# Appendix A.7 | recommended website content

## About this document

Note: please remove these instruction pages when the template is complete

This document is to be used by CRES Providers in when developing a website page for the CRES. Refer to section 3.2.3 of the **CRES Development Guide** for more information on how to establish a CRES.

A CRES website should provide information relevant to the CRES and early childhood education in a way that is accessible, simple and consistent with other CRES materials.

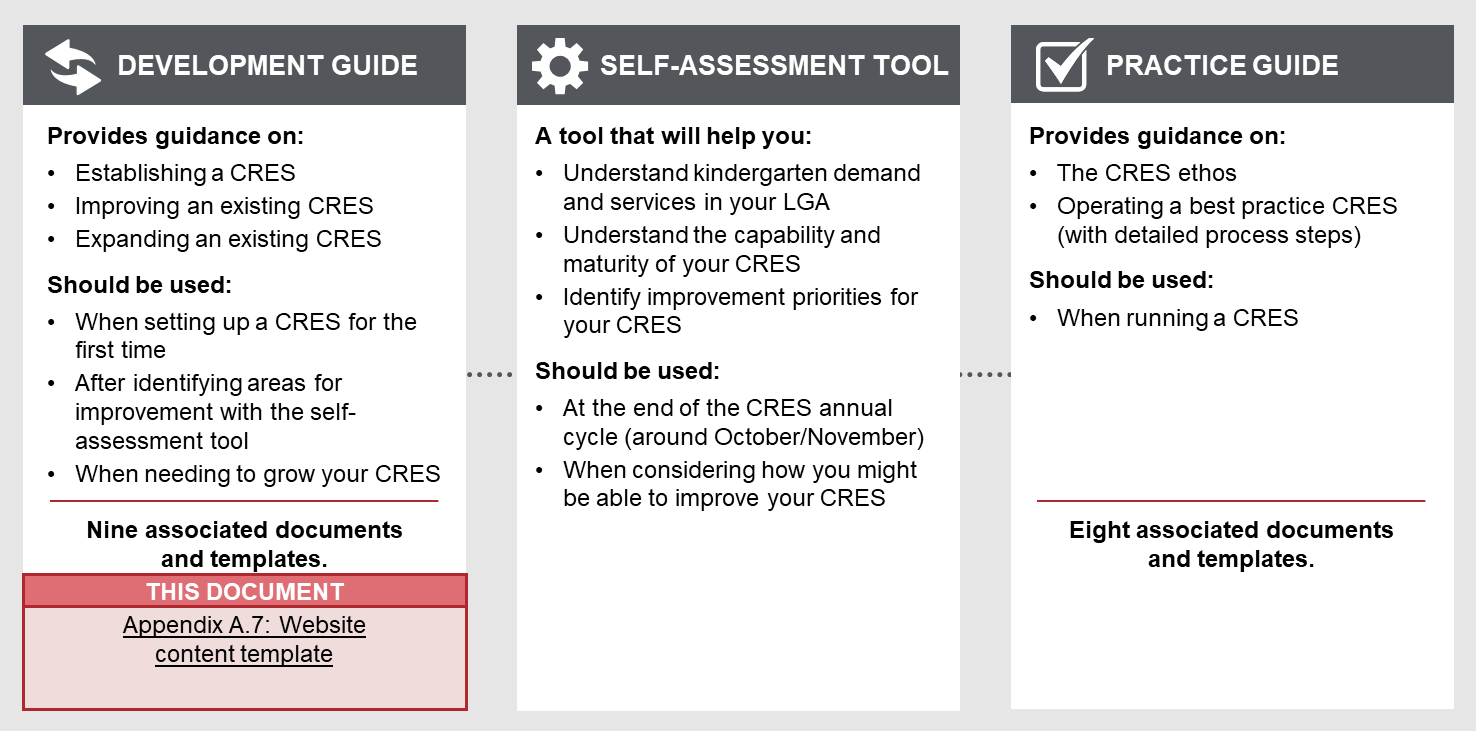
The website must contain all relevant information for families and carers to understand the benefits of early childhood education, the process to get their child into kindergarten and any assistance available to them. This volume of information can be significant, so it is recommended that information is spread over four pages:

1. Kindergarten in [LGA] (the landing web page for kindergarten on the council website)
2. How to register for kindergarten
3. List of kindergarten programs
4. A frequently asked questions (FAQ) web page/document

This template explains the objective of each page and provides template page content.

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 website content template

1. All template content *can* be tailored, but content highlighted in yellow must be updated. For example, “[council name]” must be replaced with the name of your council for content to make sense.

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

## How to use the content template when completed

This content template should be handed over to your organisations’ digital team to be created into public-facing web pages.

# [Council name]

# website content

# Central Registration and Enrolment Scheme (CRES)

# published to web on: [Date]

# Kindergarten in [LGA]

|  |
| --- |
| After reading or listening to this page, families and carers should understand why their child should attend kindergarten and what options are available to them.  A ‘banner’ that changes depending on the time of year should be displayed at the top of this page. This banner will give parents and carers a call-to-action for registration.  Recognising that you may already have similar information available on your website, you should adapt this content to your existing web structures.  To maximise inclusion, it is also recommended that web pages have a listen link and be translated into other languages that are commonly spoken by people in your LGA. |

|  |
| --- |
| **[Banner to be displayed from 1 March to 1 May]**  ****Kindergarten registrations for are now open!****  ****Click here to register your child to attend kindergarten in 2021.****  ****Registrations close on 30 May.**** |

|  |
| --- |
| **[Banner to be displayed from 1 May to 30 May]**  ****Kindergarten registrations closing soon!****  ****Click here to register your child to attend kindergarten in 2021.****  ****Registrations close on 30 May.**** |

|  |
| --- |
| **[Banner to be displayed from 1 June to end of February the following year]**  ****First round kindergarten registrations have closed, but we are still accepting registrations for your child to attend kindergarten in 2021.****  ****Click here to register.****  ****Registrations for the 2022 kindergarten year will open on 1 March 2021.**** |

### ****What are the benefits of kindergarten?****

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.

They help prepare your child for school.

### What different kindergarten services are available?

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| Choose the descriptions of the different kinds of kindergarten services that are available in your LGA. Families and carers should read this section and understand what the best format for their child and their lifestyle is. |

You can choose from two different kinds of kindergarten to suit your child and your life situation:

* **Sessional kindergarten** programs operate in line with the school terms and usually have a parent fee contribution that is paid on a per term basis (i.e. every three months). This fee is waived for eligible families. Four-Year-Old Kindergartens programs run for 15 hours per week over two or three days, and Three-Year-Old Kindergartens programs are available for up to 15 hours per week with program duration varying across services.
* Kindergarten programs in **long day care** (LDC) settings can provide flexibility for parents/carers who have commitments during standard working hours. Long day care centres typically operate for at least eight hours a day for a minimum of 48 weeks per year and charge on a per-day basis. Children can access a funded kindergarten program at many long day care centres.

All funded kindergarten programs are delivered by a qualified early childhood teacher.

### When should I send my child to kindergarten?

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 can be found on the DET website: 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 |

### What is the cost of kindergarten?

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| The below prose is an example of some generic text that can be included for your website. If you have more specific information about the costs of kindergarten (for example, if your council operates kindergartens and there are set costs) then include this information as well. |

The Victorian Government subsidises Four-Year-Old Kindergarten fees. Annual fees for four-year-old programs ranges between $[range of kindergarten fees in the scheme]. Contact your preferred kindergarten for specific information on their fees.

The Victorian Government is rolling out subsidies for Three-Year-Old Kindergarten programs. Annual fees for three-year-old programs range from $[range of kindergarten fees in the scheme].

### Can I get help with these costs?

The state government also provides eligible children with assistance to attend low-cost or free kindergarten.

The Early Start Kindergarten (ESK) allows eligible three-year-olds to access 15 hours per week of free or low-cost kindergarten. The ESK grant is available for children who are:

* three years old by 30 April in the year they are enrolled
* Aboriginal and/or Torres Strait Islander, or known to Child Protection
* Enrolled in a kindergarten program delivered by a Victorian Institute of Teaching (VIT) registered early childhood teacher.

The Kindergarten Fee Subsidy (KFS) allows eligible four-year-olds to access 15 hours per week of free or low-cost kindergarten. Your child is eligible for the kindergarten fee subsidy:

* if your child identifies as Aboriginal and/or Torres Strait Islander
* if your child is identified on their birth certificate as being a multiple birth child (triplets or more).
* if your child holds or has a parent or guardian who holds, one of the following:
* a Commonwealth Health Care Card
* a Commonwealth Pensioner Concession Card
* a Department of Veterans Affairs Gold Card or White Card
* refugee or Asylum Seeker visa (200-204, 786 or 866)
* bridging visas for any of the above Refugee or Asylum Seeker visas.

Ask your local kindergarten about these subsidies or call our team at [CRES Provider number].

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

[CRES provider] runs a Central Registration and Enrolment Scheme (CRES) which makes it easier for you to register your child for kindergarten for the NN services in [LGA] that participate in the scheme. A full list of services that participate in the CRES is available [link to list of kindergarten services].

If you would like to register your child at one of the participating kindergartens, head to [link to How to register for kindergarten page] to read more and fill out a registration form.

If you would like to register your child at a kindergarten that does not participate in the CRES, contact them directly to find out about their registration process.

If you have any other questions please refer to our FAQ [link to FAQ] or contact the team at [email address].

# ****How to register for kindergarten****

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| --- |
| After reading or listening to this page, families and carers should understand the complete process for getting their child into kindergarten. Below is recommended content for the web page.  Some CRES Providers may charge administration fees for running the registration process, if your CRES Provider does charge administration fees you may use the draft clauses in blue text. Retain or delete this blue text as appropriate for your council’s CRES arrangement.  A ‘banner’ that changes depending on the time of year should be displayed at the top of this page. This banner will give parents and carers a call-to-action for registration.  Recognising that you may already have similar information available on your website, you should adapt this content to your existing web structures.  To maximise inclusion, it is also recommended that web pages have a listen link and be translated into other languages that are commonly spoken by people in your LGA. |

|  |
| --- |
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|  |
| --- |
| **[Banner to be displayed from 1 June to end of February the following year]**  ****First round kindergarten registrations have closed, but we are still accepting registrations for your child to attend kindergarten in 2021.****  ****Click here to register.****  ****Registrations for the 2022 kindergarten year will open on 1 March 2021.**** |

### Is my child eligible for kindergarten?

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 can be found on the DET website: 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 | |
| 3-year-old kindergarten | 4-year-old kindergarten |
| 1/5/2018 – 30/4/2019 | 2022 | 2023 |
| 1/5/2019 – 30/4/2020 | 2023 | 2024 |

### Four steps to getting your child into kindergarten.

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 guidelines 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.

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)
* Your debit or credit card (to pay the registration fee, described below)
* 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 also 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 are planning on running the year you are planning on sending your child to 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**

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| If your CRES includes a digital ‘portal’ for parents to track their registration online, include a description of how they can receive updates through this portal. |

[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 a second 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.

## The time frames for registration

The registration process follows an annual cycle described in the table below. Note that registrations will be accepted at any time of the year, but registrations made after 30 May will only be considered after initial registrations are processed.

|  |  |
| --- | --- |
| 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 |

##### **Costs**

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

The $[registration fee] registration fee is waived if the child meets at least one of the following eligibility criteria:

* Is of Aboriginal and/or Torres Strait Islander background
* Is known to Child Protection or referred to Child FIRST from Child Protection
* Holds, or has a parent, carer or guardian who holds, a Humanitarian or Refugee Visa
* Are a multiple birth child (triplets or more)
* Holds, or has a parent who holds, a Commonwealth Health Care Card, Pensioner Concession Card or Veteran’s Affairs Card.

If you have any other questions please refer to our FAQ [link to FAQ web page or ‘accordion’ page function that expands the FAQs] or contact the team at [email address].

# List of participating kindergarten programs

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| After reading this page, families and carers should understand what services the CRES registration will cover. This section of the template does not have example prose as the CRES provider must draft a tailored list of service providers for this page.  This page should include:  A full list of participating kindergartens including their address and services they offer (long day care, sessional, etc.)  An indicative timetable of sessions this provider is planning on running next kindergarten year, if it is possible for the CRES Provider to obtain.  A list of services that do not participate in the CRES and their contact details so families and carers can contact them for more information. |

The following kindergartens participate in the council scheme. When you register, you will have the option of choosing preferences across these kindergartens.

[insert table of kindergartens, addresses, services, and indicative timetables]

The following kindergartens do not participate in the council scheme. If you would like your child to attend any of these kindergartens, please contact them directly for information about their registration and enrolment process

[insert list of services that do not participate in CRES]

# Frequently asked questions about kindergarten in [LGA]

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| --- |
| This FAQ provides detail for parents who want it without clogging up the other main pages.  This FAQ could be included as an expandable ‘accordion’ information box as a part of another page or be its own standalone page.  Some of the answers to these FAQs may not be accurate for your CRES, so be sure to check them thoroughly and adapt the answers accordingly.  Recognising that you may already have similar information available on your website, you should adapt this content to your existing web structures.  To maximise inclusion, it is also recommended that web pages have a listen link and be translated into other languages that are commonly spoken by people in your LGA. |

## KINDERGARTEN ELIGIBILITY

***How old should my child be when they attend kindergarten?***

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 can be found on the DET website: 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 | |
| 3-year-old kindergarten | 4-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?***

According to the *No Jab, No Play* law in Victoria, your child must be fully vaccinated to start kindergarten. An Immunisation History Statement from the Australian Immunisation Register is not required to register, but you should ensure that your child’s immunisations are up to date and you have a copy of this statement before commencing the enrolment process that will likely happen in October.

Further information on immunisation requirements for enrolment in early childhood services is available through the DET website at [https://www.education.vic.gov.au/parents/child-care-kindergarten/Pages/enrol-in-kindergarten.aspx](about:blank) .

Children experiencing vulnerability and disadvantage are eligible to enrol in a service under a grace period of 16 weeks, without having provided proof of up-to-date immunisation. During this grace period parents/carers should endeavour to have their child vaccinated if required and/or obtain the required Immunisation History Statement.

## **REGISTRATION**

***When can I register my child for kindergarten?***

The registration period is from 1 March to 30 May.

***What if I am late to register?***

Registrations will still be accepted after 30 May.

***What do I need to complete my registration?***

* 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).
* Your debit or credit card (to pay the registration fee, described below)
* 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]

***How much does it cost to register?***

For 20XX, an administrative registration fee is $XX. A fee waiver will apply if you or your child holds:

* Commonwealth Health Care Card
* Commonwealth Pensioner Concession Card
* Department of Veterans’ Affairs Gold Card or White Card
* Refugee or Asylum Seeker Visa

[if no fee] It is free to register.

***How do I register?***

You can register by filling out a form online at [link], collecting a paper form from the council offices at [council office address], by asking your MCH nurse or by going to any participating kindergarten. If you need help to register contact the team at [phone number].

***How do I know my registration has been received?***

You will receive an email or SMS message to the details you have provided.

If you have nominated an alternative contact person who can be kept informed about the process, they will receive a message as well.

***Can I change my*** ***kindergarten preferences before offers are made?***

|  |
| --- |
| If your CRES includes a digital ‘portal’ for parents to track their registration online, include a description of how they can update their preferences through this portal. |

Yes. To make changes to your preferences or details, please re-submit a registration form. This re-submitted form only needs to contain the child’s name and details for anything that has changed.

***Can I cancel my registration?***

Yes. Please contact the [CRES Provider] on [email] or [phone] and confirm you would like to cancel your registration. The registration fee cannot be refunded.

***Is my registration information safe?***

Yes. The registration information is kept in a secure and private database. Your contact information is also shared with the approved kindergarten provider once your child has been allocated a place and you have accepted. Kindergartens also keep information under strict data privacy and security laws.

## OFFERS

***How are offers 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 (detailed below). 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.

|  |
| --- |
| If your CRES does include multiple local prioritisation criteria beyond the Department’s Priority of Access criteria, it is recommended that the weighting for each factor is transparently described. |

The local criteria that are factored in when allocating your child’s place have been agreed to by all kindergartens that participate in the [CRES Provider’s] registration and allocation scheme. Children with the higher priority weightings will be allocated earlier.

The table below outlines the relative weighting for each factor [CRES Provider] will consider when allocating a place.

|  |  |
| --- | --- |
| Factor | Relative weighting |
| Local criteria 1 | X |
| Local criteria 2 | X |
| Local criteria 3 | X |

Children with equal priority will be randomly ordered via a ballot to be allocated. There is no ‘first in, first served’ rule applied.

***How and when are offers made?***

First round offers will be made at the start of August for all first round registrations. You will be informed by email and SMS text message if your child has received an offer or if they have been put on the waiting list. If you nominated an additional person who will be kept up to date, they will also be informed (but will not be able to accept or decline an offer).

You will have 14 days to respond to the offer. If you do not respond within 14 days we will assume you have declined the offer. If you decline the offer, your child will go on the waiting list.

Second round allocations will take place in the middle of August and will include all children on the waiting list.

Subsequent rounds and offers will be presented as vacancies arise.

You can accept or decline an offer by responding to the email or SMS text message.

***What happens after I accept my offer?***

Information provided in the registration form will be passed on to the kindergarten. They will get in contact with you to discuss the enrolment process, where you will have to provide some practical information about your child to ensure they have a safe and healthy environment to learn in.

***Can I defer an offer?***

Families cannot elect to defer an offer. An offer must either be accepted or declined.