


Organisation Policy

Central Registration and Enrolment Scheme

Organisation policy title:	Kindergarten Central Registration and Enrolment Scheme 2023 (V1)
Organisation policy owner:	Director Community and Customer Experience
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1. Policy intent

The Central Registration and Enrolment Scheme (CRES) is designed to allocate kindergarten places through a consistent, transparent, and accountable process that simplifies access to kindergarten participation for families, aims to increase kindergarten participation in general, and ensures that children experiencing vulnerability or disadvantage have priority access to kindergarten. The Department of Education (Department) is the funding body for kindergarten and provides priority of access eligibility criteria that must be met through the CRES.

2. Glossary – Definitions and Abbreviations

Word /Term	Meaning
Allocation Process	The process for allocating places to kindergarten services participating in the CRES
Central Registration and Enrolment Scheme	Known as the CRES, the Central Registration and Enrolment Scheme is a best-practice model for families and service providers that streamlines the process of registering and enrolling children in kindergarten
Children with Additional Needs	Children with diagnosed disabilities, chronic health related conditions or learning difficulties where full participation in the program requires specialist support.
Council	Bayside City Council
Department of Education	Department of Education (Department) is the Victorian regulatory authority responsible for the regulation and quality assessment of education and care services in Victoria. The Department funds kindergarten places.

Disability	Children with diagnosed disabilities, chronic health related conditions or learning difficulties where full participation in the program requires specialist support.
Early Years Management	Early Years Management (EYM). Early Years Managers are local government and community-based organisations that provide professional leadership and centralised management to a group of kindergartens as the approved service provider.
Early Years Team	The Early Years Team are Council officers who manage the Bayside City Council CRES.
Enrolment	Enrolment is the final step in the CRES process where the 'registration' becomes an 'enrolment'. This step is completed directly with the kindergarten and is when session times and groups are allocated. In-depth information is required to complete the enrolment in line with state legislation for a child soon to begin kindergarten. This includes ensuring the service provider has the health and emergency information to provide a safe experience for children.
Funded Kindergarten Place	Also known as three-year-old and four-year-old kindergarten. The Victorian State Government funds kindergarten to provide 15 hours of three-year-old and 15 hours of four-year-old kindergarten per child in the two years prior to commencing school.
Immunisation <i>Also known as the 'No Jab, No Play' policy.</i>	Under the Victorian Public Health and Wellbeing Act 2008 an enrolment at an early childhood education and care service can only be confirmed when the service has documented evidence illustrating the child: <ul style="list-style-type: none"> • Is fully vaccinated • Is on a recognised catch-up schedule • Has a medical reason not to be vaccinated 'Conscientious objection' to vaccination is not an exemption.
Immunisation Record	All children need an Immunisation History Statement showing what vaccines they have received to attend childcare, kindergarten and primary school in Victoria. The only documentation that can be used is a current Immunisation History Statement from the Australian Immunisation Register (AIR). https://www.betterhealth.vic.gov.au/campaigns/no-jab-no-play
Kindergarten Program	An early childhood educational program delivered by a qualified early childhood teacher to children in the two years before school. The term "preschool" is used nationally and in some municipalities.
Kindergarten Committee of Management	A voluntary committee, who have the responsibility of the overall management of the service and the employment of staff. Also responsible for ensuring compliance with legislative, financial, and funding requirements and the quality of the program. Voluntary committees usually have a parent/guardian (of an enrolled child) membership base.
Kindergarten Service Provider <i>Also known as an 'Approved Provider'.</i>	A kindergarten service provider operates approved education and care services offering a kindergarten program in accordance with the <i>Education and Care Services National Act 2010</i> and the <i>Education and Care Services National Regulations (2011)</i> .
Long Day Care <i>Also known as an 'Early Learning Centre'.</i>	Long Day Care (LDC) provides childcare and can also offer a kindergarten program within the childcare setting. The kindergarten program may either be integrated or stand-alone. Some LDC services are known as an Early Learning Centre (ELC).
Non-Resident	Families who reside outside Bayside City Council.
Priority Access	In line with the Victorian Government Kindergarten Funding Guide and the Department <i>Priority of Access Guidelines</i> , Priority Access criteria is implemented to support fair and equitable access to kindergarten,

	prioritizing children who are vulnerable, at risk or have a disability. (See also <i>Priority Allocation</i>)
Priority Allocation	Where there are more registrations than places after the Department <i>Priority Access</i> criteria are applied, remaining places are offered in order of priority points achieved through the <i>Priority Allocation</i> criteria which relate to continuity, connection and proximity to a service, and residency status.
Random allocation	A computer-generated system of random allocation, preventing selection bias, and applied when there are more registrations of equal ranking than there are remaining places.
Registration	The process of families and carers giving initial information about their child to confirm their intention to enrol in a kindergarten administered by the CRES Team. This includes collection of basic contact information, kindergarten preferences and any other details that may inform prioritised allocation in kindergarten.
Registration Fee	Registration is free.
Registration Form	The online form that is required to be completed when registering for a kindergarten place at kindergartens participating in CRS.
Resident	A person who lives in the municipality of Bayside.
Sessional Kindergarten	Sessional kindergarten, sometimes referred to as a 'standalone' service usually refers to a dedicated kindergarten program that operates for specific days and hours each week.
Vacancy	A kindergarten place is available at a service.
Waitlist	The Early Years Team manages the waitlist for all participating services. The waitlist contains the registrations yet to be allocated to a service.

3. Policy Purpose

This policy outlines how Bayside City Council (Council) works in partnership with kindergarten providers to administer and oversee the CRES process of allocating three and four-year-old kindergarten places across the municipality. The CRES ensures all families have fair and equitable access to kindergarten participation in Bayside through a centralised kindergarten registration and enrolment process and is based on Best Practice recommendations endorsed by the Department and the Municipal Association of Victoria.

4. Scope

Council is a CRES provider, not a kindergarten service provider.

Council coordinates the CRES on behalf of participating kindergarten services in Bayside. Details of participation requirements and a list of current CRES participants can be found in Appendix 1.

The CRES is administered by the Early Years team in Family Services, which is a division of the Family, Youth and Wellbeing Department.

The Victorian Department of Education is the funding body for CRES administration (part funding) and kindergarten enrolment (free kindergarten).

Kindergarten service providers not participating in the CRES can be contacted directly for enrolment enquiries. Refer to Appendix 1.

5. Policy Statement

5.1 Principles and Objectives

Principles

The CRES will:

- provide a process which is accessible, equitable and transparent.
- ensure that children experiencing vulnerability or disadvantage have priority access to kindergarten.
- be sustainable and supported by appropriate systems and resources.
- meet community need.
- comply with relevant legislation, funding agreements, policies, strategies, and plans.

Objectives

Council is committed to ensuring that the CRES will:

- Provide a system of equitable allocation of kindergarten places through applying the Victorian Priority of Access criteria to kindergarten registrations, before allocating places based on locally agreed priority criteria.
- Support all children in gaining access to a funded kindergarten place.
- Provide accessible resources about kindergarten and the registration and enrolment process including procedures and timelines, eligibility criteria for prioritisation and allocation of places, age requirements and kindergarten readiness.
- Provide families a single point of access and a streamlined online registration and enrolment process.
- Provide opportunity for community feedback and continuous improvement.
- Provide data on current and projected demand for early years services, to inform evaluation and future planning, including early years infrastructure planning and investment.
- Comply with relevant Commonwealth and State legislation and practice standards, Department funding requirements relating to the enrolment of children in Victorian Government funded kindergarten services, and relevant Council policies, strategies and plans.

5.2 Eligibility

Age Requirements

Children enrolling for a three-year-old program must have turned three by the 30 April in the year they attend but can only attend once they have turned three. Children who are three by the 31 January in the year they attend can attend at the commencement of the term.

Children enrolling for a four-year-old program must turn four by the 30 April in the year they attend. A child may start four-year-old kindergarten at the commencement of the kindergarten year even if they have not yet turned four.

The Department provides a date of birth calculator to determine when a child is eligible to attend kindergarten <https://www.vic.gov.au/give-your-child-the-best-start-in-life>

Children who turn six during the kindergarten year

A Department-approved exemption from starting school is needed for a child turning 6 at any time during a funded kindergarten year (whether it's their first year of four-year-old or approved second year of four-year-old). Parents/guardians are required to apply for an exemption by 1 November in the year prior to the child turning six by submitting an *Exemption from school due to attendance in kindergarten program* form.

Kindergarten Readiness

Families with children born between January and April can choose which year to start at three-year old Kindergarten. These children can start in the same year they turn three, or in the year they turn four years of age.

Due to staff ratios in community kindergartens, children can only start attending after their third birthday.

To make an informed decision about a child's readiness, parents and guardians are encouraged to attend the Open Weekend and talk to the early childhood teachers, talk to their Maternal and Child Health Nurse, research on-line, and attend the annual 'Kinder Readiness' session hosted by Council during the formal registration period.

Deferring

Families cannot elect to defer once offers have been issued. However, if an offer has not been issued, the registration can be deferred to the following year. Families deferring their registration will not need to re-register. The registration for the following year will be subject to the following year's *Priority Access* and *Priority Allocation* criteria. (Refer section 5.4)

Repeating

Both three and four-year-old kindergarten programs are funded by the State Government and therefore subject to funding conditions, including that children enrolled in a three-year-old program cannot repeat the year.

A 'repeat year', also referred to as a 'second funded year' is only possible in the four-year-old funded program and is subject to specific Department [eligibility criteria](#) based on identified delays in the child's development in two or more of the developmental domains. A second funded year is based on the recommendation of the child's teacher.

Immunisation

All parents/guardians planning to enrol their child in a kindergarten service in Victoria **must** provide the service with a current Immunisation History Statement from the Australian Immunisation Register (AIR) illustrating that the child is:

- up to date with all vaccinations that are due for their age, or that they are able to receive, OR
- on a recognised catch-up schedule.

An **Immunisation History Statement** from the AIR is the only type of immunisation record accepted by early childhood and care services for the purposes of confirming enrolment and must be provided within the two months prior to the child starting at the service.

5.3 Hours, Funding and Fees

Funded three-year-old and four-year-old kindergarten is available across Victoria in both sessional and long day care services.

Kindergarten services receive funding directly from the Victorian Government, so families are not out of pocket (and don't have to claim the savings back).

Hours above the funded kindergarten program will be charged as per each service's fee schedule, available on service websites.

All Victorian children are eligible to receive one funded three-year-old year and one funded four-year-old year in a kindergarten program, in the two years before commencing primary school.

Please refer to Appendix 2 for current schedule.

Attending both Kindergarten and Long Day Care

A child can only access a funded kindergarten program at one service at any one time. If a child is enrolled at two services, the parent/guardian must nominate the sessional service to receive the kindergarten funding for the child.

5.4 Priority Access and Priority Allocation

Priority Access

Places are allocated in accordance with the State Government Funding *Priority of Access* guidelines which prioritise access for children who are vulnerable, at risk, or have a disability.

Priority of Access eligibility criteria can be found in Appendix 3.

Priority Allocation

Bayside's *Priority Allocation* criteria are applied to create equitable access for children applying for kindergarten in Bayside and are reviewed on an annual basis considering feedback from kindergarten teachers, Committees, families, and guidance from the Department. These criteria relate to current and prior connection to a service, proximity to the service, multiple siblings, and residency status.

The registration form requires the registrant to agree that the information provided is true and correct and gives permission for Council to verify information supplied on the registration form if deemed necessary.

A registrant will not be excluded from applying or selection because they do not meet one or all the classification criteria.

Priority Allocation eligibility criteria can be found in Appendix 4.

5.5 CRES

The CRES is a 4-step on-line process, with a central point at Council where families register interest for multiple kindergarten services within the local government area, helping them secure a place that meets their needs.

Families, Council officers, and Kindergarten Providers are all involved in the process.

The process comprises 4 steps:

- Step 1: Registration
- Step 2: Allocation and Offers
- Step 3: Acceptance of Offers
- Step 4: Enrolment

Steps 2 and 3 repeats until all places are allocated. Council issues three formal rounds of offers at two-week intervals.

A summary of the CRES 4-step process can be found in Appendix 5.

For assistance with the process, refer to the Early Year's team contact information in Appendix 6.

5.6 Communication and Promotion

Bayside City Council promotes the Kindergarten Central Registration and Enrolment Scheme and related annual events such as the Early Year's Open Weekend and the *Kinder Readiness* session for parents/guardians.

Channels of communication include Bayside City Council website, subscription to e-news and various social media platforms to receive CRES related notifications, as well as printed media including fliers, posters, and news articles.

The CRES system uses telephone, email, and SMS to communicate with registrants and kindergarten providers.

5.7 Privacy and Confidentiality

Council is bound by privacy principles which govern the way information is collected, stored, used, and disclosed under the Information Privacy Act 2000 and the Health Records Act 2001.

Personal and health information relating to kindergarten aged children and their parent/guardian(s) is collected for the primary purpose of CRES Priority placement at services. Personal information is kept secure from unauthorised access or modification.

All personal information collected by the CRES platform, *EnrolNow*, is stored in electronic form on a secure server hosted in Australia. Additionally, where appropriate, ShareFile (password protected) is used to transfer personal information between Council and kindergarten providers when draft lists of allocations are being created and cross-checked.

Kindergarten Providers who have access to the personal information collected through the CRES are bound by the *Privacy and Data Protection Act 2014* (Refer Section 8).

6. Monitoring, Evaluation & Policy Review

CRES monitoring and evaluation

The policy statement is monitored regularly to guide continuous improvement of the CRES process, and to ensure accessibility and participation of children experiencing vulnerability of disadvantage is prioritised. This is done by:

- Annual CRES process feedback/review meeting with Council Officers, Kindergarten Enrolment Officers, and members of the Committees of Management / Early Years Managers. Held after completion of the annual CRES cycle.
- Family Survey issued to all registered families to provide feedback on the process and Priority Allocation criteria.
- Annual data reports monitor supply and demand.

The following performance measures are monitored:

- All children registered in CRES who meet the DE Priority Access criteria are offered a kindergarten place.
- All children registered in CRES will receive a funded kindergarten offer, either in a participating CRES, or non-participating, service.

CRES Complaints Handling

A person can make a complaint about the Kindergarten CRES in several ways:

- Email: enquiries@bayside.vic.gov.au
- Website: bayside.vic.gov.au/contact-us
- Mail: Bayside City Council PO Box 27 Sandringham, VIC, 3191
- Telephone: Customer Service 03 9599 4444
- In person Corporate Centre at 76 Royal Avenue, Sandringham

For Council to be able to resolve the complaint it should include the person's name, address, email address if available and contact phone number together with a description of the issue.

For more information about how Council manages complaints, please refer to Council's *Complaints Handling Policy 2021* in Section 8.

Policy Review

This policy will be reviewed every four years. Triggers for an earlier assessment include legislative changes and introduction of new systems or procedures.

7 Roles & Responsibilities

Role	Responsibility
Director Community and Customer Experience	Policy approval.
Manager Family, Youth and Wellbeing	Ensure the Policy is reviewed and approved by the Director.
Early Years Team	Implement ongoing management of this Policy and CRES service.
Maternal & Child Health service	Through the Enhanced Program provide outreach to support families experiencing disadvantage, vulnerability or other barriers to kindergarten engagement.
Supported Playgroup	Promote active engagement in CRES for families and children. Provide outreach to support families experiencing disadvantage, vulnerability or other barriers to kindergarten engagement.
Kindergarten Providers	Comply with this Policy. Comply with the CRES service agreement or Memorandum of Understanding.
Parents/Guardians	Provide all required documentation for the kindergarten registration and enrolment. Notify the Council of any required changes to parent/guardian information, transfer of preferences or withdrawal / cancellation of kindergarten registration and enrolment. Respond to offers within the specified time frame.

8 Related Documents

Bayside City Council Complaints Handling Policy 2021	https://www.bayside.vic.gov.au/sites/default/files/2023-06/DOC%2021%20296796%20%20Bayside%20City%20Council%20Complaints%20Handling%20Policy%202021-%20FINAL.PDF
Charter of Human Rights and Responsibilities Act 2006 (Vic)	https://www.legislation.vic.gov.au/in-force/acts/charter-human-rights-and-responsibilities-act-2006/015
Child Wellbeing and Safety Act 2005 (Vic)	http://www8.austlii.edu.au/cgi-bin/viewdb/au/legis/vic/consol_act/cwasa2005218/
Children, Youth and Families Act 2005 (Vic)	https://www.legislation.vic.gov.au/in-force/acts/children-youth-and-families-act-2005/136
CRES Practice Guide	https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.vic.gov.au%2Fsites%2Fdefault%2Ffiles%2F2023-04%2FCRES Practice Guide 2023 0.docx&wdOrigin=BROWSELINK
Disability Discrimination Act 1992 (Cth)	https://www.legislation.gov.au/Details/C2018C00125
Education and Care Services National Law Act 2010	https://www.legislation.vic.gov.au/in-force/acts/education-and-care-services-national-law-act-2010/015
Equal Opportunity Act 2010 (Vic)	https://www.legislation.vic.gov.au/in-force/acts/equal-opportunity-act-2010/030
Freedom of Information Act 1982	https://www.legislation.vic.gov.au/in-force/acts/freedom-information-act-1982/111
Gender Equality Act 2020 (Vic)	https://www.legislation.vic.gov.au/as-made/acts/gender-equality-act-2020
Health Records Act 2001	https://www.legislation.vic.gov.au/in-force/acts/health-records-act-2001/047
Kindergarten Funding Guide	https://www.vic.gov.au/kindergarten-funding-guide
Local Government Act 2020 (Vic)	https://www.legislation.vic.gov.au/as-made/acts/local-government-act-2020
Privacy and Data Protection Act 2014	https://www.legislation.vic.gov.au/in-force/acts/privacy-and-data-protection-act-2014/029
The Early Years Compact Agreement	https://www.education.vic.gov.au/Documents/about/educationstate/DETMAY_Compact_April2017.pdf

Please note: This policy is current as of the date of approval.

APPENDIX 1**CRES Participating Kindergarten Services**

Service Provider CRES Participation Requirements	
Kindergarten Services operating in Council leased facilities	It is a Lease and Service Agreement requirement to participate in the CRES
Kindergarten Services not operating in Council leased facilities	<p>Services can opt in to participate in the CRES.</p> <p>A CRES Memorandum of Understanding is executed between Council and the Service.</p>

Kindergarten services participating in the CRES are:

- Black Rock Preschool, Black Rock
- Crossway Preschool, Brighton
- East Beaumaris Kindergarten, East Beaumaris
- Fern Street Kindergarten, Glen Education, Black Rock
- Gordon Street Preschool, Beaumaris
- Grange Road Kindergarten, Sandringham
- Hampton Community Kindergarten, Hampton
- Helen Paul Kindergarten, Hampton
- Hurlingham Preschool, Brighton East
- Jack and Jill Kindergarten, Beaumaris
- Livingston Kindergarten, Highett
- Nagle Preschool, Sandringham
- North Brighton Kindergarten, Brighton
- Olive Phillips Kindergarten, Beaumaris
- Olympic Avenue Kindergarten, Cheltenham
- St Mary's Preschool, Brighton East
- St Peter's Preschool, Brighton

Kindergarten services not participating in the CRES are:

- Holy Trinity Kindergarten, Hampton
- Wilson Street Kindergarten, Brighton
- All Long Day Care (LDC) and Early Learning Centres (ELC)

APPENDIX 2

Hours, Funding and Fees

2024 Schedule		
Kindergarten Hours		
Hours of Participation	3-year-old Services can provide between 5 and 15 hours of funded 3-year-old kindergarten per week (excluding school holidays)	4-year-old Services must provide 15 hours of funded 4-year-old kindergarten per week (excluding school holidays)
Kindergarten Funding		
Department of Education funded kindergarten hours	3-year-old From 5 – 15 hours per week is funded, providing the kindergarten service has opted into the 'Free Kindergarten' service.	4-year-old 15 hours per week is funded, providing the kindergarten service has opted into the 'Free Kindergarten' service.
Kindergarten Fees (out-of-pocket costs)		
Out-of-pocket cost	<p>There is no out-of-pocket cost to families in sessional kindergarten services for the 'funded' hours of the program.</p> <p>Any hours above the funded hours will be charged a fee as per the service's fee schedule for 'additional' or 'extended' hours.</p> <p>Families in LDC or ELC services will see the funded amount offset against the service's childcare fees</p>	

APPENDIX 3 Priority Access

DEPARTMENT OF EDUCATION PRIORITY OF ACCESS ELIGIBILITY CRITERIA	
High priority children	Criteria and processes for verifying need(s)
Children at risk of abuse or neglect, including children in out-of-home care	<p>The child is:</p> <ul style="list-style-type: none"> • eligible for ESK, 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: <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.
Aboriginal and/or Torres Strait Islander children	As part of the enrolment process, service providers must respectfully ask families 'do you identify your child as Aboriginal and/or Torres Strait Islander?' and record this information in KIMS.
Asylum seeker and refugee children	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.
Children that meet the eligibility criteria for the Kindergarten Fee Subsidy	A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, and/or The child is identified on their birth certificate as one of a set of triplets, quadruplets or more.
<p>Children with additional needs defined as children:</p> <ul style="list-style-type: none"> • with an identified specific disability or developmental delay • who require additional assistance to fully participate in the kindergarten program • who require a combination of services which are individually planned 	<p>The child:</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ✓ the National Disability Insurance Service ✓ 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.

For more information [Kindergarten Funding Guide](#)

APPENDIX 4 Priority Allocation

Priority Allocation Criteria 2023	CRES Priority Points
Resident Priority of Access - child is a Bayside resident and meets the eligibility criteria of the Department of Education.	8
Continuity - child currently enrolled in a 3-year-old program registering in a 4-year-old program at the same kindergarten service.	7
Current Connection - child has a sibling currently enrolled at the kindergarten service.	6
Multiple Siblings - child is a Bayside resident and has a sibling who will also be registering for 3 or 4-year-old kindergarten at the same kindergarten service for the same year. AND/OR Former Connection - child is a Bayside resident and had a sibling previously attend the same kindergarten service.	5
Proximity - child is a Bayside resident and resides within a 2km radius of the selected kindergarten service	4
Resident - child is a Bayside resident	3
Non-Resident Priority of Access - child is a non-Bayside resident and meets the eligibility criteria of the Department of Education.	2
Proximity - child is a non-Bayside resident and resides within a 2km radius of the selected kindergarten service	1
Non-Resident - child is not a resident of Bayside	0

APPENDIX 5 The CRES 4-step Process

Step 1: Registration

There is an official annual registration period when families can apply for a kindergarten place in the following year. Families can register at any time during the year, but resident registrations received in the official period, are processed for allocation in the first round of offers.

Registrants provide information that determines priority access and allocation eligibility. This information relates to concessions, connections and proximity to the service, and Bayside residency status. If requested, evidence of residency and concessions must be provided.

Registrants select up to three kindergarten service preferences. Priority allocation criteria only apply to the first preference kindergarten.

An email acknowledging receipt of registration is sent to the registrant and details the kindergarten preferences selected. If the confirmation email is not received, families should contact the Early Year's Team.

Step 2: Allocation and Offers

The CRES computer system processes registrations and allocates places to kindergarten services. Council issues three formal rounds of offers at two-week intervals. Residents and non-Bayside residents are processed together.

Where there are more registrations than places available, the system processes allocations in order of priority points achieved from the *Priority Access* criteria (Department of Education), *Priority Allocation* criteria (Bayside), followed by all other registrations.

In the scenario when there are more registrations than places available, **and** the registrations for the remaining places are all on equal priority points, the CRES computer system randomly selects who the remaining offers are allocated to.

Offers are emailed to the address provided on the Registration Form. An SMS is sent to the mobile number provided notifying that an offer has been issued via email.

A waitlist notification email is issued to registrants who do not receive an offer in each round. Council's 'offer' is for a place at the service only. The kindergarten service provider allocates children to groups/sessions after families have provided preferences during Step 4 – Enrol. **Step 3: Acceptance of Offer**

Families have seven days to accept or decline the offer.

The offer email gives families three options: 'Accept Offer', 'Decline and remain on waitlist for higher preference' or 'Decline Offer'. One of these options is required to be clicked to acknowledge you are accepting or declining your offer.

Families cannot accept a place at a kindergarten and be on a waiting list for another kindergarten. Families can choose to decline the offer to remain on the waiting list at their preferred kindergarten.

Council will make every effort to ensure families are aware of the kindergarten offer. Failure to respond to the offer or contact the Early Years team within the seven days will result in the offer being withdrawn and an email issued advising that the offer has been cancelled.

Step 4: Enrolment

Once a kindergarten offer has been accepted, families finalise their enrolment directly with the kindergarten.

Kindergartens will request a (refundable) deposit within seven days to secure the place. When the child commences at the service, families will have the choice of a refund or to donate the deposit to the service.

Further information on finalising the enrolment process will be emailed by the kindergarten once the offer from council is accepted. This step in the process may be slightly different for each kindergarten.

During this step, families will complete a detailed enrolment form, nominate preferred groups/sessions (if applicable), and provide the kindergarten with additional information, including:

- ✓ Proof of child's date of birth e.g., birth certificate, passport
- ✓ Immunisation History Statement
- ✓ Copy of concession card (if applicable)
- ✓ Medical history and health management plans (if applicable)

Allocations to groups and session times

Kindergartens aim to advise families of the group and session times they have been allocated to within four weeks of accepting the offer.

Steps 2 and 3 repeat until all places are allocated. Council issues three formal rounds of offers at two-week intervals. Offers after these rounds are made weekly and progress to case by case.

Non-residents

Non-residents who are offered and have accepted a place in a Bayside service will be treated as a 'resident' family for registrations in the following years in terms of priority points for continuity and sibling currently attending.

APPENDIX 6 Key CRES Dates and Contact Information

Register in 2024 for a kindergarten place in 2025		
What to do before CRES officially opens in May		
Subscribe to CRES	Subscribe to receive CRES event information and registration date notifications	Children and Family and scroll to the subscribe button
Promotion Period	Look out for events usually in the 6 weeks leading up to, and during, the formal registration period (March/April/May)	<p>20 - 21 April Early Year's Open Weekend</p> <p>14 May Kindergarten Readiness session for Parents/Carers (on-line)</p>
CRES Registration Fee		
Registration Fee	Registration is free	nil
The CRES 4- step Process		
Register	The formal registration period is usually open for the two months of May and June. <i>Registration remains open for second and subsequent rounds.</i>	<p>1 May Registrations open</p> <p>30 June Formal registration period closes</p>
1st round offers	Offers are emailed to the address provided on the registration form. An SMS is sent to the mobile number provided on the registration form, alerting you to the emailed offer.	<p>22 July Offer issued</p> <p>29 July Response due. Proceed to Step 4 directly with kindergarten</p>
2nd round offers	If a response has not been received by day 5, a reminder SMS is sent.	<p>5 August Offer issued</p> <p>12 August Response due. Proceed to Step 4 directly with kindergarten</p>
3rd round offers	Offers are valid for 7 days. Failure to respond to the offer and reminder notifications within 7 days will result in the offer being withdrawn.	<p>19 August Offer issued</p> <p>26 August Response due. Proceed to Step 4 directly with kindergarten</p>
Subsequent offers	Waitlist and subsequent registrations processed and offered.	From 2September
Contact Us		

Early Years at Bayside	earlyyears@bayside.vic.gov.au	9599 4733
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