# Appendix A.1 | PROMOTIONAL MATERIAL FOR FAMILIES AND CARERS

## About this template

Note: please remove these instruction pages when completing the template

This template includes promotional material for engaging families and carers. This template is to be used by CRES Providers in Stage 1: Proactive engagement and awareness. Refer to section 4.1 of the CRES **Practice Guide** for more information on this step of the CRES process.

This document is a part of a suite of CRES documents. Figure 1 below maps the relationship between the **Development Guide, Self-Assessment Tool, Practice Guide** and this document.

Figure 1 | A map of CRES documents



## to complete this template:

1. All template content *can* be tailored, but content highlighted in yellow **must** be updated to be relevant to your CRES. Consider your location and context, whether your CRES charges fees and whether you have additional local priority criteria. For example, “[council name]” must be replaced with the name of your council for content to make sense.
2. Change all contents of this pack to CRES Provider branding.
3. Refer to the purple instruction boxes for how the CRES Provider should use each resource to reach families and carers themselves (e.g. publishing information in a council newsletter).

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| Refer to the instructions listed in each section in these purple boxes. Once the text is complete, **delete all instruction boxes.** |

## how to use this pack when completed:

1. Remove the first two pages of this document
2. Ensure you update Appendices A.2 CRES Factsheet for families and carers (1-page, landscape) and A.3 CRES Factsheet for families and carers (2-page, portrait) to accompany this pack
3. Compile all 3 elements of this pack in both hard and soft copy formats. Distribute pack to all CRES partners, as well as local organisations who have contact with families and carers. Suggested organisations for distribution include:
* Public or community housing estates and housing co-operatives (and any community centres or support offices located within them)
* Organisations working with Aboriginal people including Aboriginal Community Controlled Organisations, (ACCOs), Aboriginal co-operatives and health services, and Koorie Maternity Services
* Religious groups
* Health care providers such as GPs, pharmacies and community health centres
* Drug and Alcohol support agencies
* Centrelink offices
* Local charities and community organisations
* Local sporting and recreation clubs
* Organisations providing crisis accommodation or refuge support for women and families
* Legal assistance providers who work with families (e.g. Legal Aid Services, Family Courts, Citizens Advice Bureau).

# PROMOTIONAL MATERIAL FOR FAMILIES AND CARERS

# Central Registration and Enrolment Scheme (CRES)

#  [CRES provider]

Date:

Version:

# Newsletter / BULLETIN text

|  |
| --- |
| Customise the text in yellow to reflect the provision of Three-Year-Old Kindergarten in your scheme and the preference system used in your scheme (i.e. sessions or kindergartens). Update the eligibility tables each year.As well as sharing this text with CRES partners and local organisations (see “To complete this template”), you should publish this text in the following locations:* Council newsletters, leaflet drops and rates notices
* Local papers and bulletins
* Community hubs and centres including playgrounds, libraries and sporting venues
* Public noticeboards, including those at public transport stops, supermarkets, shopping centres
* Council run community events including playgroups and immunisation sessions.
 |

[Include when sharing with local organisations] The following text is written for newsletters or other distribution materials to families and carers. The table below indicates when to share each message. Please feel free to add your organisation’s contact information to the end of the messages if you can support families and carers to register for kindergarten.

|  |  |
| --- | --- |
| Text | Timing |
| Kindergarten registration in [council name] | Always |
| Kindergarten registrations opening soon | February to March |
| Kindergarten registrations closing soon | April to May |
| Kindergarten offers are coming soon | July to December |
| Kindergarten term 1 starts on [date]  | December to January |

## kindergarten in [council name]

Do you have a child under 5 years old? They can attend kindergarten!

Kindergarten is a great way for all children to learn, have fun and make new friends. Kindergarten helps children continue their learning journey and prepare for school.

The Victorian Government funds providers so that children can attend kindergarten for 1 or 2 years before school. Talk to [CRES Provider] about any additional support may also be available to help your child to participate. [CRES provider] coordinates registration for NN kindergartens in [LGA name], making accessing kindergarten easy and fair for all children.

For more information about kindergarten in [LGA name], contact [CRES provider] in person, on [phone] or at [link to CRES landing page]. More information is also available at your local Maternal and Child Health Service, child and family support service, library and Supported Playgroup.

## kindergarten REGISTRATIONS OPENING SOON

Registrations for [next year] kindergarten places are opening on [date]!

If your child turns three or four by April 30 next year, they can attend kindergarten! Kindergarten is a great way for all children to learn, have fun and make new friends. Kindergarten helps children continue their learning journey and prepare for school.

The Victorian Government funds providers so that children can attend kindergarten for 1 or 2 years before school. Talk to [CRES Provider] about any additional support may also be available to help your child to participate. [CRES provider] coordinates registration for NN kindergartens in [LGA name], making accessing kindergarten easy and fair for all children.

Use the table below to find out when your child can go to kindergarten!

|  |  |
| --- | --- |
| Your child’s date of birth is between | The year your child can attend kindergarten |
| Three-Year-Old Kindergarten | Four-Year-Old Kindergarten |
| 1/5/2018 – 30/4/2019 | 2022 | 2023 |
| 1/5/2019 – 30/4/2020 | 2023 | 2024 |

Kindergarten registration is centrally coordinated for NN participating kindergartens in our area. You only need to fill out one form to register for any of these kindergartens. If you would like to enrol at a kindergarten not participating in the scheme, you will need to contact them directly.

Registrations for first round offers are open from 1 March to 30 May. Registrations will be taken after this date but may not be considered until after the first round of registrations are processed.

For more information about [year] kindergarten enrolment, participating kindergarten providers and the best service for your child, go to [link to CRES landing page]. More information is also available at your local Maternal and Child Health Service, child and family support service, library and Supported Playgroup.

## KINDERGARTEN REGISTRATIONS CLOSING SOON

Registrations for first round offers of [next year] kindergarten places close on 30 May!

If your child turns three or four by April 30 next year, they can attend kindergarten! The Victorian government funds 15 hours per week of low-cost Four-Year-Old Kindergarten [and X hours of low-cost 3-year-old kindergarten – edit or remove to reflect status of 3-year-old roll out in your area] for all children. Many eligible children (including Aboriginal and Torres Strait Islander children and children connected with Child Protection) can also access reduced cost Four-Year-Old Kindergarten and 15 hours of free or low-cost Three-Year-Old kindergarten.

Use the table below to find out when your child can go to kindergarten!

|  |  |
| --- | --- |
| Your child’s date of birth is between | The year your child can attend kindergarten |
| Three-Year-Old Kindergarten | Four-Year-Old Kindergarten |
| 1/5/2018 – 30/4/2019 | 2022 | 2023 |
| 1/5/2019 – 30/4/2020 | 2023 | 2024 |

Kindergarten registration is centrally coordinated for NN participating kindergartens in our area. You only need to fill out one form to register for any of these kindergartens. If you would like to enrol at a kindergarten not participating in the scheme, you will need to contact them directly.

Registrations for first round offers are open from 1 March to 30 May. Registrations will be taken after this date but may not be considered until after registrations submitted by 30 May are processed.

For more information about [year] kindergarten enrolment, participating kindergarten providers and the best service for your child, go to [link to CRES landing page]. More information is also available at your local Maternal and Child Health Service, child and family support service, library and Supported Playgroup.

## kindergarten offers are coming soon

If you have registered for kinder in [next year], you will receive an offer on [date]!

[CRES Provider] will be contact you by phone or email on [date] to offer you a kindergarten place for [next year]. You need to respond within XX weeks of receiving this message. If you are unhappy with your offer, you can reject it and go on the waitlist for later offers.

If you did not register but want your child to go to kindergarten in [next year], it is not too late. You can register for a place at any time and receive an offer in later rounds. Kindergarten registration is coordinated by [CRES provider] for NN participating kindergartens in our area, so you only have to fill in one registration form to these kindergartens.

For information about participating kindergartens or offers, registration and [year] kindergarten enrolments, go to [link to CRES landing page]. More information is also available at your local Maternal and Child Health Service, child and family support service, library and Supported Playgroup.

## kindergarten term 1 starts on [date]

Kindergarten starts on [date]!

Your kindergarten should have been in contact with you to help you get ready for your child’s first day. Your kindergarten will help you to complete your enrolment forms. Check your email and phone for contact from your kindergarten and make sure to follow any instructions.

If you have confirmed a kindergarten place through [CRES provider] and your kindergarten has not contacted you, please contact [CRES provider] on [phone], at [link to CRES landing page], or visit your council office in person.

If you have not confirmed a kindergarten place and want your child to attend this year, it is not be too late! Please contact [CRES provider] on [phone],at [link to CRES landing page], or visit your council office in person to find out which kindergartens still have places.

# FAQs

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| --- |
| This completed FAQs sheet can be used by CRES partners and local organisations to answer common questions from families. This document can be printed to keep hard copies in your office, MCH centres or in other CRES partner offices. This list of FAQs is less detailed than the set included in the **Development Guide** Appendix A.7 Recommended website content for the CRES Provider website. This is to ensure the document remains an easy-to-use tool for communicating essential information to families and carers. For detailed questions not addressed here, organisations should refer to the CRES website. |

## Kindergarten

### Why is kindergarten important?

Kindergartens provide a strong foundation for your child's learning and development. They improve language and help children learn through play-based programs that foster your child's social, emotional, physical and cognitive needs. They help your child adapt to new people, situations and environments, and set them on a path of learning for life.

Two years are even better than one; taking part in a quality kindergarten program at an earlier age boosts children’s learning, development, health and wellbeing outcomes. It has even more benefits for children who need extra support or are in vulnerable circumstances.

Kindergarten is also a good way for families and carers to meet each other, build connections in the community and find help.

For more information, visit [www.education.vic.gov.au/parents/child-care-kindergarten/Pages/when-start-kindergarten.aspx](https://www.education.vic.gov.au/parents/child-care-kindergarten/Pages/when-start-kindergarten.aspx) (via the QR code or URL)

### What happens at kindergarten?

At kindergarten, your child will learn and have fun at the same time. Your child’s learning will happen in lots of different ways, like exploring the natural world, being exposed to new ideas and solving problems.

Your child will:

* Learn to work with others and make friends through group activities and cooperative play
* Express their creativity (for example through dance, movement and art)
* Build their communication skills in conversations with educators and other children
* Develop the skills that they need for reading, writing and mathematics.

For more information, visit [www.education.vic.gov.au/parents/child-care-kindergarten/Pages/when-start-kindergarten.aspx](https://www.education.vic.gov.au/parents/child-care-kindergarten/Pages/when-start-kindergarten.aspx) (via the QR code or URL)

### What different kindergarten services are available?

|  |
| --- |
| Here you should describe the different kinds of kindergarten services available in your LGA. You should include all types of kindergarten services which are available, not just the ones which participate in the CRES. This may include sessional or Long-Day-Care services, and Three or Four-Year-Old Kindergarten groups. Explain that kindergartens offer different session times and lengths. Families and carers should read this section and understand what the best format for their child and their lifestyle is. |

### How do I decide if my child is ready for kindergarten?

Deciding when your child is ready for kindergarten can be difficult. You can discuss your child’s development and needs with a MCH nurse or talk to a local kindergarten provider.

There are many factors to consider when deciding whether your child is ready for kindergarten. Think about your child’s ability to separate from you during the day, ask for help, follow instructions and interact socially.

The government subsidises one year of Three-Year-Old Kindergarten and one year of Four-Year-Old Kindergarten for all children. If a child is withdrawn from kindergarten, they may not be eligible for a funded position the following year. For example, if you withdraw from Three-Year-Old Kindergarten, you are eligible for funded Four-Year-Old Kindergarten the following year, but not another attempt at funded Three-Year-Old Kindergarten, so your child may only receive one year of funded kindergarten. Some children are able to access a second year of funded Four-Year-Old Kindergarten if it is necessary for their individual development. Children can attend multiple years of kindergarten at the full expense of families and carers, though this is not suggested.

Read the kindergarten eligibility information below and think carefully about when your child should begin school and kindergarten.

## KINDERGARTEN ELIGIBILITY

### How old does my child have to be to attend kindergarten?

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| --- |
| The table in this section should be updated annually to show the relevant years. |

Your child should turn three by April 30 of the year they start a Three-Year-Old Kindergarten program. Your child should turn four by April 30 of the year they start a Four-Year-Old Kindergarten program.

A helpful guide is in the table below. Further information is available from the DET website at https://www.education.vic.gov.au/parents/child-care-kindergarten/Pages/when-start-kindergarten.aspx

|  |  |
| --- | --- |
| Your child’s date of birth is between | The year your child can attend kindergarten |
| Three-Year-Old Kindergarten | Four-Year-Old Kindergarten |
| 1/5/2018 – 30/4/2019 | 2022 | 2023 |
| 1/5/2019 – 30/4/2020 | 2023 | 2024 |

### Does my child have to be immunised to go to kindergarten?

In line with the "No Jab No Play" policy, you need to give the kindergarten these documents to confirm enrolment in kindergarten:

* A current immunisation history statement from the Australian Immunisation Register (AIR)
* The statement must show your child is up to date with all vaccinations that are due for their age or that they're up to date with the vaccinations they're able to receive.

The immunisation history statement from the Australian Immunisation Register is the only document accepted for enrolments. Letters from GPs or local councils are not accepted.

Families and carers can print a copy of their child’s Immunisation History Statement from their myGov account or:

* Call the AIR on phone 1800 653 809
* Visit a Medicare or Centrelink office.

More information can be found at [www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play](https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play) (via the QR code or URL)

Children experiencing vulnerability and disadvantage can be enrolled without an Immunisation History Record under a grace period. This allows family or carer to continue to access kindergarten while receiving support to get their child’s immunisations up to date and documented. Families or carers who meet the following criteria are eligible for the grace period:

* Children evacuated following an emergency (e.g. flood, fire)
* Children in emergency care
* Children in the care of an adult who is not their parent due to exceptional circumstances such as illness or incapacity
* Children who identify as Aboriginal and/or Torres Strait Islander
* Children who hold, or whose parents hold, a health care card, pension concession card, Veterans Affairs Gold or White card, refugee or asylum seeker visa
* Children from a multiple birth of triplets or more
* Children who are known to Child Protection through a Child Protection Order, being in foster care or out-of-home care, have had a report made about them under the Children Youth and Families Act 2005, or have had contact with family services

## Registering and enrolling for kindergarten in [LGA]

### What is the Central Enrolment and Registration Scheme (CRES)?

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| --- |
| This question should be removed or edited to reflect the language used in your council / scheme. |

The Central Registration and Enrolment Scheme (CRES) is the name for the process we use in [LGA name] to make enrolling your child into kindergarten easy. You can register interest in kindergartens in one central form, so you don’t have to waste time filling out many different registration forms. [CRES provider] then uses a consistent set of criteria to help match children to kindergarten places in a way that is fair for everyone. Once you are allocated a kindergarten place you are happy with [CRES provider] will let the kindergarten know to help you to enrol and get ready for kindergarten.

### How do I register my child for kindergarten?

Getting your child into kindergarten is a simple four-step process.

1. **Complete a registration form**

You can do this online by going to [link to online registration form] or by completing a paper form. You can get a paper form by asking for one at your local council office at [address], downloading and printing one from [link to registration form], or by asking your MCH nurse.

This form will ask you for some contact details, some information about your child and about factors that might prioritise your child’s allocation to a kindergarten. [CRES provider] supports the Priority of Access Criteria that supports the inclusion of children with additional needs, children of Aboriginal and Torres Strait Islander background, asylum seeker and refugee families with an appropriate visa, and children known to Child Protection.

|  |
| --- |
| It is strongly recommended that you **do not collect** documents proving the child’s birth date, address, visa status, concession card status or similar at the registration stage. A statement at the end of this form that certifies the information provided is true can suffice as a legal declaration. This will make accessing kindergarten as easy as possible for families and carers, particularly those who are experiencing vulnerability or disadvantage. Gathering documentation can be a barrier for many families and carers attempting or completing the form and establishing contact with the CRES. Once registered, the CRES Provider, kindergarten provider, MCH or support service staff can assist the family or carer to gather documentation for the enrolment stage. If you do determine that collecting documentation is necessary, you should include the below paragraph here. To complete this form, make sure you have:* Proof of residence: a utilities bill, rental agreement or rates notice with your family name and address (this must be the main residence of your child).
* If registering and paying online, your debit or credit card (to pay the registration fee, described below). The registration fee can also be paid in person at a council office.
* Concession cards and immigration visas (where applicable).
* Documents from Family Support Services or a Maternal and Child Health nurse confirming high support needs and/or disability, or letter from a doctor for complex medical needs (where applicable).
* [other proof required to verify the child meets local criteria].
 |

The form will ask you about preferences for which kindergarten you would like your child to go to. We recommend that you visit the kindergarten and ask them about what session times they will run in the year you are want your child to attend kindergarten, to see if the kindergarten is right for you and your child. Some kindergartens also run open days where you can visit the centre and talk to the kindergarten teachers.

1. **Receive updates**

|  |
| --- |
| If your CRES includes a digital ‘portal’ for families and carers to track their registration online, include a description of how they can receive updates through this portal.The timeline for CRES below has been populated using the suggested timeline for the CRES annual cycle. This may need to be tailored to your council’s agreed timelines. |

[CRES Provider] will update you with information about the progress of your registration by email or text message. When we have allocated all children according to preferences and availability as best we can, we will sent you a message about where your child has been allocated.

1. **Accept your offer**

You need to respond to our offer message within XX weeks of receiving the message. If you are unhappy with your offer, you can reject the offer and be placed in a pool for the next round of allocations.

1. **Enrol at the kindergarten**

The kindergarten your child will attend will reach out to you to get some extra details for enrolment. This will include practical information such as your child’s dietary requirements, religious background and medical conditions.

[Move this section if this information is collected at the registration phase in your scheme] You will need to provide copies of:

* Proof of identity: your child's birth certificate, birth notice, passport or immunisation record
* Proof of residence: a utilities bill, rental agreement or rates notice with your family name and address (this must be the main residence of your child)
* Concession cards and immigration visas (where applicable)
* Documents from Family Support Services or a Maternal and Child Health nurse confirming high support needs and/or disability or letter from a doctor for complex medical needs (where applicable).

### When do registration and enrolment happen?

|  |  |
| --- | --- |
| Date | What happens? |
| 1 March | Registrations open |
| 30 May | Registrations close\* |
| Beginning of August | First round offers |
| Mid-August | Acceptance of first round offers due |
| Beginning of September | Second round offers |
| Mid-September | Acceptance of second round offers due |
| Weekly or when vacancies become available | Subsequent offers |

\*Note that registrations will still be accepted past 30 May but only will be considered after registrations received before 30 May. Priority applications will be accepted and prioritised at any time.

### How much does kindergarten cost?

A one-time fee of $[registration fee] to process your registration will apply.

The Victorian government subsidises kindergarten fees to keep costs low. Kindergartens charge an additional fee to cover their costs.

All children can go to 15 hours per week (or 600 hours) of free or low-cost Four-Year-Old Kindergarten. In [LGA] these costs range from $[range of kindergarten fees in the scheme]. Contact the kindergarten you are interest in for more specific costs.

All children can go to X hours per week of free or low-cost Three-Year-Old Kindergarten. Fees for Three-Year-Old programs range from $[range of kindergarten fees in the scheme].

### Can I get help with these costs?

The Victorian government provides extra funding to kindergartens so that many children can access kindergarten places with a reduced cost.

This funding is distributed through the Early Start Kindergarten (ESK) and Kindergarten Fee Subsidy (KFS) funding grants to kindergartens.

ESK allows children to access up to 15 hours of funded kindergarten delivered by a qualified early childhood teacher for free or at low cost, two years prior to commencing school.

A child is eligible for ESK if they are three years old by 30 April in the year they are attending and:

* is identified as Aboriginal and/or Torres Strait Islander, or
* is known to Child Protection.

The KFS allows eligible children to attend a funded kindergarten program for 15 hours for free or at low cost.

A child is eligible for KFS if they are four years old by 30 April in the year they attend and:

* is identified as Aboriginal and/or Torres Strait Islander
* is identified on their birth certificate as being a multiple birth child (triplets or more)
* if the child holds, or has a parent or guardian that holds, a Commonwealth Health Care Card, Commonwealth Pensioner Concession Card, Department of Veterans Affairs Card, or Humanitarian or Refugee Visa.

The $[registration fee] registration fee is waived for children that qualify for either ESK or KFS support.

### Can I still choose which kindergarten my child attends?

|  |
| --- |
| Edit this text to reflect the registration preference model your CRES operates. |

Yes. [council name] wants to ensure families and carers can find a kindergarten which works for their child. On the registration form, you will choose [number] options for [sessions/kindergartens] you would like your child to attend.

### Can I still contact the kindergarten directly?

Yes. You should contact kindergartens you are interested in to see if they are right for your child or organise a visit. Kindergartens will direct you to the registration website or provide you with a hard copy, but you cannot register with their service directly.

### How do I choose the right kindergarten for us?

Every child is different, so you should look for a kindergarten which works for you. We recommend visiting kindergartens you are interested in to see if they are the right fit. You should consider whether the session times, location, transport and learning approach are a good fit for you.

For more information and suggested questions to ask when visiting a kindergarten visit [www.education.vic.gov.au/parents/child-care-kindergarten/Pages/choose-best-kindergarten.aspx](https://www.education.vic.gov.au/parents/child-care-kindergarten/Pages/choose-best-kindergarten.aspx) (via the QR code or URL)

### How are kindergarten places allocated?

[CRES Provider] allocates kindergarten places fairly and transparently. Children who meet the DET Priority of Access criteria are allocated first to ensure they do not miss out on early childhood education. Children who meet local priority criteria are allocated next (these criteria can be found on our website). All remaining children are randomly ordered via a ballot to be allocated to their highest available preference. There is no ‘first in, first served’ rule.

## More information

You can find more information at the [CRES Provider] website or by asking your MCH nurse. If you have contact with any other family or child support services, they can also help you.

You can also contact council on [phone] or in person at:

[council office address 1]

[council office address 2]

[….]

# fact sheets

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| --- |
| In addition to this document, Appendix A includes two PowerPoint files containing fact sheets for families and carers. * Appendix A.2 - 1-page fact sheet focussing on the CRES process to assist families and carers in registering and enrolling.
* Appendix A.3 - 2-page (to be printed as a 2-sided single sheet where possible) fact sheet which includes more detailed information about kindergarten, funding eligibility and the registration process.

Customise the content in these fact sheets the same way you would any other template. Ensure you add your branding to the fact sheets to make them visually engaging.Ensure these completed fact sheet documents are included in the pack when distributed to CRES partners and local organisations. You may also choose to keep hard copies in council offices. |