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| DE Kindergarten Translations Request Form |
| Sender's Name: |  |
| LanguageLoop PIN: |  |
| Service Name: |  |
| Telephone: |  |
| Email address for delivery: |  |
| PLEASE TICK ONE OF THE CATEGORIES (1-5) | Tick one only | Maximum words permitted per language (under credit line funding) |
| **1.** **Key item for newsletter** Key items for newsletters should provide important information which is relevant to the whole kindergarten service |  | **500** |
| **2. Notice** Notices might include details regarding the kindergarten service, parent information meetings and consent forms |  | **750** |
| **3.** **Information on program** Information on programs might include details about kindergarten programs, experiences, excursions/incursions or communication about individual children on areas such as learning and wellbeing |  | **750** |
| **4. Assessments of learning and development** |  | **750** |
| **5.** **Individual child goals/learning and development goals** |  | **500** |
| **Please allow a minimum of 5-7 working days for any translation request** |
| **Language(s) required** |
| **1.** | **2.**  |
| **3.** | **4.** |
| **5.** | **6.** |
| **7.** | **8.** |
| **9.** | 10. |

Requests for the translation of documents which fall within the categories of approved translation assignments, and which meet the word count limit set for each category will not require approval from the department. However, if there are concerns about a request meeting the guidelines, LanguageLoop will contact the department to seek approval before accepting the translation request.

Funded kindergarten services are not able to access translation services to translate lengthy documents such as parent handbooks and Transition Learning and Development Statements. Funded kindergarten services will need to meet translation costs where services fall outside the translation guidelines.

The department does not provide for requests to translate family/child documentation and documents regarding policies or services for other government departments. Kindergarten services should check the Health Translations Victoria website or with the respective departments to see if translations are available.

The Department of Home Affairs offers a Free Translating Service for certain permanent residents and some temporary visa holders for translation of up to 10 personal documents. Please see the following link for further details- https://translating.homeaffairs.gov.au/en

Translation services are not normally available outside the approved categories unless there are exceptional circumstances. Queries regarding such services should be directed to LanguageLoop E:

relationships@languageloop.com.au

For additional translated resources about kindergarten, regarding Supporting CALD families to engage in kindergarten and Information about kindergarten in your language, please see-https://www.vic.gov.au/supporting-cald-families-engagekindergarten and https://www.vic.gov.au/kinder/translations.