of Education and Training (DET) specifies that registration policies must assist children at risk of disadvantage to access a funded Kindergarten program. It defines ‘high priority children’ as follows:

- Children at risk of abuse or neglect;
- Children of Aboriginal and/or Torres Strait Islander descent;
- Children with additional needs, defined as children:
  - Who require additional assistance to fully participate in the Kindergarten program;
  - Who require a combination of services which are individually planned;
  - Who have an identified specific disability or developmental delay.

Two places per group will be reserved until the end of September to accommodate ‘high priority children’ who do not receive a place in accordance with the standard priority of access process outlined in this document.

Wyndham City will endeavour to provide a funded Kindergarten place to all ‘high priority children’. However, this may not be at their first preferred Kindergarten group. After these places are released, any vacant reserved places will be made available to eligible families on the waiting list as per the standard priority of access allocation process.

** Cancelling your registration**

Families must notify the Educators at the service or a Community Support and Enrolment Officer on 9742 8147 of their intention to leave the service. Fees will continue to be generated and payable until the family has notified the service that the place is no longer required.

*Please Note:* If you cancel your registration and subsequently decide to re-enrol, you will need to reinstate your registration by sending an enquire via the online portal or notify the Community Support and Enrolment team on 9742 8147. The registration will return to the waiting list and will be processed as a new registration, with points assigned according to your status as at your new lodgement date. The normal registration fee will be waived.

**What if I haven’t registered during the Round 1 registration period?**

We will continue to accept registrations after the initial registration period. These registrations will be included in subsequent allocation rounds, with a higher priority (or points value) given to registrations received by the end of the first round cut off 31 May.
Early Start Kindergarten (ESK)

Early Start Kindergarten (ESK) provides free kindergarten to eligible three-year-old children. Wyndham City may be able to offer eligible children a Kindergarten place in a program for three-year-old's (when run by a qualified teacher) or a four-year-old program. Children are eligible for ESK if they are aged three by 30 April in the year they will be attending a Kindergarten program, and;

- The child is Aboriginal and/or Torres Strait Islander; or
- The family has had contact with Child Protection (or been referred by them to Child FIRST).

No Jab No Play

The No Jab No Play legislation came into effect on 1 January 2016. Under this new legislation, children will be required to have their immunisations up to date or have an approved exemption to commence kindergarten.

How does this affect enrolling children in Kindergarten?

An Immunisation History Statement from the Australian Childhood Immunisation must be produced prior to your child commencing Kindergarten showing immunisations are up to date. This is a condition of being able to commence Kindergarten. Evidence of a catch-up program can be produced in cases where children are late with immunisations.

Immunisation History Statements can be requested at any time by contacting Medicare:

- Phone: 1800 653 809
- Email acir@medicareaustralia.gov.au
- Website: Department of Health website
- Visit your local Medicare Office.

Wyndham City Council’s Immunisations Team can assist families to obtain the required immunisation evidence to commence Kindergarten. Wyndham’s Immunisation Officers can be contacted on 9742 0736 or immunisationteam@wyndham.vic.gov.au

Families who need further assistance with their Kindergarten registration should contact a Community Support and Enrolment Officer on 9742 8147 or kinderenrolments@wyndham.vic.gov.au to discuss their individual situation.

Immunisation schedule and catch up programs

A comprehensive childhood immunisation service is provided by Wyndham City and offered free to all children eligible with a Medicare Card. The Immunisations Team is available to discuss your child’s immunisation program and give the required vaccines.

Catch up programs can be tailored for children who are late with immunisations. Children from overseas can have their records transferred to the Australian Childhood Immunisation Register. It is preferred that families who wish to discuss transferring records from overseas notify the Immunisation Team before attending as the complexities of overseas immunisation can be time consuming. An appointment is usually made prior to attending a scheduled immunisation session.
Maternal and Child Health – 3.5-year-old - 4-year-old key age and stage visits

Has your child had their 3.5-year-old - 4-year-old key age and stage visit?

If not, help your child get ready for Kindergarten and make an appointment to see a Maternal & Child Health Nurse.

How to make a booking

You can:

Phone: 9742 8148


What happens at the developmental check?

During the appointment the Nurse will check your child’s:

- Growth
- Development
- Oral health
- Vision screening
- Offer advice on parenting support, safety and Kindergarten information.

Additional and/or High Support Needs

Families should provide detail of any diagnosed additional needs or medical requirements in the relevant sections of the Kindergarten registration form and are encouraged to attach any supporting documentation. The Kindergarten Inclusion Support (KIS) offers supplementary assistance to Kindergartens to support the inclusion of children with additional needs in the Kindergarten program. Applications are made by the Kindergarten Educator in consultation with parents, Early Childhood Intervention Agencies and Preschool Field Officers.

Applications for KIS can be made from September of the year prior to the child starting Kindergarten. Please note applications are accepted on a continuous basis.

Preschool Field Officer Service (PSFO)

The Preschool Field Officer (PSFO) program contributes to the provision of a quality Early Childhood program that can meet the diverse needs of all children.

The PSFO program is designed to provide support and professional services. It aims to build the capacity of Early Childhood Educators by working closely with the Educators to provide for the inclusion and participation of children with additional needs.

The PSFO program provides one unit of care, up to 11 hours, to eligible children who are attending a Kindergarten program in Wyndham. The PSFO Service is funded by both the Department of Education and Training (DET) and Wyndham City, who manage and deliver the service with no additional cost to families.

The PSFO program defines children with additional needs as children in a funded Kindergarten program presenting with developmental concerns. Development concerns may be associated with any area of a child’s development, such as:

- Challenging behaviours;
- Speech, language or communication delays;
- Social and emotional difficulties;
- A diagnosed disability.

**Please Note:** Children who have a diagnosed disability or disorder and are already supported by the national disability insurance scheme are not eligible for the service. The Educator will seek inclusion support from the early intervention service provider, not the PSFO.

The PSFO capacity building approach recognises and respects the expertise and ongoing role of the Early Childhood Educator in supporting children’s learning and development by supporting Early Childhood Educators. Support may include:

- Information, resources, program strategies, coaching, modelling of specific skills;
- Identification of referral pathways;
- Contributing to recognising the child’s capabilities as well as their learning and development needs.

**How to request support from the PSFO Service**

Talk to your child’s Kindergarten Educator about the possibility of them obtaining support from the PSFO Service. Please contact the Wyndham City PSFO Service on 9742 8199 if you have any questions or visit our website [here](#).

**Second Year of Funded Kindergarten**

It is recognised that some children may benefit from a second year of funded Kindergarten prior to commencing school, and Educators will use guidelines to access children who may benefit. Your child is eligible for a second year of Kindergarten if your child’s Early Childhood Educator has assessed that your child has developmental delays in at least two key areas of development and will achieve better outcomes at Kindergarten rather than going to school. The areas assessed by the Early Childhood Educator include:

- Self-care – your child’s ability to look after themselves sufficiently;
- Ability to speak and/or understand language;
- Cognitive (intellectual) development;
- Social development – how your child interacts with other children;
- Emotional development.

Declaration of eligibility applications are sent to the Department of Education and Training (DET) for second year approval.

Where an application for a second year of funded Kindergarten is not approved by DET, the child will not be eligible to enrol for a second year at a Wyndham City Kindergarten.

**Please Note:** Should your child meet the criteria for a second year, a new Kindergarten registration form (different colour for second year children) must be obtained, approved, dated and signed by the Educator for the following year. To obtain permission for a second year, parents/guardians must complete the form, provide supporting documentation and pay the registration fee.

**Early Entry to Kindergarten**

Should parents decide to request early entry to Kindergarten for their child, the following requirements must be met:
• The child must be at least 3 years by 30 April in the year they attend the funded Kindergarten program (this aligns with the age requirements for early entry to school);
• Parents must make a written request for early entry to school to either the Area Director of the appropriate Department Regional Office or directly to the Principal of a non-government school dependent on whether the child is intending to attend a government or non-government school.
• Parents must provide Wyndham City with a copy of the written response from the department or the non-government school acknowledging that you have requested early entry to school.

Please Note: Most applications for early school entry are unsuccessful. Children granted early entry to Kindergarten are not eligible for a second year of funded Kindergarten in the following year if the child does not attend school, as specified in the DET funding criteria; and Wyndham City does not accept self-funded registrations. Further information is available on the DET website.

Exemption from school

Children who turn six at any time during the kindergarten year, including children attending a second year of funded kindergarten, must receive an exemption from attending school. Parents are advised to apply for an exemption before the child starts kindergarten by submitting an “Exemption from school due to attendance in a funded Kindergarten program” form to the appropriate Department regional office by 1 November in the year prior to the child turning six. For further information please click here.

Busting the Myth about Kindergarten

If you’re getting ready to enrol your little one in kindergarten, the chances are you’ve heard a lot of different information. Some of it may be correct, but there are a lot of myths out there. It’s time to bust some of them.

Myth 1: If I get my Kindergarten registration in first, or as soon as registrations open, I will get my preferred kindergarten place.

Truth: Kindergarten places are NOT allocated to those who get their registration in first. Wyndham City has developed an enrolment policy that:
• Promotes fair and equitable access to Kindergarten programs;
• Follows State Government Priority of Access criteria;
• Supports all eligible children to access a Kindergarten program, including those who face barriers to participation; and
• Does not inadvertently present barriers to participation.

A points-based weighting system is used to allocate places. Preferences are given to registrations received prior to the first-round registration closing date. Where two or more children have the same points value, the Central Registration System randomly allocates places. For further information please visit www.wyndham.vic.gov.au

Myth 2: If I live close to the Kindergarten I will get additional points because Kindergartens are zoned the same as Primary Schools.
Truth: Kindergarten registrations work slightly differently to primary school, in that Kindergartens are not zoned to particular areas. Points are **NOT** awarded depending on the distance you live from the Kindergarten, points are given to families whose home address falls within the same suburb as their first preference Kindergarten if you can provide documentation as proof.

**Myth 3:** If I attend a Kindergarten on a Primary School site, I will automatically get into that Primary School or if my child’s sibling attends the Primary School, I will automatically get into the Kindergarten.

**Truth:** Our Kindergartens are **NOT** feeder services for Primary Schools. If you attend a Kindergarten on a Primary School site, this does not mean you will get into the Primary School the following year. With Wyndham’s growing community, our kindergartens on school sites cannot cater for the large number of children that the prep classes will have. For example, Alamanda Kindergarten has a capacity for a maximum of 231 children, however Alamanda Primary School had 364 children enrolled in Prep for 2018.

**Myth 4:** If I attend a 3-year-old Kindergarten, I will automatically get into the same kindergarten for 4-year-old Kindergarten.

**Truth:** Although attending a 3-year-old Kindergarten on the same site as your preferred 4-year-old Kindergarten will not automatically guarantee you a place, you will receive additional points for attending a 3-year-old program on the same site as your first preference if you can provide documentation as proof of enrolment.

**Myth 5:** If I call Council, they will be able to advise me where I am on the wait list.

**Truth:** Council is **unable** to advise you of where you are currently sitting on the wait list. A child’s position on the waiting list is constantly changing, depending upon factors such as new registrations and whether other families accept places or whether they choose to cancel and go back on the waiting list. In the instance where two or more children have the same points value, the Central Registration System will allocate randomly.

**Myth 6:** If I mention on my registration form that my child has additional and/or high support needs, they will miss out on a Kindergarten place or it will impact on them being placed in our preferred Kindergarten.

**Truth:** This is completely **false**! Council encourages families to provide details of any diagnosed additional needs or medical requirements on the Kindergarten registration form. By having this information as early as possible, Council will be able to work with your family to ensure we can support your child’s transition to Kindergarten. The Kindergarten Inclusion Support (KIS) offers supplementary assistance to Kindergartens to support the inclusion of children with additional needs in the Kindergarten program. Applications are made by the Kindergarten Educator in consultation with parents, Early Childhood Intervention Agencies and Preschool Field Officers. Additional priority points are awarded to those children which have additional needs with supporting documentation. For further information, please contact our Community Support and Enrolment team on 9742 8147.

**Myth 7:** My friend/family member told me there was a spot available at my preferred kindergarten, and if I ring the Kindergarten or Council, they will be able to place my child in it.
**Truth:** Council is unable to automatically place any child into a Kindergarten place. If someone declines a kindergarten offer or leaves the service, the place will become available in the next round of allocations and a child would be offered the spot in accordance with the Department of Education and Training and Council’s Priority of Access Policy and Enrolment Process. This ensures a fair and equitable process for families to access a Kindergarten program. All allocations of Kindergarten places are handled by Council’s Community Support and Enrolment Team and not the individual Kindergartens.

**Myth 8:** If I choose the same preferences as my friends/family members, my child will be placed in the same group as theirs.

**Truth:** As Council uses a Registration System that promotes a fair and equitable process, we are unable to guarantee you a place at the same kindergarten or group as your friend or family member’s child.

**Additional Information**
For further information or assistance, please contact a Community Support and Enrolment Officer on 9742 8147 or visit www.wyndham.vic.gov.au.

**Pop-Up Information and Support Sessions**
Early Education & Care Services invite families to visit us at one of our FREE Pop-Up sessions. Our sessions will:
- Give you a better understanding about our Kindergarten programs;
- Allow you to receive help in completing your registration or any other documentation for Kindergarten;
- Answer any questions you may have.

To find our when we’ll be in your local area please visit www.wyndham.vic.gov.au/whatson

**Further information about Kindergarten**
Please refer to the Department of Education and Training (DET) link below for more information regarding Kindergarten:

**About Kindergarten** – This brochure gives parents some general information about Kindergarten and what to expect.

**Choosing a Kindergarten program** – This brochure gives parents information about finding a Kindergarten, questions to ask a service when choosing a program, age of the child when starting Kindergarten, and were to seek assistance when choosing the year for their child to start.