



**Families
and Children**

Kindergarten Registration Information Booklet



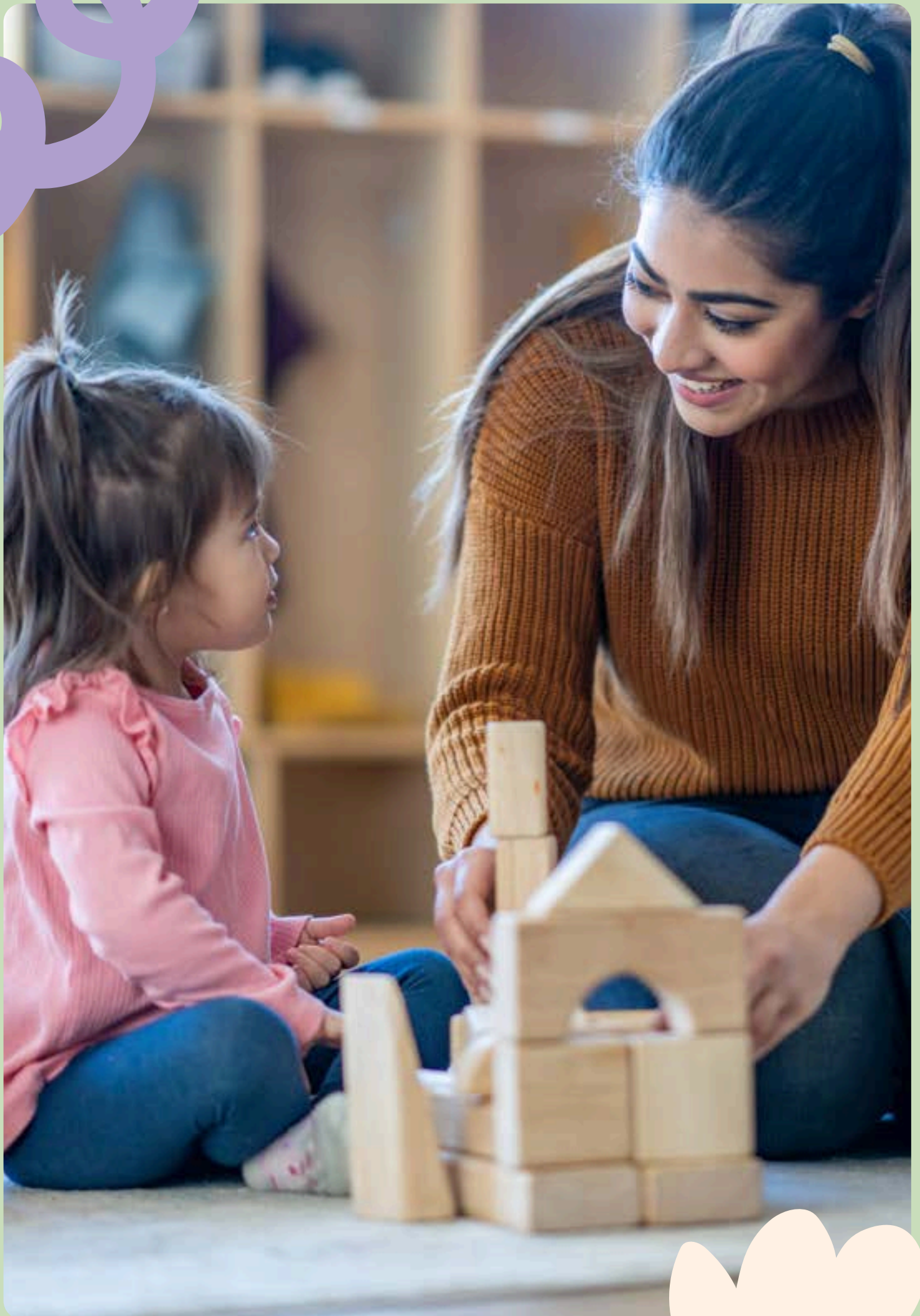


Table of contents

Interpreter information	2	Kindergarten Registration fee waiver	11
Kindergarten registration timeline	3	Non-residents	15
Introducing the Parent Portal	4	Reserving places	15
Booklet introduction	4	Supporting documents	15
Centralised Registration Scheme	5	Choosing a Kindergarten	15
Kindergarten in Victoria	5	Kindergarten group and session times	16
Is my child eligible for kindergarten?	6	Incomplete registration forms	16
Immunisation – no jab, no play	7	Change of personal details	16
A second year of 4 year old Kindergarten	7	Offers	17
Determining eligibility for a second year of funded 4 year old Kindergarten	7	Accepting an offer	17
Eligibility criteria	8	Changing preferences	17
What will my child gain from attending Kindergarten?	8	Wait List	17
National Quality Framework	8	Contact with families	0
Early Start Kindergarten (ESK)	9	Deferring your child’s registration	18
Kindergarten details	10	Additional needs	18
Lodging your registration form	11	Pre School Field Officer (PSFO)	18
How much does kindergarten cost?	11	Collection and disposal of information	19
Registration fee	11	Contacts	19
Priority of Access	11		

Interpreter information



When you see the interpreter symbol you can call 131 450 to communicate in your language.

When you see the interpreter symbol you can call 131450 to communicate in your language

Όταν δείτε το σύμβολο του διερμηνέα μπορείτε να καλέσετε το 131450 για να επικοινωνήσετε στη γλώσσα σας

當您看到這個口譯員標誌時，只需致電131450便可以您的語言來進行溝通

သင့်အတွက် အကူအညီပေးနိုင်ရန် ၂၃၁၄၅၀ နံပါတ်ကို ခေါ်ဆိုပါ။ သို့မဟုတ် အကူအညီပေးနိုင်ရန် ၂၃၁၄၅၀ နံပါတ်ကို ခေါ်ဆိုပါ။

Khi nhìn thấy dấu hiệu thông dịch viên, quý vị có thể gọi số 131450 để nói chuyện bằng ngôn ngữ của mình

عندما ترى رمز المترجم الشفهي، يمكنك الاتصال على الرقم 131450 للتواصل بلغتك

Na ca nyooth de agamlönj tñj ke yin lëu ba 131450 yuöpic ago jam nê thonjdun

您看到这个翻译符号时可以拨打131450用自己的语言进行交流

ਜਦੋਂ ਤੁਸੀਂ ਦੋਭਾਸ਼ੀਏ ਵਾਲਾ ਚਿੰਨ੍ਹ ਵੇਖੋ ਤੁਸੀਂ ਆਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਗੱਲਬਾਤ ਕਰਨ ਲਈ 131450 ਉੱਤੇ ਫੋਨ ਕਰ ਸਕਦੇ ਹੋ।
अगर आपको दुभाषणिया चिन्ह दिखी है तो आप अपनी भाषा में बात करने के लिए 131450 पर फोन कर सकते/सकती हैं।

Cuando vea el símbolo del intérprete, puede llamar al 131450 para comunicarse en su idioma



Kindergarten registration timeline

Dates to refer to throughout the year

19 March 2025

Registrations open

March to June 2025

Melton City Council receives Kindergarten registrations either via post, in person or online.

13 June 2025

Registrations close for first round offers (Please note registrations that are not received by this date will be included in subsequent round of offers).

Week commencing 7 July 2025

First round offers sent out to families.

18 July 2025

Registrations close for inclusion in second round offers for Kindergarten places.

Week commencing 4 August 2025

Second round offers sent out to families. Weekly offers to commence.

Week commencing 25 August 2025

Kindergarten Early Years Managers (EYM'S) receive registration details of all accepted places.

From late September 2025 onwards

Families will receive information from their accepted Kindergarten regarding commencement procedures, including session times, days and fee information. This information is provided directly from the Kindergarten not Council.

November 2025

Non Resident applications who do not meet priority 1 access criteria are reviewed by Director City Life. Families should expect to know the outcome of their application by late November/early December.

If you require any further information or assistance please contact the Kindergarten Registration Team on 9747 7284

Introducing the Parent Portal

Melton City Council Kindergarten Registrations are linked to an online parent portal. This will provide you with access to your processed registration.

Here you will be able to view the information provided in your registration, as well as apply the following changes:

- Changes to Kindergarten Preferences (Prior to first round offers)
- Acceptance of Offer (After offers are received)
- Decline an Offer (After offers are received)
- Cancellation of placement.

In order to access the portal please visit the following link: families.melton.vic.gov.au

You will then be required to provide the following information:

- Child's First Name
- Child's Last Name
- Child's Date of Birth
- Kindergarten Registration ID (Provided with confirmation of receipt of registration).

Melton City Council trust that the parent portal will provide families with access to their Kindergarten registration outside of business hours, ensuring that all families are able to access and make changes to this information at a time that is most convenient.

Booklet introduction

Please read this information booklet in line with Council's Kindergarten Central Registration Policy located on Council's website.

Melton City Council has a licence agreement with the following Early Years Managers (EYM'S), to manage the operations of Kindergarten's within Council owned facilities.

- One Tree Community Services
- BPA Children's Services
- ECMS
- Sparkways
- Kororoit Creek Primary School
- Creekside K-9 College
- Springside Prep -9 College.

Council works closely with these EYM'S to ensure programs are of a high quality and meet the needs of the community.

Melton City Council supports the access and participation of all children in a Kindergarten program in the two years prior to school entry.

Kindergarten aims to advance each child's learning and to optimise the development of key skills. Kindergarten programs are designed to:

- Engage each child as an effective learner
- Promote communication, learning and thinking
- Build positive relationships
- Enhance identity.

Participation in a Kindergarten program gives parents / guardians and families the opportunity to be a part of a community focused on children's wellbeing. The Kindergarten program also provides a place for parents / guardians to get to know other families and to share their experiences and information with early childhood professionals.

Centralised Registration Scheme

Melton City Council manages a central registration process for 27 Kindergarten's within the municipality, in order to facilitate the placement of children into funded Kindergarten programs in the two years prior to attending primary school.

The Melton City Council Central Registration Scheme manages the registration process, which includes a conditional offer for a Kindergarten placement. The Kindergarten EYM's manage the enrolment process, which includes satisfying any requirements under law to confirm the registration, such as a complete registration form, immunisation status, etc.

The Melton City Council Central Registration Scheme does not include funded Kindergarten provided in Long Day Care centres.

Kindergarten in Victoria

In Victoria, children attend funded 3 and 4 year old Kindergarten in the two years prior to starting primary school.

The Victorian State Government provides funding for each eligible child attending a 3 and 4 year old Kindergarten program. Please note that children cannot attend more than one funded Kindergarten program. If children require a second year of funded 4 year old Kindergarten they need to meet the criteria set by Department of Education (DE).

Kindergarten places managed through the Kindergarten Central Registration Scheme are for sessional Kindergarten programs provided in Council owned buildings.

If sessional Kindergarten hours don't meet the needs of your family a funded Kindergarten program in a Long Day Care Centre may better meet your needs.

Funded Kindergarten places are provided in many Long Day Care centres and in some private schools. Centres not listed in this booklet are not part of Council's Kindergarten Central Registration Scheme and should be contacted directly for enquiries. All funded Kindergarten programs are delivered by a qualified early childhood teacher.



Is my child eligible for 3 year old kindergarten this year?

The Department of Education (DE) provide funding for the following children to attend 3 year old Kindergarten:

- Children who turn three years old on or before 30 April in the year they will be attending Kindergarten

Children born between January and April have a choice on which year to attend 3 year old Kindergarten either the year they turn three or the following year when they turn four.

Decisions on when to start your child will be up to the individual families, and factors that might be taken into consideration include the individual child's developmental and learning levels, family circumstances and potential school starting ages.

Please Note: Your child may not be eligible to commence the Kindergarten year until they turn three years of age. Please check directly with the Kindergarten as all Kindergartens have their own policies in place with commencement for children who are yet to turn three.

Is my child eligible for 4 year old kindergarten this year?

DE provide funding for the following children to attend 4 year old Kindergarten:

- Children who turn four years old on or before the 30 April in the year they will be attending Kindergarten.
- Children who have received funding for a second year of 4 year old Kindergarten.
- Children who were eligible to attend the 4 year old Kindergarten program in the previous year, but deferred or withdrew from the 4 year old program on or before the last day of Term One.
- Children who are turning six years of age in their year of Kindergarten who have been granted an exemption from school entry age requirements by their regional DE office.
- **Please note children do not need to be toilet trained to attend Kindergarten.**



For more information visit the Department of Education and Training, scan the QR code or visit the website at [vic.gov.au/sending-child-kinder](https://www.vic.gov.au/sending-child-kinder)

No jab, no play

Under the 'No Jab, No Play' legislation, before **enrolling** a child, into Kindergarten you must first obtain evidence that the child is:

- fully immunised for their age **OR**
- on a vaccination catch-up program **OR**
- unable to be fully immunised for medical reasons.

'Conscientious objection' is not an exemption under the 'No Jab, No Play' legislation.

You will be required to provide your selected Kindergarten with a copy of your child's immunisation status to confirm registration.



For further information, scan the QR code or visit: betterhealth.vic.gov.au/healthyliving/immunisation



If a parent / guardian and/or early childhood teacher observes that a child's learning and development is not progressing at a rate similar to their peers, strategies can be planned and implemented to support the child's learning and development in those specific areas.

When considering whether a second year of funded Kindergarten will benefit a child, the early childhood teacher and parent / guardian must ensure that the child meets the eligibility criteria for a second year.

A second year of 4 year old kindergarten

During the Kindergarten year, the early childhood teacher and the child's parent / guardian will work together to plan for the child's transition to school. This will involve open and honest communication about the child's learning and development and strategies to facilitate a smooth transition.

Where a child is observed to display delays in key outcome areas of learning and development, the possibility of a second year of funded Kindergarten may be considered. However, a second year should only be considered if Kindergarten will be the most appropriate environment to address the child's delays in development. Children can develop at different rates and some children may develop at a slower rate than others.

From the time of registration, regular communication between the parent / guardian and the early childhood teacher in relation to a child's learning and development is important.

Determining eligibility for a second year of funded 4 year old kindergarten

An assessment of the child is undertaken and a Declaration of Eligibility for a second year of funded Kindergarten is completed and sent to the appropriate regional office. DE is responsible for approving second year requests.

It is important that teachers ensure the plans and forms are completed accurately as they will be subject to annual audit processes undertaken by the DE.

Eligibility criteria

The early childhood teacher can deem a child is eligible to receive a second year of funded 4 year old Kindergarten if:

- The child is observed as having delays in at least two outcome areas of learning and development detailed in the Victorian Early Years Learning and Development Framework and
- There is evidence to suggest that the child will achieve better outcomes if they attend a second year of funded Kindergarten to strengthen the learning and development of skills in these areas and better facilitate transition to school the following year.

Children who have been granted early entry to funded Kindergarten (i.e. children who are less than four years of age by 30 April in the year they attend a funded Kindergarten program) are not eligible to apply for a second year of funded Kindergarten, unless they are enrolled under the Early Start Kindergarten criteria.

What will my child gain from attending kindergarten?

Children learn more in their first five years of life than at any other time. Kindergarten provides children with an environment that encourages and supports their development. Kindergarten gives your child the opportunity to explore the world and gives them a solid foundation to learn the skills that are required for Primary School.

Kindergarten provides opportunities to:

- Develop communication and literacy skills
- Develop independence and responsibilities to gain confidence and a feeling of self worth
- Learn social skills such as listening and respecting other people's ideas
- Build self awareness and respect for others
- Learn to be creative
- Experience maths, social studies and science
- Use technology
- Discover the joy of learning
- Make new friends

Children learn these skills through play-based curriculum where they are able to make choices and share in decision making.

Children are provided with the opportunity to develop caring relationships with adults as well as friendships with other children. The best outcomes for children are achieved when Kindergarten staff and parents / guardians work in close partnership.

National Quality Framework

A Regulatory Authority in each state and territory will be primarily responsible for administering the National Quality Framework.

The Australian Children's Education and Care Quality Authority will oversee the National Quality Framework and ensure consistent and effective implementation of the new system.

National Quality Standard

The National Quality Standard sets a national benchmark for the quality of education and care services.

The National Quality Standard is divided into seven Quality Areas:

- Educational program and practice
- Children's health and safety
- Physical environment
- Staffing arrangements
- Relationships with children
- Collaborative partnerships with families and communities
- Governance and Leadership

The National Quality Standard aims to promote:

- The safety, health and wellbeing of children
- A focus on achieving outcomes for children through high-quality educational programs
- Families' understanding of what distinguishes a quality service.

Quality Assessment and Rating

Kindergarten's will be assessed and rated against each of the seven Quality Areas of the National Quality Standard and the National Regulations. They will also be given an overall rating. The assessment and rating process aims to drive continuous quality improvement at services and provide families with better information for making choices about their children's education and care. Early childhood experts and professionals maintain that quality is critical when it comes to early childhood education and care.



Please refer to website for further information: acecqa.gov.au/assessment/assessment-and-rating-process

Early start Kindergarten (ESK)

Early Start Kindergarten (ESK) was introduced in response to research showing that two years of quality education and care prepares children for success at school and leads to positive impacts later in life.

ESK provides free or low cost Kindergarten for:

- All three year old Aboriginal and Torres Strait Islander children.
- Three year old children known to Child Protection or referred from Child Protection to The Orange Door
- Refugee and asylum seeker children.

Children must be aged at least three years by 30 April in the year they enrol to be eligible for a place. Children can only start ESK after they have turned three years of age.

Any parent or child with an experience of displacement (a refugee experience or experience similar to a refugee) is eligible or will be considered by exemption for ESK.



For more information about ESK visit: vic.gov.au/early-start-kindergarten

For anyone who is not automatically eligible for ESK but has experienced a refugee experience or experience similar to a refugee, please:

- Contact your local DE Early Childhood Improvement Branch to discuss in the first instance;
- An email can then be sent (by you or DE regional team, depending on discussion) to Early Years Participation (early.years.participation@education.vic.gov.au) seeking consideration for an exemption. The Early Years Participation team will seek details including the child's Statistical Linkage Key (SLK) or name, date of birth and gender, and a brief description of the parent's refugee experiences (i.e. a simple summary such as child's father was a refugee from Syria arriving by boat in Australia in 2013). The Early Years Participation team can provide guidance via email on how to compose the simple summary, if needed.

Pre Prep

From 2025, Four-Year-Old Kindergarten will gradually transition to Pre-Prep, with programs across Victoria increasing from 15 to 30 hours each week.

Increasing the hours of play-based learning in the year before school gives children even greater access to the many benefits of early childhood education.

From 2026, children in the below specified priority cohort will be eligible to access a minimum of 16 hours per week of pre prep.

Children who:

- identify as Aboriginal or Torres Strait Islander
- are from a refugee or asylum seeker background
- have had contact with Child Protection



For more information about Pre Prep visit: vic.gov.au/preprep

Kindergarten details

Kindergarten	EYM*	Address	Phone
Arnolds Creek Kindergarten	ECMS	19 Claret Ash Boulevard, Harkness 3337	9746 8317
Bellevue Hill Kindergarten	Sparkways	14 Royal Crescent, Hillside 3037	9390 4701
Brookfield Kindergarten	BPA	14-16 Black Dog Drive, Brookfield 3338	9971 5093
Bridge Road Kindergarten	ECMS	260-266 Bridge Road, Strathtulloh 3338	8732 9385
Botanica Springs Kindergarten	BPA	249 Clarkes Road, Brookfield West 3338	9747 2409
Brookside Kindergarten	ECMS	17-20 Federation Way, Caroline Springs 3023	9361 2456
Burnside Kindergarten	Sparkways	23 Lexington Dive Burnside 3023	9363 0244
Cambrian Kindergarten	ECMS	58-66 Cambrian Way, Melton West 3337	9743 8212
Creekside Kindergarten	School	3-37 The Crossing, Caroline Springs 3037	8363 6400
Deanside Kindergarten	Sparkways	Meadows Drive, Deanside 3336	0436 537 117
Diggers Rest Kindergarten	Sparkways	48-66 Plumpton Road, Diggers Rest 3427	9740 1337
Eynesbury Kindergarten	Sparkways	756 Eynesbury Rd Eynesbury 3338	9118 7687
Fraser Rise Kindergarten	BPA	46 City Vista Crt, Fraser Rise 3336	8348 2998
Kingsway Kindergarten	Sparkways	1 Kingsway, Melton 3337	9743 2691
Kororoit Creek Kindergarten	School	130 Tenterfield Drive, Burnside Heights 3023	8358 0600
Melton Central Kindergarten	ECMS	237-239 Station Road, Melton 3337	9743 3764
Melton West Kindergarten	Sparkways	2 West Melton Drive, Melton West 3337	9743 5914
Mt Atkinson Kindergarten	ECMS	160 Clara Avenue, Truganina 3029	9989 2882
Mt Carberry Kindergarten	Sparkways	31-41 Exford Road, Melton South 3338	9743 5755
Parkwood Green Kindergarten	Sparkways	88-94 Catherine Drive, Hillside 3037	8361 6506
Plumpton Community Centre	Sparkways	19 Pear Parade, Plumpton 3335	TBC
Rockbank Kindergarten	Sparkways	26 Old Leakes Road, Rockbank 3335	9747 1410
Thornhill Park Children's and Community Centre	Sparkways	18 Tower St Thornhill Park 3335	0488 147 748
Springside Kindergarten	School	22-50 Becca Way, Caroline Springs 3023	9449 6402
Taylors Hill Kindergarten	BPA	58-60 Jacaranda Drive, Taylors Hill 3037	9307 8722
Timbertop Kindergarten	One Tree	1 Timbertop Parade, Aintree 3336	9112 7340
Weir Views Children's and Community Centre	TBC	Pegasus Drive, Weir Views 3338	TBC

*Listed EYM's are subject to change



Lodging your registration form

Parents or guardians are required to complete one Kindergarten Registration Form per child.

Lodge your completed registration form including all supporting documents.

Online:

Registrations can be submitted online at: melton.vic.gov.au/Kindergartens

In person:

Melton City Council
232 High Street
Melton 3337

OR

Caroline Springs Civic Centre/Library
193-199 Caroline Springs Blvd
Caroline Springs 3023

OR

Melton Library and Learning Hub
31 McKenzie Street
Melton 3337

You will receive confirmation from the Kindergarten Registration Team once your registration has been received and entered into Council's system. Please allow four weeks to receive this confirmation.

How much does kindergarten cost?

Free Kindergarten is available for both 3 and 4-year-old kindergarten programs.

A critical part of the Best Start, Best Life reform is Free Kindergarten, which will support access to two years of high-quality kindergarten programs for all Victorian children.

Registration fee

There is no longer a registration fee to any family wishing to register their child into Kindergarten.

Priority of access

Kindergarten registration forms are processed in line with the selection criteria outlined on the following page.

Melton City Council uses the following criteria to determine the priority of each registration received.

Priority	Priority of Access Criteria	Requirements for Eligibility
Priority One	Children who are at risk of abuse or neglect or children in out-of-home care.	<p>The child is:</p> <ul style="list-style-type: none"> • eligible for ESK or AEL, or Pre Prep • and/or family, carer or legal guardian identifies the child as at risk and/or known to Child Protection or in out-of-home care, • and/or referred by one of the following: <ul style="list-style-type: none"> ◦ Child Protection ◦ Child and family services (family services referral and support team, The Orange Door/integrated family services/Services Connect case worker) ◦ Maternal and Child Health nurse ◦ Out-of-home care provider.
Priority One	Children who are of Aboriginal/Torres Strait Islander descent.	Family identifies the child as Aboriginal/Torres Strait Islander. ESK or Pre Prep eligibility
Priority One	Children who identify as Refugee or Asylum Seekers.	<ul style="list-style-type: none"> • Child or family holds a visa or supporting documentation and information, including an ImmiCard, identifying the child and/or parents, carers or legal guardians as a refugee or asylum seeker, and/or • Referred as a refugee or asylum seeker by a CALD outreach worker. • ESK or Pre Prep eligibility
Priority One	<p>Children with additional needs, defined as:</p> <ul style="list-style-type: none"> • children who have an identified specific disability or developmental delay • children who require additional assistance in order to fully participate in the Kindergarten program • children of Melton residents currently waiting on an assessment or a diagnosis (not yet been diagnosed with a specific disability or developmental delay). 	<p>The child:</p> <ul style="list-style-type: none"> • holds a Child Disability Health Care Card, and/or • has previously been approved for Kindergarten Inclusion Support (KIS) program, and/or • has been referred by: <ul style="list-style-type: none"> ◦ the National Disability Insurance Scheme ◦ Early Childhood Intervention Services ◦ Preschool Field Officer ◦ Maternal and Child Health nurse, or ◦ is assessed as having delays in 2 or more areas and is declared eligible for a second year of funded Four-Year-Old Kindergarten.

Priority	Priority of Access Criteria	Requirements for Eligibility
Priority One	Children that meet the eligibility criteria for the Kindergarten fee subsidy.	<ul style="list-style-type: none"> • A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran's Affairs Card, and/or • The child is identified on their birth certificate as one of a set of triplets, quadruplets or more.
Priority Two (all criteria of equal priority)	<p>Previous year Deferrals:</p> <p>Children of Melton residents who attended Kindergarten in Term One but withdrew.</p>	<p>Teacher/educator required to submit a referral outlining the child would benefit from deferring to the following year.</p> <p>Children who do not attend the program will not be entitled to a Deferral.</p>
Priority Two (all criteria of equal priority)	Children of Melton residents where the parent / guardian or child has a life threatening or debilitating illness or disease.	Copy of a signed letter from a General Practitioner.
Priority Two (all criteria of equal priority)	Children of Melton residents where a parent / guardian has a disability.	<p>One of the following:</p> <ul style="list-style-type: none"> • Copy of a signed letter from a General Practitioner. • Copy of a signed letter from a disability support agency.
Priority Two (all criteria of equal priority)	Children of Melton residents where a parent / guardian or child has a diagnosed mental illness.	<p>One of the following:</p> <ul style="list-style-type: none"> • Copy of a signed letter from a case worker/manager from a mental health or other relevant agency or mental health practitioner stating that the child or parent has a mental illness. • Copy of a signed letter from a General Practitioner, stating that the child or parent has a mental illness.
Priority Two (all criteria of equal priority)	Children of Melton residents where Court Orders limit choices for Kindergarten.	Copy of related Court Order.
Priority Two (all criteria of equal priority)	Children of Melton residents where a parent / guardian has a drug and/or alcohol dependency.	Copy of a signed letter from a case worker/manager from a drug and alcohol or family support agency, stating that the child's family has a drug and/or alcohol dependency.

Priority	Priority of Access Criteria	Requirements for Eligibility
Priority Two (all criteria of equal priority)	Residents of Melton City Council who have previously had a child attend the Kindergarten's program of preference in the last two years (2024 or 2025 only).	A child's eligibility can be advised by: <ul style="list-style-type: none"> • Completing the details required on the Registration Form. • The registration will be verified by reviewing the status through past records.
Priority Three	Residents of the Melton City Council.	Places will be allocated through a computer generated allocation.
Priority Four	Families who reside outside the Melton City Council Municipality.	Families who reside outside the municipality

Note: Children will be prioritised according to the number of criteria met. In a situation where the same number of criteria is met, places will be allocated in order of the date the registration was received.



Non-residents

Families who reside outside the municipality

- Kindergarten registrations from families who reside outside the municipality and do not meet any of the priority 1 access criteria are required to be assessed by the Director City life.
- Registrations from residents residing outside the municipality that do not meet any of the priority 1 access criteria will not be assessed until November of the year the registration is lodged, and will be determined on the Kindergarten vacancies at that time.
- Families are considered to live outside municipal boundaries if they move out of the municipality prior to the commencement of the Kindergarten year.

Non-residents who have been accepted a placement for their child's 3 year old Kindergarten year in 2026 are not guaranteed a 4 year old placement the following year.

Normal non resident processes will still apply meaning your application will be reviewed by the Director City Life in November 2026.

Families will be notified of the outcome in late November / early December.

Reserving places

Two places per Kindergarten will be reserved for high priority children.

These places will be reserved until 30 October. Any remaining reserved places not filled by 30 October will be made available to Wait list families and subsequent allocation rounds.

Supporting documents

The following supporting documents must be provided to support your child's registration:

- Evidence of living in the municipality or of being a ratepayer of Melton City Council (not required for children who meet any of the priority 1 access criteria).
- A copy of your child's birth certificate. If the birth certificate is not available, a copy of another official document such as an immunisation record, passport or immigration document will be accepted.

Your registration will be considered incomplete without these documents. Please contact Council's Kindergarten Registration Officer on **9747 7284** if you require further information.

Choosing a kindergarten

Melton City Council places over 3000 children into Kindergarten every year.

Every child is different, so we recommend visiting different kindergartens to find one that suits your families needs.

Families are encouraged to contact Kindergartens and/or arrange an appointment to visit preferred Kindergartens prior to completing the registration form.

Please note when filling out the registration form to ensure you only write down Kindergarten preferences that you are willing to accept, as not everyone will receive their first preference.



For more information about choosing the right kindergarten visit vic.gov.au/how-choose-kindergarten

Kindergarten groups and session times

Individual Kindergarten session times vary from year to year. Visit Kindergarten EYM's websites for an indication of session times offered in the current year, or phone Kindergarten EYM's direct.

Sparkways Australia sparkways.org.au

P: 1300 677 275 (Bellevue Hill, Burnside, Deanside, Diggers Rest, Eynesbury, Kingsway, Melton West, Mt Carberry, Parkwood Green Rockbank, Thornhill Park).

ECMS ecms.org.au

P: 8481 1100 (Arnold's Creek, Bridge Rd, Brookside, Cambrian Way, Melton Central and Mt Atkinson).

BPA bpachildrensenservices.com

P: 9312 3689 (Botanica Springs, Brookfield, Fraser Rise and Taylors Hill).

One Tree Community Services

P: 1800 919 995 (Timbertop)
E: kindergarten@onetree.org.au

Kindergartens operating within a school site are delivered by the school.

Kororoit Creek

P: 8358 0600
E: kororoit.creek.kin@kindergarten.vic.gov.au

Springside

P: 9449 6402
E: kinder@springside.vic.edu.au

Creekside

P: 8363 6400
E: creekside.k9@education.vic.gov.au

*Listed EYM's are subject to change

It is important to note that attendance at a Kindergarten located within a school site does not guarantee entry into the school in the following year. **Kindergarten does not have the same boundary requirements as school.** Parents should discuss this directly with the school.

Council will advise each of the Kindergarten EYM'S of the confirmed registrations in August of the year prior to commencement.

Kindergartens will then contact families to provide details of orientation process, group session times, fees etc.

Incomplete registration forms

Registrations submitted without the required documentation will not be processed and will be deemed incomplete. The Kindergarten Registration Team will contact you to obtain the required documentation.

Change of personal details

Please ensure that your personal details are kept up to date with Council (address, email and phone numbers). If Council has incorrect details we will be unable to contact you with important information regarding your child's Kindergarten registration.



Offers

A letter of offer for a Kindergarten place will be sent to families after the close of first round allocations.

If an applicant's first preference for a Kindergarten is not available they will be offered their nominated second or third preference.

If vacancies are not available at a preferred Kindergarten, applicants will be placed on a Wait list in accordance with Allocation Priorities.

Second round offers will be made approximately four weeks after the first round of offers.

Offers after this time are made weekly. Where offers can be made, these will be offered automatically.

Accepting an offer

Following the offer of a Kindergarten place families can access the parent portal families.melton.vic.gov.au in order to accept or decline the offered place.

Parents/guardians will be required to provide the following information:

- Child First Name
- Child Last Name
- Child Date of Birth
- Kindergarten registration ID. (You will receive this within two weeks of submitting your registration)

Alternatively you can advise the Kindergarten Registration Team. Families who do not confirm their acceptance will forfeit their place.

Parents/guardians who do not receive an offer to a Kindergarten of their choice will be notified that they are on a Wait list.

Changing preferences

You can do this by either:

- Logging on to the parent portal and making the change or
- Completing the Change of Information form (available from the Customer Service Unit Melton Civic Centre, Caroline Springs Civic Centre/ Library, Melton Library & Learning Hub or Melton City Council's website)

Please note: Any changes to a registration (other than updating contact details) will be treated as a new registration form and will be processed in line with the date that the change was received by Council and not the original date that the registration was submitted.

Wait list

Places are allocated through a computer generated system in accordance with the Kindergarten Priority of Access Criteria. Families cannot accept a place at a Kindergarten and also be on a Wait list for another Kindergarten. If chosen not to accept the place offered and to remain on the Wait list at your preferred Kindergarten, the Kindergarten Registration Team will notify once place becomes available.

If you are still on the Wait list in January in the year your child is to attend Kindergarten, Council will contact you and if possible offer a place to your child at a Kindergarten with vacancies. Please note that these lists are always changing due to the changing needs of families.

Deferring your child's registration

Registration may be deferred within Term one, provided the child's registration has not been submitted by the Kindergarten.

Families wishing to defer their registration should speak with EYM's Kindergarten staff as soon as possible to discuss their child's readiness for Kindergarten. This process is only available to families when their child has commenced Kindergarten in Term one.

Families, in consultation with the Kindergarten teacher, are required to complete a Deferral Form whereby a Kindergarten place will be re-offered the following year.

Note: Families cannot defer their Kindergarten place if their child does not attend the Kindergarten program. Your child will need to be registered following the standard registration process.

Deferrals meet priority 2 access criteria.

Additional needs

Melton City Council is committed to supporting children with additional needs in funded Kindergarten programs. The information collected on the registration form ensures families and children have access to additional assistance with the transition of their child into Kindergarten programs, regardless of the family's circumstances or background. This includes families whose children have significant disabilities, developmental delays, refugees and asylum seeker families.

If you would like to discuss your child's additional needs further and find out how Council may be able to assist you and your child please contact Council's Preschool Field Officer Service on: 9747 7200

Pre School Field Officer (PSFO)

The role of the Preschool Field Officer (PSFO) program is to support the access and participation of children with additional needs in State Government funded Kindergarten programs and to build the capacity of educators working with children. The program supports children with a range of developmental and additional needs who are not receiving supports from Early Childhood Intervention Services or Kindergarten inclusion support services.

Parents and guardians are encouraged to discuss any concerns about the child with their Kindergarten teacher.

Once a referral is received, a PSFO will contact the Kindergarten to discuss support options, as this is often individual to each educator and child. A visit to the service is then usually organised to observe the child & environment, and work with educators to increase their skills and knowledge to help ensure the delivery of an inclusive program. The PSFO will also assist with parent / guardian meetings and linking children and families in with any relevant community or specialist services who can provide further support or assessments.

Collection and disposal of information

Council will dispose of personal information when it is no longer required to fulfil the purpose for which it was collected, or required by law.



For further information about the collection and disposal of your personal information please visit the Melton City Council website: melton.vic.gov.au

Contacts

If you have any questions about the information in this booklet or have a general Kindergarten enquiry please contact the Kindergarten Registration Team on 9747 7284, or email: Kindergartens@melton.vic.gov.au

If you require Kindergarten information in languages other than English please visit: vic.gov.au/childcare/cultural-linguistically-diverse-children

Please visit the Melton City Council's website to view the Kindergarten Central Registration Policy.

For more information about any Melton City Council services please visit: melton.vic.gov.au

