# kim checklist

Use this checklist before submitting Annual Confirmation for children enrolled in the funded kindergarten program in the year before school or when applying for the Early Start Kindergarten grant in the Kindergarten Information Management (KIM) system

## annual confirmation for children in the year before school

### Service Provider and Service details

* Are the service provider and service contact details up-to-date?
* Have you answered the question about whether the service operates out of a council facility?

### Teachers / Other Educators

* Are the teacher details including VIT number, qualifications, contact/non-contact hours and professional development hours up-to-date? Use the [VIT Register](https://www.vit.vic.edu.au/search-the-register/_nocache) to search for a teacher’s VIT number
* Have you removed those teachers or educators who have left the service or are on extended leave and entered the new or temporary teachers/educators?
* If operating a sessional model, are the teachers linked to the correct groups?

### Programs

* If operating a rotational model, have you indicated this in the Programs tab? This will ensure correct payment of the ratio supplement. Refer to the [Kindergarten Rotational Model Fact Sheet](https://www.education.vic.gov.au/Documents/childhood/providers/funding/Rotational_Model_Fact_Sheet.docx) on how to enter the program details in KIM.
* If operating a sessional program, is the correct fee and fee period entered for each group?

### Enrolments

* Is each child only attending one funded kindergarten program? A child can only be funded at one service at any one time.
* Only enter children in the KIM system who are enrolled for at least 15 hours per week or 600 hours per year in the year before school kindergarten program.
* Ensure 3-year-old children accessing Early Start Kindergarten grants are **not** included in Annual Confirmation. See the Quick Reference Guide: *How to Add, Edit or Remove an Early Start Kindergarten Enrolment*
* Is the child’s name spelled correctly?
* Is the child’s date of birth correct? The child must be at least 4 years old by 30 April unless approved for early entry to kindergarten and school.
* Has the child’s indigenous status been confirmed by a parent, carer or legal guardian? This is important to ensure the child has access to all available support services.
* If the child is attending a second year of funded kindergarten, was a Declaration of Eligibility for a Second Year of Funded Kindergarten submitted in KIM in the previous year? If not or you are unsure, please contact your [local Department regional office](http://www.education.vic.gov.au/about/contact/Pages/regions.aspx).
* If the child turns 6 years old before or during their first funded year of kindergarten, has a copy of an approved exemption from school been sighted and a copy placed on the child’s enrolment record?
* If operating a sessional model, are all children linked to a group?
* Have you submitted accurate occupation and education information for two parents/guardians (except in the case of single-parent families) against each child’s record?
* Have all eligible children been entered and have you checked for duplicates?

## Early Start Kindergarten grant applications

#### Note: Annual Confirmation is not required for Early Start Kindergarten children. It is a separate grant application process in KIM. See the [Quick Reference Guide](https://www.education.vic.gov.au/Documents/childhood/providers/funding/qrg16earlystart.docx) for instructions on adding an Early Start Kindergarten enrolment in KIM. Early Start Kindergarten enrolments should be added in KIM as soon as a child is enrolled.

* Is the child’s name spelled correctly?
* Is the child 3 years old by 30 April?
* Is the child enrolled in a kindergarten program delivered by a VIT-registered Early Childhood Teacher? (If not, child is not eligible for Early Start Kindergarten grant)
* Is the child accessing an Early Start Kindergarten grant at another service? Children should only access the Early Start Kindergarten grant at one service. For advice, contact your local Department regional office.
* Is the child currently participating in the Access to Early Learning program at this or another service? If yes, please do not enter this child in KIM.
* Should the child be accessing the Early Start Kindergarten extension grant rather than the 3-year-old Early Start Kindergarten grant? For more information, see the [Kindergarten Funding Guide](https://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx). To apply for an Early Start Kindergarten extension grant, add the child as a year before school enrolment.