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| Victorian State Government, Department of Education and Training logo |
| Information Sheet and Checklist for completing the Declaration of Eligibility for a Second Year of Funded Kindergarten |

***This form is to be completed by Early Childhood teachers***

**Confirmation of eligibility of a child to access a second year of funded kindergarten.**

Before completing the Declaration of eligibility for a second year of funded kindergarten, services should:

* refer to the [*Kindergarten*](http://www.eduweb.vic.gov.au/edulibrary/public/earlychildhood/childrensservices/kindergartenpolicycriteria.pdf) *Funding Guide* for further information about the eligibility criteria for a second year of funded kindergarten. The *Kindergarten Funding Guide* can be accessed via the Department of Education and Training (the Department) website: [Kindergarten Funding Guide](http://www.education.vic.gov.au/childhood/providers/funding/Pages/kinderfundingcriteria.aspx)
* have completed and retained on the child’s file a *Term three plan for learning and development* and *Second Year Discussion.*

The *Declaration of eligibility for a second year of funded kindergarten* must be submitted through the Kindergarten Information Management system (KIM), the Department’s on-line kindergarten funding and reporting system, in the year prior to the child’s second year of funded kindergarten.

**After completing and submitting the Declaration of eligibility for a second year of funded kindergarten, ensure the child is re-enrolled in accordance with local requirements.**

**Checklist**

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| *Please ensure the following is undertaken when submitting the Declaration of eligibility for a second year of funded kindergarten* |
| [ ]  | A *Term three plan for learning and development* has been completed, implemented and evaluated by the child’s early childhood teacher in collaboration with the parent/guardian, and retained with the child’s enrolment records*NOTE: Where a child has not attended a kindergarten on-site during Term 3, a Term Three Plan for Learning and Development is not required to have been completed.* |
| [ ]  | The questions in the *Second Year Discussion* have been completed with the parent/guardian and retained with the child’s enrolment records |
| [ ]  | The *Declaration of eligibility for a second year of funded kindergarten* has been completed by the child’s early childhood teacher in collaboration with the parent/guardian and submitted through the KIM system  |
| [ ]  | A copy of the completed *Declaration of eligibility for a second year of funded kindergarten* has been provided to the parent/guardian |
| [ ]  | All documentation relating to the assessment and *Declaration of eligibility for a second year of funded kindergarten* has been retained on the child’s enrolment records and must be available on request by Department staff for auditing purposes |
| [ ]  | The child has been re-enrolled in accordance with local requirements |
| [ ]  | The parent/guardian has been advised to seek school exemption if the child will turn six years of age in the second year of kindergarten by 1 November |
| [ ]  | The *Second Year Statement* has/will be developed by the child’s early childhood teacher in term four and retained with the child’s enrolment records |