

KINDERGARTEN ENROLMENT GUIDE

CENTRAL ENROLMENT

Latrobe City Council has designed this guide to introduce the Central Enrolment Scheme for the three-year-old and four-year-old kindergarten application process to help you understand the steps you need to take to get your child registered.

The Scheme is an initiative to ensure the whole community has access to a fair, equitable and timely system for processing kindergarten registrations.

We only accept applications for kindergartens that are a member of the Scheme. This includes 25 services managed by Latrobe City Council and five private services.

The following services are NOT managed or operated by Latrobe City Council, contact them directly for questions related to session days and times, fees and charges before adding them as a preference.

- Mid Valley Kinder and Childcare Morwell - 5135 6522
- Bluebird Early Education Moe – 5126 2222
- Little Saints Early Learning Traralgon - 5172 9855
- Little Saints Early Learning Moe - 5127 6100
- Federation Children's Centre Churchill – 5122 6227

WHAT IS FOUR-YEAR-OLD KINDERGARTEN?

In Victoria, four-year-old kindergarten, sometimes called preschool, is a one year of play-based early education program before a child starts school. It is not compulsory, but almost 98% of Victorian four-year-olds attend.

Kindergarten programs are developed and delivered by qualified degree trained Educators to deliver the National Early Years Learning Framework, Victorian Early Years Learning and Development Framework: they abide by the National Education and Care Regulations and Law.

Kindergartens are managed by not-for-profit early years managers and private organisations. State-funded kindergartens also operate in some long day care centres.

BENEFITS

Kindergarten is an important step for young children and is strongly recommended for all children.

- Improves children's health and wellbeing
- Helps develop strong social skills
- Encourages a love of learning
- Helps develop independence and confidence
- Supports a smooth move to primary school

WHAT IS THREE-YEAR-OLD KINDERGARTEN?

Three-year-old kinder is an educational program for three year olds in the year before preschool (four year old kinder). The three-year-old program only operates at centres where there is sufficient demand. The three-year-old kinder program is one day per week for five hours.

To be eligible your child must be three years of age before 30 April, in the year of attendance. **Children must turn three years of age before they can commence at the service.**

We operate a central enrolment scheme. The enrolment form allows you to state your preference for a particular three-year-old kindergarten.

IMPORTANT INFORMATION

Children are eligible for one year of funded three-year-old kindergarten and will commence four-year-old preschool the following year. Children who withdraw from a kindergarten program once they commence are not eligible for a second year of funded three-year-old kindergarten anywhere in Victoria. Therefore, it is important that families consider whether their child is ready for three-year-old funded kindergarten, prior to their child commencing in the program.

BEFORE YOU ENROL YOUR CHILD

You are your child's first and most important teacher, and Kindergarten is just the beginning of your child's educational journey. To make sure we give children the best possible start and allow them the opportunity to thrive, consider these questions before enrolling.

- Does your child separate easily from you?
- Is your child able to toilet independently, dress and feed themselves?
- How does your child manage with disappointment?
- Does your child enjoy the company of other children?
- Does your child have an established sleep routine?
- Can your child follow simple instructions?

You can also talk to our Family Services team about Kindergarten readiness.

If, after you have enrolled, you believe that your child is not ready for preschool, you can withdraw your application prior to your child starting preschool. You can also talk to our Family Services team about Kindergarten readiness.

Enrolments

TIMELINES

	Enrolments open	1 May to 30 June
	First Round Offers	August
	Offer Acceptance Due	Mid August (two weeks after offer)
	Second Round Offers	Early September
	Offer Acceptance Due	Mid September (two weeks after offer)
	Subsequent Offers	Weekly or as vacancies are available

HOW TO ENROL

Enrol online at www.latrobe.vic.gov.au/kinder

Before you start you will need:

- Regular access to your email
- A copy of your child's immunisation history statement.
- The name shown on the document must be the same as the name used to enrol your child. If the names are not the same you will be asked to provide additional information
- A copy of your visa if you have one
- If you hold a Health Care card, Pensioner Concession card or Department Veterans Affairs Gold card you will need to provide the card number and the expiry date

ELIGIBILITY

You can apply to enrol your child at Kindergarten if:

- Your child turns four by 30 April the year they attend
- You and the Early Education Teacher believe that your child needs a second year of Kindergarten and a Second Year Funding application has been completed by the Early Education Teacher
- Your child is either:
 - Up to date with immunisations
 - On an immunisation catch-up schedule (supporting documentation to be provided)
 - Has a medical condition preventing them from being immunised.

IMMUNISATION STATUS

From 1 November 2018, parents of children attending early childhood services are required to provide the service with evidence that their child continues to be up to date with immunisations while attending.

An Immunisation History Statement from the Australian Immunisation Register is the only acceptable form of evidence. To enrol in a Kindergarten services, your child must:

- Be up to date with immunisations or
- Be on a immunisation catch-up schedule (supporting documentation to be provided)
- Have a medical condition preventing them from being immunised.

You must provide an immunisation status certificate/ immunisation history statement from the Australian Childhood Immunisation Register.

- Phone: 1800 653 809
- Email: acir@medicareaustralia.gov.au
- Visit: www.humanservices.gov.au/customer/dhs/medicare
- Visit your local Medicare office

Parents/carers should provide us with up-to-date evidence of immunisation as soon as is practical after their child receives an immunisation, or in response to a request from us.

Maternal and Child Health records cannot be accepted.

Preferences

PRIORITY OF ACCESS

① Applications for children:

- Of Aboriginal and Torres Strait Islander background
- Of asylum seeker and refugee families with an appropriate visa
- Known to child protection services
- Granted special consideration



First priority is given to these children.



Offers will be sent in early August.

② Applications submitted by June 30



A random ballot process is used to select the order that these children's places are allocated.



Offers will be sent in early August.

③ Applications submitted from July 1



Places for these children are allocated in the order they are received.



Applications submitted July or August.

Offers will be sent in early September.

Applications submitted from September 1.

Offers will be sent weekly.

FIRST PREFERENCES

We make every effort to take your preferences into account. However, we cannot make any guarantees. Placement depends on priority of access, special considerations and a ballot system. Applications made by the closing date are given places before late enrolments.

CHANGE OF PREFERENCES

Change of preference can only be made between the opening and closing period, please email fsadmin@latrobe.vic.gov.au or phone 5128 5645 for this request.

PRIORITY OF ACCESS

We support the Department of Education and Training (DET) policy direction that prioritises the inclusion of children with additional needs.

Children in any of these categories will be allocated to a Kindergarten program as a high priority:

- Of Aboriginal and Torres Strait Islander background
- Of asylum seeker and refugee families with an appropriate visa
- Known to child protection services
- Kindergarten Fee Subsidy holder

SPECIAL CONSIDERATION

We may grant special consideration to enrolments under certain circumstances, where applicants can show that the child can only attend one specific Kindergarten centre. Complete the special considerations section of the enrolment form to be considered in this process.

PLACE ALLOCATION

Kindergarten placements are allocated in the following order:

1. Priority of access and special considerations
2. Applications submitted by the closing date
3. Late applications

After priority of access and special considerations are allocated, all other applications will be randomly selected through a ballot process. Late applications will be offered a place once all on-time enrolments have been placed.

LATE ENROLMENTS

Enrolments received after 30 June will be offered any available places in order that they are received.

CHILD WITH ADDITIONAL NEEDS

If your child has additional needs, they may be eligible for funding for extra support at kindergarten. Tell us about your child's needs so we can do everything possible to make sure your child gets the best from their year in preschool.

Please attach information such as copies of letters from therapists, doctors etc. to your enrolment form. This information will be treated in confidence.

Offers

RESPOND TO OFFER OPTIONS

1 Accept offer

If you are happy with the place offered:



Accept offer via reply email by date shown.

If you do not confirm acceptance of your place by the due date you will lose the place.

2 Decline offer

If you have decided not to proceed with enrolling your child:



Decline offer via reply email by date shown.

3 Accept offer with swap

If you are unsatisfied with the place offered, but you still want to send your child to preschool:



Accept offer and request to be placed on swap list via reply email by date shown.

SWAP LIST

We maintain a swap list for two weeks after offers are sent out. The swap list guarantees the child's original place, if a suitable swap is not found. We will contact you to let you know the outcome of your swap list application.

WAITING LIST

Once the swap list has closed, you can choose to go on a waiting list for another preschool. We will maintain the waiting list and place children as positions become available. We will contact you to discuss your options, if a place becomes available.

APPEAL

If after going on to the swap list and/or the waiting list, you are not satisfied with the Kindergarten place offered you can appeal the decision. Appeals must be lodged via email to fsadmin@latrobe.vic.gov.au

Applications will be heard by the Appeal Panel, made up of the Manager Family Services (or delegate) and two independent members. You have the right to provide written information or speak directly to the panel, or to have somebody speak on your behalf.

There are three outcomes to appeals:

- The panel dismisses the appeal
- The panel offers a place at another preschool, if available
- The panel places the child's name on a waiting list at another preschool. In this case, the original place is also held.

The panel's decision is final.

KINDERGARTEN TRANSFER

You may request a transfer to another Kindergarten even if you have accepted a place through your original offer. Transfers will be arranged through Latrobe City Council Family Services team and you will be notified accordingly.

ATTENDANCE CONDITIONS

Your child's place maybe withdrawn if:

- You do not accept an offer on time
- Your child does not attend the Kindergarten for four consecutive weeks without any notification of absence
- You do not provide the necessary authorisations and/or immunisation history
- You do not accept the terms of Kindergarten enrolment

Fees

The Victorian State Government has announced that from 2023 there will be no cost to families and therefore no fees will be applicable to either the 3 or 4 year old kinder programs.

Please see link for further information:

<https://www.vic.gov.au/kinder-quick-guide-parents#free-kinder>

FEE COLLECTION FOR NON COUNCIL SERVICES

Council is not responsible for the fee setting or collection for the following services.

- Mid Valley Kinder and Childcare
- Bluebird Early Education
- Little Saints Early Learning Moe
- Federation Children's Centre Churchill
- Little Saints Early Learning Traralgon

Before selecting these services contact them directly for information about fees and charges.



Contact List

BOOLARRA

Boolarra Kindergarten
28 Church Street
Latrobe City Council

CHURCHILL

Churchill Central Preschool
9-11 Phillip Parade
Latrobe City Council

Glendonald Preschool
19 Churinga Drive
Latrobe City Council

Federation Children's Centre
5122 6227
9-11 Phillip Parade
Federation University
childrenscentres@federation.edu.au
<https://federation.edu.au/childrens-centres>

GLENGARRY

Glengarry Kindergarten
4-16 Main Street
Latrobe City Council

MOE

Bluebird Early Education Moe
5126 2222
99-101 Albert Street
Sovana Child Care Pty Ltd
moe@bluebirdelc.com
www.bluebirdelc.com/bluebird-moe

Little Saints Early Learning Centre
5127 6100
152 Narracan Drive
Davmat Investments Pty Ltd
info@moe.littlesaintselc.com.au
www.moe.littlesaintselc.com.au

Moe Heights Kindergarten
46 Queen Street
Latrobe City Council

Moe P.L.A.C.E.
15-41 Vale Street
Latrobe City Council

Moore Street Kindergarten
57 Moore Street
Latrobe City Council

MORWELL

Carinya Early Learning Centre
33-39 Rintoul Street
Latrobe City Council

Elizabeth Wilmot Kindergarten
23-29 Well Street
Latrobe City Council

Maryvale Crescent Kindergarten
14 Maryvale Crescent
Latrobe City Council

Mid Valley Kinder and Child Care
5135 6522
31-33 Bridle Road
Gomez Investment Company Pty Ltd
admin@midvalleykinder.com.au
www.midvalleyearlyeducation.com.au

Morwell Park Kindergarten
76-83 Vary Street
Latrobe City Council

NEWBOROUGH

East Newborough Kindergarten
14 Woreen Street
Latrobe City Council

Murray Road Kindergarten
31 Murray Road
Latrobe City Council

TRARALGON

Cameron Street Kindergarten
41-43 Cameron Street
Latrobe City Council

Cumberland Park Kindergarten
89-93 Kosciuszko Street
Latrobe City Council

Kay Street Kindergarten
61 Kay Street
Latrobe City Council

Parklane Kindergarten
2 Smith Street
Latrobe City Council

Pax Hill Kindergarten
40 Barkers Crescent
Latrobe City Council

Sara Court Kindergarten
5 Sara Court
Latrobe City Council

Little Saints Early Learning Centre
5172 9855
94 Parklane
Davmat Investments Pty Ltd
info@traralgon.littlesaintselc.com.au
www.littlesaintselc.com.au

Traralgon Early Learning Centre
4-10 Mapleson Drive
Latrobe City Council

TRARALGON SOUTH

Traralgon South Kindergarten
7 Keith Morgan Drive
Latrobe City Council

TYERS

Tyers Kindergarten
74-78 Main Road
Latrobe City Council

YALLOURN NORTH

Yallourn North Kindergarten
39 Carmel Avenue
Latrobe City Council

YINNAR

Yinnar & District Kindergarten
16 Main Street
Latrobe City Council