

# 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 enrolments.

We only accept applications for kindergartens that are a member of the Scheme. This includes 26 services managed by Latrobe City Council and seven 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
- Bluebird Early Education Traralgon – 4138 8323
- Little Saints Early Learning Traralgon - 5172 9855
- Little Saints Early Learning Moe - 5127 6100
- Li'l Bearz Early Learning Centre & Kinder Traralgon – 5176 4688
- 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 transition 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). Three-year-old kinder program is 15 hours per week from 2026.

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?

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](http://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 three or four by 30 April the year they attend
- You and the Early Education Teacher believe that your child needs a second year of 4-year-old Kindergarten and a Second Year Funding application has been completed by the Early Education Teacher
- Your child is up to date with immunisations – please see requirements below.

## **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](mailto:acir@medicareaustralia.gov.au)
- Visit: [www.humanservices.gov.au/customer/dhs/medicare](http://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](mailto:fsadmin@latrobe.vic.gov.au) or phone 5128 5645 for this request.

## **PRIORITY OF ACCESS**

We support the Department of Education (DE) policy direction that prioritises the inclusion of children based on the criteria below.

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 Complete program preference form

If you are happy with the place offered:



Select preferred groups for your allocated preschool

If you are unsatisfied with your preschool allocation, please still complete the program preference form and contact Family Services admin to request to be placed on the swap list.

### 2 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.

### 3 Decline offer

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



Decline offer via reply email by date shown.

### 4 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](mailto: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 Morwell - 5135 6522
- Bluebird Early Education Moe – 5126 2222
- Bluebird Early Education Traralgon – 4138 8323
- Little Saints Early Learning Traralgon - 5172 9855
- Little Saints Early Learning Moe - 5127 6100
- Li'l Bearz Early Learning Centre & Kinder Traralgon – 5176 4688
- Federation Children's Centre Churchill – 5122 6227

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



## **BOOLARRA**

**Boolarra Kindergarten**  
28 Church Street  
Latrobe City Council

## **CHURCHILL**

**Churchill Central Preschool**  
9-11 Phillip Parade  
Latrobe City Council

**Glendonald Kindergarte**  
19 Churinga Drive  
Latrobe City Council

**Federation Children's Centre**  
5122 6227  
9-11 Phillip Parade Federation  
University  
[childrenscentres@federation.edu.au](mailto: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](mailto:moe@bluebirdelc.com)  
[www.bluebirdelc.com/bluebird-moe](http://www.bluebirdelc.com/bluebird-moe)

**Little Saints Early Learning Centre**  
5127 6100  
152 Narracan Drive  
Davmat Investments Pty Ltd  
[info@moe.littlesaintselc.com.au](mailto:info@moe.littlesaintselc.com.au)  
[www.moe.littlesaintselc.com.au](http://www.moe.littlesaintselc.com.au)

**Moe Heights Kindergarten**  
46 Queen Street  
Latrobe City Council

**Moe Early Learning Centre**  
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](mailto:admin@midvalleykinder.com.au)  
[www.midvalleyearlyeducation.com.au](http://www.midvalleyearlyeducation.com.au)

**Morwell Park Kindergarten**  
76-83 Vary Street  
Latrobe City Council

**Parklands Kindergarten**  
121-129 Bridle Road  
Latrobe City Council

## **NEWBOROUGH**

**East Newborough Kindergarten**  
14 Woreen Street  
Latrobe City Council

**Murray Road Kindergarten**  
31 Murray Road  
Latrobe City Council

## **TRARALGON**

**Bluebird Early Education Traralgon**  
4138 8323  
2 Marshalls Road  
[traralgon@bluebirdelc.com](mailto:traralgon@bluebirdelc.com)  
<https://bluebirdelc.com/childcare-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

## **TRARALGON - Continued**

### **Kosciuszko Street Kindergarten**

Located Kosciusko St  
Primary School (planned  
opening for 2026)  
Latrobe City Council

### **Li'l Bearz Early Learning Centre & Kindergarten**

5176 4688  
33 Francis Street

### **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](mailto:info@traralgon.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