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| Kindergarten Central Registration Procedure  |
| A4904555 |

## Purpose

* 1. To outline the steps to be followed in managing the Kindergarten Central Registration Scheme.

## Scope

* 1. Provide clarity around the processes and procedures with a focus on decision points and principles.

## Background

* 1. Frankston City Council operate a Kindergarten Central Registration Scheme for the 21 services that operate within Council-owned infrastructure.
	2. Children can be registered for3- or 4-year old kindergarten.
	3. All kindergartens are managed either by a Committee of Management or by an Early Years Manager.
	4. Kindergarten operations are funded though the State Government.
	5. Frankston City Council own the infrastructure that is licenced to the kindergarten management body. Agreement to part of the Kindergarten Central Registration Scheme is part of the Licence Agreement.
	6. Frankston Council use the Xpedite Software Program to manage to kindergarten registration process.

## Procedure

* 1. Opening of kindergarten registrations are advertised in Frankston City News twice per year, and published on Frankston City Council’s website; promoted through Maternal and Child Health Centres, kindergartens, and commences 1 February each year.
	2. Registrations are accepted all year.
	3. The Kindergarten Funding Guide, issued by the Department of Education, informs priority of access.
	4. The registration application includes priority access criteria for Early Start Kindergarten, Early Start Extension Grant, Access to Early Learning, Aboriginal and/or Torres Strait Islander families, holders of Humanitarian, Refugee or Bridging Visas or other valid Health Care or Pensioner Concession card or Veterans Affairs card.
	5. Registrations are considered on time if received between 1 February and 30 April for 4-year-old kindergarten. First round offers commence in July for the following year.
	6. Registrations are considered on time if received between 1 February and 30 September for 3-year-old kindergarten. First round offers commence in October for the following year.
	7. Where vacancies remain after evaluation against the Kindergarten Funding Guidelines the Frankston City Council Priority of Access and Allocation Criteria is applied. This criteria is published in the Kindergarten Central Registration Information Book.
	8. The Priority of Access and Allocation Criteria is updated annually and published in the Kindergarten Central Registration Information Book.
	9. If, after using the above allocation criteria, there are still a greater number of registrations than places available at an individual kindergarten; a computerised ballot process using the Xpedite system allocates the remaining places.
	10. For kindergartens with a greater number of registrations than available places, a waiting list will be established. Offers continue to be made as vacancies arise based on the Priority of Access and Allocation Criteria.
	11. Families are informed individually if they have received an offer at their preferred kindergarten or if they have been added on to the waiting list for their preferred kindergarten. If they have not been offered a place, they are provided with a list of available vacancies across the municipality. An option to change their preference at any time is available or they can elect to remain on the waiting list for their preferred kindergarten. Council’s Central Registration and Liaison Officer maintains contact with families on a regular basis to determine requirements.
	12. Offers are made throughout the year as vacancies arise.
	13. The registration process provides the opportunity for families to indicate if special considerations are required for their application. Council’s Kindergarten Registration and Liaison Officer reviews each case, in conjunction with Council’s Coordinator Children’s Services to determine an outcome.
	14. A non-refundable Registration Fee is required to be paid at the time of registration. Exemptions to the payment criteria are reviewed annually and listed on the registration form. The fee is reviewed as part of Council’s annual budget process
	15. After offers are generated, each kindergarten will be provided with a list of children who have received an offer at their kindergarten. All information provided through the registration process is provided to the kindergarten provider.
	16. The registration form contains a Privacy Statement that informs families that information will be shared with the Kindergarten provider in line with privacy laws and Frankston City Council policies.
	17. The Kindergarten Central Registration Scheme is managed through Xpedite program. All records are filed and stored within this system and the system contains privacy access restrictions.

## Related documents

* 1. Frankston City Council Kindergarten Central Registration Information Book
	2. Department of Education Kindergarten Funding Guide. Information for funded kindergarten service providers about the range of funding that is available, eligibility criteria and the obligations and accountability in receiving funding.
	3. Department of Education Early Start Kindergarten and the Early Start Extension Grant gives eligible children up to 15 hours of free or low-cost kindergarten a week for two years before starting school.
	4. Department of Education, Early Childhood Education Programs supporting Aboriginal children. Information for Early Childhood Services and Professionals about funding and grants
	5. Frankston City Council Privacy Policy.
	6. Frankston City Council Licence Agreement.

## Further information

The Central Kindergarten Registration Scheme only applies to kindergartens leasing a facility through Frankston City Council. There are a range of privately owned kindergartens, kindergartens in schools or long day care centres that do not participate in the scheme.

The Kindergarten Provider is required to be registered as the Approved Provider and the site recognised with Service Approval for an early childhood service as part of the licence agreement before they can participate in the Kindergarten Central Registration Scheme.