

Starting Kindergarten – A Guide to Central Registration for Families

Wyndham City Council (WCC) administers the Central Registration Scheme (CRS) for Council-managed kindergartens and Early Years Partners managed kindergartens that are part of the Central Registration Scheme.

The Central Registration Scheme provides a single point for families to apply for multiple kindergarten services. This guideline informs families of the process of registering their child for kindergarten.

The Central Registration Scheme is supported by Department of Education.

<https://www.vic.gov.au/kindergarten-central-registration-and-enrolment>

More information can be found on our website [here](#).



If you require assistance with this document, the information can be translated by contacting **Translating and Interpreting Services on 131 450**.

Ask to be connected to Wyndham City on 1300 370 567

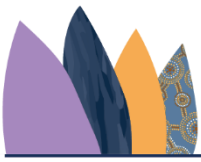


If you require any assistance or have any further questions, please contact Child and Family support on 1300 370 567.

Acknowledgement of Country

Wyndham City Council recognises Aboriginal and Torres Strait Islander peoples as the first Peoples of Australia. We acknowledge the Bunurong and Wadawurrung Peoples as Traditional Owners of the lands on which Wyndham City operates. The Wadawurrung and Bunurong Peoples have and always will belong to the Werribee Yalook (river), creeks, stars, hills and red clay of this Country. We pay respect to their Ancestors and Elders who always have, and always will, care for Country and community today and for future generations.





Free Kindergarten

Wyndham City's Central Registration Scheme manages the Central Registration for 37 Early Years Services that participate in the scheme.

All services that participate in Wyndham City's Central Registration Scheme are required to provide Free Kindergarten funding. To receive Free Kindergarten funding the Early Years Service providers are required to 'opt in' to provide Free Kindergarten and accept the terms and conditions of funding.

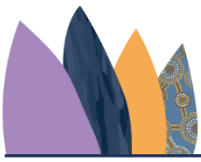
Free Kindergarten supports the access to two years of high-quality kindergarten programs for all Victorian children.

All children enrolled in a funded kindergarten program at a participating service are eligible for Free Kindergarten from 2023.

Free Kindertartens supports families to access a funded kindergarten program by

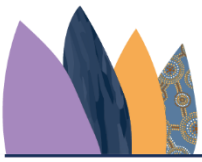
- Providing a free 5-to-15-hour program to three-year old children enrolled at a sessional service (subject to the length of funded program offered) – First year of kindergarten.
- Providing a free 15-hour program to four-year old children enrolled at a sessional service – Second year of kindergarten.

<https://www.vic.gov.au/free-kinder-guidelines-services-2023>



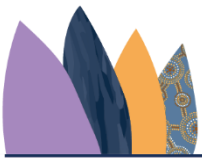
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STEPS TO STARTING KINDERGARTEN





1. ELIGIBILITY:

Did you know your child can have two years of kindergarten for free! Below you will find what you need to know about your child starting kindergarten. If you are unsure, you can get support from your Maternal and Child Health Nurse, you can contact our Child and Family Support Team or you can go to a kindergarten and talk to an educator.

Maternal and Child Health Services information can be found [here](#).

Child and Family Support Team:

Phone: 1300 370 567

Email: kinderenrolments@wyndham.vic.gov.au

A list of kindergarten services information can be found on our website [here](#) or on page 16.

Is my child eligible for kindergarten?

First Year of Kindergarten

The first year of kindergarten is a one-year program for 3-year-old children, delivered by a qualified early childhood teacher in the year before they are eligible to attend their second year of kindergarten (4 years old).

The first year of kindergarten programs are for between 5 and 15 hours per week.

To be eligible children need to turn 3 by the 30th of April in the year they are to attend their first year of kindergarten.

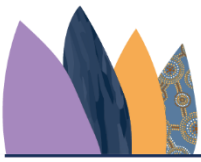
Please Note: Your child must be 3 years of age, before starting their first year of kindergarten. If your child turns 3 between the start of term 1 and 30th of April, your child will not be able to commence kindergarten until their 3rd birthday.

Second Year of Kindergarten

The second year of kindergarten is a program for 4-year-old children, delivered by a qualified early childhood teacher in the year before they are eligible to commence primary school.

The second year of kindergarten program are 15 hours per week.

To be eligible children need to turn 4 by the 30th of April in the year they are to attend their second year of kindergarten.



Families with children born between January and April can choose which year their child will start their first year of kindergarten. These children can start in the same year they turn 3, or in the year they turn 4.

When your child starts kindergarten directly relates to the age they will start primary school, and even secondary school. When registering your child for their first year of kindergarten, we encourage families to plan and consider the age they would like their child to start school.

Use the calculator on <https://www.vic.gov.au/give-your-child-the-best-start-in-life> and enter your child's birthdate to find out what year your child can start their first year or second year of kindergarten.

In Victoria, a child cannot attend more than one State Government funded free kindergarten program (first year or second year) at the same time.



Information about kindergarten in your language [here](#).

You can find more information about kindergarten [here](#).

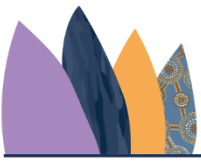
[Early Start Kindergarten \(ESK\)](#)

[Early Start Kindergarten](#) (ESK) provides a kindergarten program to eligible three-year-old children. Wyndham City may offer eligible children a kindergarten place in a three-year-old OR four-year-old program. Children are eligible for ESK if they are aged 3 by the 30th of April in the year, they will be attending kindergarten, and any one of the following:

- The child is Aboriginal and/or Torres Strait Islander
- The family has had contact with Child Protection (or been referred by them to child FIRST)
- Is in Out of Home Care*
- Child / Parent have Refugee or Asylum Seeker status**

** Out-of-home care is the term used to describe the placement of children away from their parents due to concerns that they are at risk of significant harm.*

*** Eligible Visa Subclasses: 200, 201, 202, 203, 204, 449, 785, 786, 790, 866, Bridging visa for any of the previously listed visas, ImmiCard*



Children Younger than the Eligible Kindergarten Age

If your child is less than four years of age by April 30th in the year of attendance, and you would like your child to attend a four-year-old kindergarten program, you will be required to request early age entry in writing to the school your child will be attending in the following year. The request will be considered by the school's Principal and submitted to the Regional Director of the Department of Education.

You will then be required to provide the Child and Family Support Assistant with the written response from the Department of Education or the non-government school acknowledging the family has requested early school entry.

Should your child not attend school the following year, they will not be eligible for another year of funded kindergarten, as stated in the relevant funding criteria.

Children Older than the Eligible Kindergarten Age

Some children may turn six years of age during their kindergarten year. This is usually relevant in the case of children who have been identified as requiring an additional year of kindergarten.

Children who will turn six before the last day of term four of the kindergarten year are required to apply for an [exemption from school](#) from the relevant Regional Director of the Department of Education and Training.

You will be required to complete an ['Exemption from School due to attendance in kindergarten program form'](#) before your child starts kindergarten and submit it to the relevant Regional Office of the Department of Education.

The kindergarten is required to sight the approved exemption letter from the Department of Education and may ask for a copy for their records.

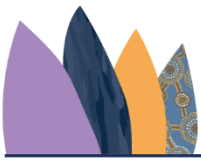
The Department of Education Regional Office information can be found [here](#).

2. REGISTRATION:

Now you know your child is eligible for kindergarten, you will need to register them. Below you will find the information you need to know when to register them, how you register them and other considerations. When you register your child for kindergarten you get to choose which kindergarten and which groups you want them to attend.

A list of kindergarten services information can be found on our website [here](#) or on page 16.

The current timetables can be found on our website [here](#).



When do I register my child for kindergarten?

Registrations can be made in the year before your child attends kindergarten.

You will need to complete a separate registration for each child.

Registrations open on the 1st of March the year before your child attends kindergarten.

Rounds of registrations and allocations are used. Any registrations received between the 1st of March and the 31st of May will be considered part of the first round of allocations.

The first round of offers will be sent in July the year prior to kindergarten.

Registrations received in subsequent rounds will be allocated places within each round.

How do I register my child for kindergarten?

To register your child for kindergarten you will need to complete a registration form. You can complete a registration form online or a paper-based copy.

Online: Create an account on the Wyndham City's Early Education & Care Services Portal to register your child for their first or second year of kindergarten, reapply existing children, update your information, including kindergarten group preferences.

[Online Registration Portal](#)

Paper Form: You can complete a paper-based registration form from our website [here](#).

Submit via email, post or in person.

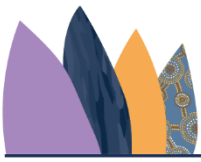
Email: kinderenrolments@wyndham.vic.gov.au

Post:

Wyndham City Early Education & Care Services, P.O Box 197, Werribee VIC 3030

In Person:

- Wyndham City Civic Centre, 45 Princes Highway, Werribee
- Manor Lakes Community Centre, 86 Manor Lakes Boulevard, Manor Lakes
- Tarneit Community Centre, 150 Sunset Views Boulevard, Tarneit
- Point Cook Community Centre, 1 – 21 Cheetham Street, Point Cook



Important things to consider when registering your child

You can select up to four kindergarten groups when registering. These are your 'preferences'. Some services can be in high demand. To have the best chance at securing a place for your child we recommend you select four preferences of groups where you are happy to accept a place.

If the groups, you have selected are full you will be placed on a waitlist. To have the best chance of being offered a place we recommend that you update your preferences to a different group with availability.

If registering for the first time after the first round of offers some groups will be full. In this instance we recommend selecting your preferences from the groups with availability. This will be available on the "Current groups available" timetable you will receive or available on our [website](#).

Under the '[No Jab, No Play](#)' legislation you will be required to provide your child's up to date Immunisation Statement showing your child is:

- Fully immunised for their age, or
- On a vaccination catch-up program, or
- Unable to be fully immunised for medical reasons.

An Immunisation History Statement can be obtained from [Australian Immunisation Register](#) (AIR) by calling 1800 653 809, emailing acir@medicareaustralia.gov.au or online at www.medicareaustralia.gov.au/online

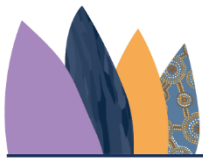
Registration fee

Families are required to pay a one-off non-refundable Registration Fee of \$40.

*Subject to change.

The registration fee is waived for families that meet any one of the following criteria.

- Children eligible for Early Start Kindergarten (ESK)
- If the child, parent, or guardian is of Aboriginal or Torres Strait Islander descent.
- If the child, parent, or guardian has refugee or asylum seeker status.
- If the child is in an Out of Home Care arrangement, including kinship care.
- If the child is Known to Child Protection
- If the child, parent, or guardian has one of the following cards/visa's:
 - Immigration Card
 - A Commonwealth Health Care Card
 - A Child Disability 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, 449, 785, 786, 790 or 866)
- Bridging Visa for any of the above Refugee or Asylum Seeker visas

- Children eligible for Early Start Kindergarten (ESK); or
- If the child, parent, or guardian is of Aboriginal or Torres Strait Islander descent; or
- **Please Note:** A photocopy of the card/visa must be attached to your registration.

Wyndham City provides a reduction in registration fees for families registering more than one child in a kindergarten program in one year. These children do not have to be twins but can be two siblings attending in the one year, accessing the same program. A single registration fee is payable for more than one child enrolling from the same family.

Additional Year Registration – 4-year-old kindergarten

Some children may be assessed as eligible for an [additional year](#) of their second year of kindergarten (4-years-old). This may be considered when a child shows delays in learning and development outcome areas in the [Victorian Early Years Learning and Development Framework](#), and when:

- The kindergarten program is deemed to be the most appropriate learning program.
- The child will achieve better outcomes at kindergarten than if they go to school.

During your child's year at kindergarten, you will work together with the early childhood teacher to plan for their transition to school. When considering which educational learning environment will best support your child's learning and development it is important to discuss with your child's kindergarten teacher, and to visit and talk with the principle at the school you intend your child to attend.

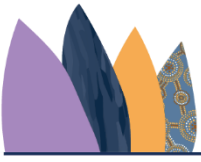
If your child is eligible for an additional year of kindergarten, a paper based Additional Year Registration form will need to be completed. The early childhood teacher will also have a section to complete before it is submitted to the Child and Family Support team.

Each additional year registration will be weighted with the relevant points and allocated accordingly.

If your child will turn 6 during their additional year of kindergarten, they will be required to complete a School Exemption form.

3. ALLOCATION:

Allocation is the process of allocating all the children who have registered for kindergarten a place. Kindergarten places are allocated in a consistent and equitable way in line with the Department of Education's Priority of Access policy.



Priority of Access (PoA)

In line with the Victorian Department of Education all registrations are required to adhere to the Priority of Access (PoA) Guidelines.

The PoA aims to promote the participation of all eligible children in a funded kindergarten service.

Priority of Access identifies a range of criteria that is used to develop a points-based weighting system for each child. Points are allocated for each criteria the child/family meets in the Priority of Access. Children are allocated a place at kindergarten based on the weighting system.

Details of PoA are available on the Priority of Access Information sheet, available on our website [here](#).

Allocation of kindergarten places

Registered places are allocated in order from highest points to lowest points (PoA) according to availability in groups of family's preferences.

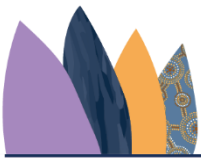
Where two or more children have the same points value, the Central Registration System will allocate randomly.

In the best interest of all children and families, Wyndham City reserves the right to consider factors such as group size, group dynamics, and other special considerations when allocating registered places to families.

Wyndham City may reserve registered places for each kindergarten to accommodate high priority children who do not receive a registered place in accordance with the standard priority of access process.

4. RESPONSE:

Once the allocation is completed you will receive contact with the outcome of your registration application with the preferences you selected. If your child has been offered a place at kindergarten you will need to respond to the offer to let us know your decision. If the groups you chose are full you will be advised your child is on a 'wait list' and told what are the next steps you can take.



Accepting a kindergarten place

If your child is allocated a place at one of your selected preferences, you will receive an email with a “Letter of Offer”. You will have 2 - 5 business days to respond to the offer, with one of the following options:

- **Accept:** If your response is to ‘accept’ you are accepting a place for your child at the kindergarten and group identified in the letter.
- **Accept and Wait:** For offers received between July – September the year prior to kindergarten you have an option to respond, ‘accept and wait.’ The offer you receive will be for a lower preference (2, 3 or 4) – you can choose to accept this offer AND stay on the waitlist for a higher preference. At the end of the ??? round of allocations you will have to make a final choice to accept the current place, or to remain on the waitlist for a higher preference.
- **Decline and Wait:** If your response is to ‘decline and wait’ you are declining the offer you have received and will remain on the waitlist for your other preferences.
- **Cancel:** If your response is ‘cancel’ you do not wish to attend an Early Years’ Service in Wyndham, your registration will be cancelled and you will not be placed on a waitlist.
- **No Response:** If you do not respond to the offer within the 3 business days you will be sent a text message reminder with a further 2 business days to respond. If you have not responded after the additional 2 business days, the offer will be withdrawn.

Waiting list

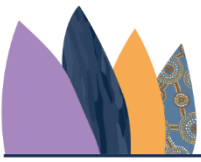
If there are no suitable vacancies available at one of your selected preferences when the allocation is completed your child will be placed on a waiting list.

You will receive a Wait List letter with your options, and a list of groups that do have availability.

You can choose to remain on the waitlist to receive a place if one becomes available, or you can update your preferences to a group with availabilities.

If you update your preferences, you will go through the same allocation process during the next round.

To have the best chance at securing a place for your child we recommend choosing only groups you are happy to accept and updating your preferences to groups with current availabilities.



5. ENROLMENT:

You have accepted a place at kindergarten for next year! Now you will need to enrol your child at that kindergarten.

Enrolment Process

After you have accepted a place via the offer, you will need to 'enrol' your child at the kindergarten. This is a different process, where you will provide all the information to the service your child will be attending for their enrolment.

The kindergarten where you have accepted a place will contact you to let you know what steps are required to complete the enrolment. This could vary from service to service depending on the who the service is operated by.

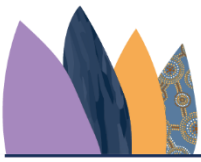
Non-Attendance at kindergarten

If your child is sick, away, or unable to attend kindergarten we request that you please contact the kindergarten service to let them know.

If your child has not attended kindergarten, and there has been no contact with the family/guardian their place may get cancelled.

No. of weeks of no attendance and no contact	Action
After 1 week	The kindergarten staff will attempt to contact the family
After 2 weeks	After 2 weeks of no attendance and no contact with the family the kindergarten is required to email a Child and Family Support Assistant with details of absence, who will call the family. If no response, an email will be sent to the family with a request for a response within 1 week.
After 3 weeks	If the response date has lapsed and the family is still non-contactable via phone, a final letter will be emailed to the family.
After 4 weeks	If the family has not responded to the final letter, their placement will be cancelled by a Child and Family Support Assistant. The family will receive a final email advising them of the cancellation.

Note: Children and families experiencing vulnerability will be supported according to their individual needs.



6. CHANGES:

If at any time your circumstances change, please keep us updated.

Change of Information

If any of the following details change at any time, please contact a Child and Family Support Assistant to let us know.

- Address
- Phone numbers
- Email address
- Family arrangements
- Extended holidays
- Moving away

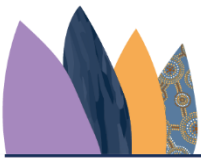
Phone: 1300 370 567

Email: kinderenrolments@wyndham.vic.gov.au – Please include your child's full name, date of birth, and the kindergarten and group they are attending.

Cancelling your child's kindergarten place

If you need to cancel your child's kindergarten place for any reason you will need to notify the kindergarten and the Wyndham City Council in writing of your intention to leave the service.

You will be required to complete the '**Cancellation Form**' (available from the kindergarten or a Child and Family Support Assistant) and submit the form to your kindergarten and Wyndham City Council via email: kinderenrolments@wyndham.vic.gov.au



Updating your registration

You can advise a Child and Family Support Assistant at any time of changes to details on your original registration. This may include changes to your contact details, or changes to your 'preferences' of kindergarten groups.

This can be done via the [Online Portal](#), or in writing via email at kinderenrolments@wyndham.vic.gov.au

If your situation changes and you need to move your child to another Kindergarten group (either at the same service or a new service) you will need to contact a Child and Family Support Assistant on 1300 370 567 to enquire about vacancies across the services.

The Central Registration System continues to allocate places to vacancies throughout the year. To change groups/services you will need to cancel your child's current placement and update your preferences to the new groups/service. You will then go through the same process of allocation as above, using the Priority of Access to place children in vacancies.

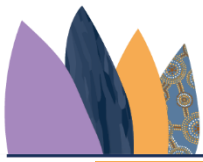
Kindergarten Frequently Asked Questions

If you have any more questions about registering your child for kindergarten you can find Frequently Asked Questions on our website [here](#).

Please feel free to contact us at any time:

1300 370 567

kinderenrolments@wyndham.vic.gov.au



HOPPERS CROSSING KINDERGARTENS

Karobran	64 Spring Drive, Hoppers Crossing
*Mossfiel Early Learning Centre	162 Heaths Road, Hoppers Crossing
The Grange	260-280 Hogans Road, Hoppers Crossing
Quantin Binnah – Woodville Centre	82 Woodville Park Drive, Hoppers Crossing
Wilmington	7-13 Wilmington Avenue, Hoppers Crossing
Woodville Park	80 Woodville Park Drive, Hoppers Crossing
Yerambooe	55 Maple Crescent, Hoppers Crossing

LITTLE RIVER KINDERGARTENS

Little River	22 River Street, Little River
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MANOR LAKES and MAMBOURIN KINDERGARTENS

*Laa Yulta Primary School Kindergarten (previously Black Forest East)	20 Lecture Circuit, Mambourin
KU Birnbial Kindergarten	84 Holyoake Parade, Manor Lakes
Manor Lakes	86 Manor Lakes Boulevard, Manor Lakes

POINT COOK KINDERGARTENS

Alamanda	21 Prudence Parade, Point Cook
Featherbrook	33-35 Windorah Drive, Point Cook
Jamieson Way	59 Jamieson Way, Point Cook
Middleton Drive	1 Middleton Drive, Point Cook
Point Cook CLC	1-21 Cheetham Street, Point Cook
Saltwater	153 Saltwater Promenade, Point Cook

TARNEIT KINDERGARTENS

Bembit Bag-rook Kindergarten	61 Polly Parade, Tarneit
Davis Creek Primary School	65 Wootten Road, Tarneit
KU Dianella Kindergarten	6 Congo Drive, Tarneit
Penrose	83 Penrose Promenade, Tarneit
Tarneit	150 Sunset Views Boulevard, Tarneit
Tarneit Central Kindergarten	21-23 Brinbrook Street, Tarneit
*Wimba Primary School Kindergarten (previously Tarneit North)	25 Tuition Drive, Tarneit

TRUGANINA KINDERGARTENS

Arndell Park	29-49 Federation Boulevard, Truganina
Koomail Tardy Kindergarten	117 Alcock Road, Truganina
Mainview Boulevard	49 Mainview Boulevard, Truganina
*Warreen Primary School Kindergarten (previously Truganina North)	40 Boulder Drive, Truganina

WERRIBEE KINDERGARTENS

College Road	34 College Road, Werribee
Dr Charles Prouse	5 Osterley Street, Werribee
Quantin Binnah	61 Thames Boulevard, Werribee
Riverdene	29 Parramatta Road, Werribee
Riverwalk Primary School Kindergarten	56 Timbarra Drive, Werribee
The Manor	186 Werribee Street North, Werribee
Thomas Chirnside	85-95 Walls Road, Werribee
Werribee West Family Centre	37 Ballan Road, Werribee
Wyndham Park	55-57 Kookaburra Avenue, Werribee

WYNDHAM VALE KINDERGARTENS

Balim Balim Early Years at Wunggurrwil Dhurrung Centre	19 Communal Road, Wyndham Vale
Iramoo	60 Honour Avenue, Wyndham Vale
Vista Way	7 Vista Way, Wyndham Vale
Wyndham Vale Primary School	85 Ribblesdale Ave, Wyndham Vale

* Kindergartens are Provisional Services. Please Note: The list of kindergartens above is subject to change.