# QUICK REFERENCE GUIDE

## How to complete the annual census in the Kindergarten Information Management System (KIMS)

### This guide provides step-by-step instructions for completing the Annual Census in KIMS.

Every August all VIC Government-funded community kindergartens (services) must complete the early childhood education Annual Preschool Census. The census is completed and submitted in KIMS.

The census is open each year in August (dates subject to change depending on federal government advice) and services **must submit the Annual Census by the requested date** - late submissions cannot be processed.

The Annual Census is completed for all services regardless of program model.

* Sessional
* Integrated Long Day Care
* Both Sessional and Integrated Long Day Care

However, this guide will cover the steps for all these three program models.

Separate guides are available within KIMS for services that only offer Sessional OR Integrated Long Day Care programs

The census includes: 3YO and 4YO per capita funded children

## Children accessing Early Start Kindergarten or Access to Early Learning funding are not required to be included and will NOT appear in the Annual Census.

Overview of process for completing the Annual Census in KIMS

1. Click the **More tab**
2. Select **Annual Census** from the drop down options
3. Click the **Annual Census name** to open it. You may only have one displayed, or more than one, depending on your KIMS access.
4. Enter the normal weekly fee paid by families for children to attend the kindergarten program. *Note: If the children are accessing Free Kinder Funding enter $0.*
5. Confirm all the children listed have a green Child Completion Indicator flag.
6. Complete Census information for each child

* If the Group field has a populated entry (e.g. Wombat Group) this indicates the child is a sessional child. These children require days and fees.
* If the Group field is blank this indicates this is an integrated long day care child. These children require days, hours and minutes at the kindergarten and at the long day care.

1. Confirm all the children listed have a green Annual Census Completion Indicator flag.
2. Enter your information as the submitter of the Annual Census and Submit.

| System Steps for how to complete Annual Census |
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| 1. Click the More tab 2. Select Annual Census from the dropdown   Image of KIMS screen. Go to the top right. Click More. Then click Annual Census |
| 1. Click the Annual Census name to open it   *Note: There are 3 statuses for Annual Censuses:*  *(Not Started, In Progress or Complete)*  This image shows a list of Annual Census questionnaires ready for completion with various statuses. |
| 1. GROUPS TAB – ONLY APPLICABLE TO SESSIONAL SERVICES OR THOSE WITH SESSIONS   4a: Click the Edit pencil  4b: Enter the normal weekly fee paid by families for children to attend the kindergarten program.  *Note: Only numerical values can be entered e.g. 200*  *Note: If the children are accessing Free Kinder Funding enter $0*This image shows an example entry of 200 and the pencil icon |
| 4c: Click Save  4d: Click Next  This image shows the Save and Next buttons |
| 1. Confirm all the children listed have a green Child Completion Indicator flag.   *Note: Early Start Kindergarten (ESK) and Access to Early Learning (AEL) children will NOT be present in this list of children as YBS, ESK and AEL census is completed in October*  If any of the children have a red Child Completion Indicator flag or you wish to update their details continue to Step 5a  If all the children have a green Child Completion Indicator flag continue to Step 6  5a: Click Edit  This image shows the Edit button |
| 5a: Click Edit  5b: Complete/Update the child’s details and click Next This image shows the Next button and Save This image shows the save button  *Once Save has been clicked the child’s details will be complete and the Child Completion Indicator flag will change from red to green*. |
| 1. Confirm all the children listed have a green Annual Census Completion Indicator flag.   If any of the children have a red Annual Census Completion Indicator flag continue to Step 6a  If all the children have a green Annual Census Completion Indicator flag continue to Step 7  This image shows the green flag against a child and a red flag against a child |
| *6a: If the Group field has a populated entry (e.g. Wombat Group) this indicates the child is a sessional child*  *If the Group field is blank this indicates this is an integrated long day care child*  This image shows the group column |
| 6b: SESSIONAL CHILDREN  Click Complete Census  This image shows the Complete Census button |
| 6b.1. Tick the checkboxes next to the days the child attended kindergarten in the census week. Or untick the checkboxes next to the days the child did not attend kindergarten in the census week.  *Note: If a child did not attend kindergarten at all in the given week (all checkboxes are unticked) a message will appear asking if the child has attended at all in the last four weeks.*  *If the child has attended at all in the last four weeks there will be no further questions.*  *If no and the child is returning to kindergarten you will be required to input why the child was absent from kindergarten for the last 4 weeks and whether or not they will be returning to kindergarten.*  This image shows the days of the week with the tick boxes 6b.2. Confirm the Census Weekly Fee Paid is correct (it will have prepopulated based on your $ value entry from the Groups tab.  *Note: If a child is eligible for KFS (Kindergarten Fee Subsidy) then this number will be $0 and can remain $0 (it can be changed if required).* |
| 6b.3. Click Save  This image shows the green flag against a child recordThe Annual Census Completion Indicator flag will now be green. |
| 6c. INTEGRATED LONG DAY CARE CHILDREN  Click Complete Census  This image shows the complete census button |
| 6c.1. Confirm or update the hours the child is normally enrolled in the kindergarten program per week. These are the hours where the child is receiving a kindergarten program delivered by a qualified teacher or other educator. This image shows the kindergarten hours and minutes required against the child |
| This image shows each day of the week with completed hours6c.2. Enter the hours and minutes the child attended the kindergarten program during the Census week  *Note: This time does not include any other services/programs the child accesses at the kindergarten, it is only the hours the child attends the kindergarten program.* |
| 6c.3. Enter the total hours and minutes the child is enrolled at the service (kindergarten program + any other hours the child receives in the long day care program), and enter the Census Weekly Fee Paid (the fee paid by the family for the child to attend the overall long day care in the period covering the census week – after any subsidies or discounts).  *Note: The total hours enrolled at the service per week must be equal to or greater than the total hours enrolled in the kindergarten program per week.*  This image shows the total hours and minutes and the census week fee paidClick Save |
| The Annual Census Completion flag will now be green  This image shows the Annual Census completion flag as green |
| 7. Once the Child Completion Indicator and Annual Census Completion Indicators are green and you are satisfied all the information entered for each child is accurate click Next  This image shows the Next button |
| 8. Enter your information – Name, Position and Date - as the submitter of the Annual Census.This image shows the Name, position and date completed. |
| 9. Click Submit  This image shows the Submit button |
| 10. The Annual Census success message will indicate it has been successfully submitted. This image shows the Success message at the top of the screen |
| 11. To confirm the Annual Census has been submitted click More and select Annual Census.  This image shows the navigation from the More tab to the Annual Census tab |
| 12. The status of the Annual Census will have changed from In Progress to Completed  This image shows a completed Annual Census |

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