



Kindergarten Central Registration Scheme

Operational Policy and Procedure 2025



MORNINGTON
PENINSULA
Shire

Acknowledgement of Country

Mornington Peninsula Shire acknowledges the Bunurong people, who have been the custodians of this land for many thousands of years; and pays respect to their Elders past and present. We acknowledge that the land on which we meet is the place of age-old ceremonies, celebrations, initiation and renewal; and that the Bunurong people's living culture continues to have a unique role in the life of this region.



Operational Policy and Procedure

Kindergarten Central Registration

Objective Reference:

1.0 AUTHORITY

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Public Health and Wellbeing Act 2008
- Health Records Act 2001
- Human Rights and Equal Opportunity Act 1986 (Commonwealth)
- Age Discrimination Act 2004
- Disability and Discrimination Act 1992
- Racial Discrimination Act 1975
- UN Convention on the Rights of the Child
- Equal Opportunity Act 2010
- Privacy and Data Collection Act 2014
- Victorian Charter of Human Rights and Responsibilities Act 2006
- Children, Youth and Families Act 2005
- Child Wellbeing and Safety Amendment (Child Safe Standards) 2015
- Family Violence Protection Act 2018
- Local Government Act 2020

2.0 INTENT

This policy and procedure outline how the Mornington Peninsula Kindergarten Central Registration Scheme will be carried out fairly, equally, and openly. It follows the Department of Education's Priority of Access Policy and the policies and procedures of the Mornington Peninsula Shire Council.

3.0 SCOPE

- 3.3 This policy applies to families and carers who want to register their child/ren in a funded three-year-old or four-year-old kindergarten program through the Mornington Peninsula Shire Kindergarten Central Registration Scheme.
- 3.4 This policy applies to all services and kindergarten providers participating in the Mornington Peninsula Shire Kindergarten Central Registration Scheme (KCR) including:
- Mornington Peninsula Shire Council
 - Kindergarten Committees of Management
 - Early Years Managers

Operational Policy and Procedure

Kindergarten Central Registration

Objective Reference:

3.5 Kindergarten providers participating in the Mornington Peninsula Shire Kindergarten Central Registration Scheme include:

- 3.5.1 Balcombe Preschool, Mount Martha
- 3.5.2 Balnarring Preschool
- 3.5.3 Baxter Kindergarten and Children's Centre
- 3.5.4 Beleura Hill Preschool, Mornington
- 3.5.5 Bentons Square Preschool, Mornington
- 3.5.6 Bittern Preschool
- 3.5.7 Crib Point Preschool
- 3.5.8 Dromana Preschool
- 3.5.9 Flinders Preschool
- 3.5.10 Hastings Preschool
- 3.5.11 Kunyung Preschool, Mount Eliza
- 3.5.12 Leslie Moorhead Preschool, Mornington
- 3.5.13 Mornington Park Preschool
- 3.5.14 Mount Eliza Preschool
- 3.5.15 Mount Martha Preschool
- 3.5.16 Mount Martha House Kindergarten
- 3.5.17 Red Hill Preschool
- 3.5.18 Rye Preschool
- 3.5.19 Seawinds Early Learning Centre, Capel Sound
- 3.5.20 Somers Preschool
- 3.5.21 Somerville Preschool
- 3.5.22 Sorrento Preschool
- 3.5.23 South Mornington Preschool
- 3.5.24 St Andrews Beach Kindergarten
- 3.5.25 Tillerkite Preschool, Somerville
- 3.5.26 Tootgarook Primary School Kindergarten (interim name)
- 3.5.27 Tyabb Preschool
- 3.5.28 Walkers Rd Preschool, Mount Eliza
- 3.5.29 Wallaroo Preschool, Hastings
- 3.5.30 Waterfall Gully Preschool, Rosebud
- 3.5.31 Woodlands Early Learning Centre, Mount Eliza

3.6 Mornington Peninsula Shire Council is not a kindergarten operator or provider, however does provide some community infrastructure for kindergarten services.

3.7 The kindergartens that are part of the Kindergarten Central Registration Scheme are managed independently by Committees of Management and Early Years Managers. They are regulated and funded by the Victorian Department of Education according to the Kindergarten Funding Guide and the National Quality Framework.

4.0 POLICY STATEMENT

The Mornington Peninsula Shire Council is dedicated to helping children access two years of funded kindergarten before starting school, which is facilitated through the Kindergarten Central Registration Scheme.

Kindergarten is important for child development. Research shows that high-quality, play-based early learning significantly benefits children's learning and development. Through play, young children explore the world, nurture their imagination, and practice important skills like problem-solving. It also supports their social and emotional development, promoting overall wellbeing.

The Mornington Peninsula Shire Kindergarten Central Registration Scheme is committed to delivering a straightforward and transparent application and allocation process for kindergarten. This ensures fairness and equality for all families and complies with the Department of Education Priority of Access Policy and Mornington Peninsula Shire Council policies.

5.0 BACKGROUND

- 5.1 The Kindergarten Central Registration Scheme, run by the Mornington Peninsula Shire Council, has three main goals:
- To coordinate the kindergarten registration process to make it easier for families to start their child's kindergarten journey.
 - To ensure a simple and transparent process so that all children have fair access to kindergarten.
 - To provide support to Committees of Management and Early Years Managers.
- 5.2 This scheme follows the same guidelines used state-wide to maintain consistency for families and provide administrative support for service providers.
- 5.3 It operates as a collaborative effort involving kindergarten providers, child and family services, and the Mornington Peninsula Shire Council working together to make the system effective.

6.0 POLICY IMPLEMENTATION AND PROCEDURES

Kindergarten Eligibility

- 6.1 Children registering must be eligible for Three-Year-Old or Four-Year-Old Kindergarten funding as outlined in the Department of Education [Kindergarten Funding Guide](#).
- 6.2 Children can only access kindergarten funding at one service. Families must inform us if a child is already attending a funded kindergarten program at another service. This includes sessional kindergartens, schools and long day care services.
- 6.3 A child is eligible for Three-Year-Old Kindergarten if they turn three by April 30 of the year they are attending. However, the child can only start attending the kindergarten when they are three years old. For example, a child who turns three on April 15 will be able to enrol in the kindergarten the year prior but can only start attending after April 15.
- 6.4 Families with children born between January and April can choose which year to start Three-Year-Old Kindergarten. These children can start in the same year they turn three, or in the year they turn four.
- 6.5 A child is eligible for kindergarten as per the following table:

When your child was born	When they can go to kindergarten	
	Three-Year-Old Kindergarten	Four-Year-Old Kindergarten
Between 01/05/2020 and 30/04/2021	2024	2025
Between 01/05/2021 and 30/04/2021	2025	2026

- 6.6 To figure out when your child is eligible to attend kindergarten you can use the Department of Education date calculator on their website:
[When to start kindergarten | vic.gov.au \(www.vic.gov.au\)](#)

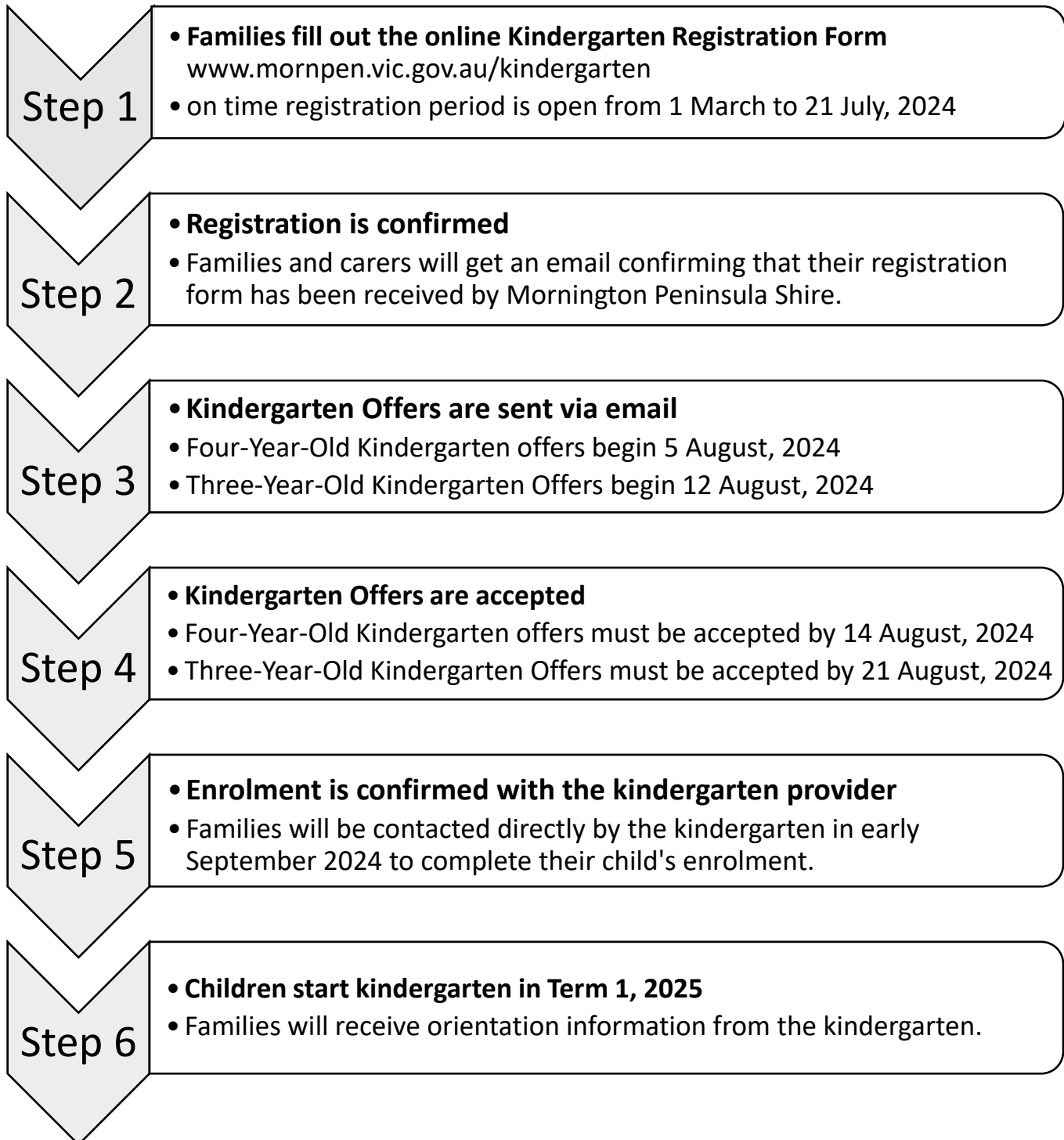
When to Start Kindergarten

- 6.7 Families should consider when their child will start their two years of funded kindergarten based on their age and the eligibility criteria explained above.
- 6.8 Once a child starts funded kindergarten, they are expected to complete the entire year of the program.
- 6.9 Children can only attend one year of Funded Three-Year-Old Kindergarten before moving on to attend their one year of Funded Four-Year-Old Kindergarten.
- 6.10 For further information please visit the Department of Education website and the 'when to start kindergarten' page: [When to start kindergarten | vic.gov.au \(www.vic.gov.au\)](https://www.vic.gov.au/when-to-start-kindergarten)
- 6.11 Families can also seek advice from professionals such as Maternal & Child Health Nurses, GPs, current educators, or allied health specialists working with their child.

Eligibility for a Second Year of Funded Four-Year-Old Kindergarten

- 6.12 During the child's Four-Year-Old Kindergarten year, the teacher and parents/carers will work together to plan for the child's transition to school.
- 6.13 A second year of Funded Four-Year-Old Kindergarten may be considered if a child demonstrates delays in learning and development areas, and if:
- the kindergarten program is seen as the best learning option; and
 - the child is expected to benefit more from continuing in kindergarten rather than starting school.
- 6.14 If your child is already attending a kindergarten participating in the Mornington Peninsula Shire Kindergarten Central Registration Scheme, you don't need to register them online for a second year of Funded Four-Year-Old Kindergarten. Your child's kindergarten will let you know if they're eligible for another year, and they'll contact us to reserve a place for them. Talk to your child's kindergarten teacher directly if you have any questions.
- 6.15 If your child is currently attending a Funded Four-Year-Old program at another service (e.g. Long Day Care, a private service or in another council area), an online registration for a second year of Funded Four-Year-Old Kindergarten will need to be completed. We will be in contact with you after submission for further information.
- 6.16 For more details, speak with your teacher and visit the Department of Education website: [Second year of funded Four-Year-Old Kindergarten | vic.gov.au \(www.vic.gov.au\)](https://www.vic.gov.au/second-year-of-funded-four-year-old-kindergarten)

Kindergarten Central Registration and Enrolment Process



Registering Your Child for Kindergarten

- 6.17 Families can register for Three-year-old Kindergarten and Four-year-old Kindergarten via the Mornington Peninsula Shire website: www.mornpen.vic.gov.au/kindergarten
- 6.18 Registrations open early in March the year before a child will attend kindergarten. For example, children attending kindergarten in 2025 can register from 1 March 2024.
- 6.19 Families must submit forms by the 'on time registration closing date' for initial offers.
- 6.20 Registrations will only be processed when all required documentation has been provided.
- 6.21 Families and carers must use the central registration process to register for kindergarten, you are not able to register directly with kindergartens providers.
- 6.22 Families need to inform Mornington Peninsula Shire Council of any changes to their child's registration, such as telephone number, address, or kindergarten preferences.

Support to Register Your Child for Kindergarten

- 6.23 If families need help with the online registration form, they can contact the Kindergarten Central Registration Team by phone or email. Mornington Peninsula Shire offices and libraries also provide services to access Kindergarten registration.
- 6.24 Family support services and agencies can also assist families and carers to complete a kindergarten registration by completing the online referral form on the website.
- 6.25 Please contact the Mornington Peninsula Shire Kindergarten Central Registration Team:

Email: kindergarten@mornpen.vic.gov.au

Telephone: 03 5950 1000 or 1300 850 600 (Toll Free)

Interpreting and Translation Services

- 6.26 If you need the assistance of an interpreter, phone 131 450
- 6.27 If you are deaf, or have a hearing or speech impairment, you can contact us through the National Relay Service:
- TTY/voice calls: 133 677
Speak and listen: 1300 555 727
SMS relay: 0423 677 767

Registration Requirements

- 6.28 To complete the online registration form, families and carers will need to provide information about themselves and their child.
- 6.29 The registration form asks families and carers for:
- Basic information about the child including name, date of birth, language spoken at home, previous kindergarten attendance and immunisation status.
 - Contact details for the family or carer and any additional adults that we are authorised to speak with about the child's registration.
 - Evidence that you are a resident/ratepayer: For example. a utility bill (issued within the last three months), current driver's licence, rental agreement or rates notice with parent/guardian name and address.
 - Details of any additional support the child might need due to medical conditions, development delay or disability.
 - Whether the child is identified as meeting any of the following criteria:
 - Is Aboriginal or Torres Strait Islander
 - Is from a multiple birth
 - Is from a refugee or asylum seeker background
 - Is known to Child Protection
 - Is in Out-Of-Home Care
 - Holds, or has a family member who holds, a Commonwealth Health Care Card, Commonwealth Pensioner Concession Card, Department of Veteran's Affairs Gold Card or White Card
 - Is currently attending the service
 - Has a sibling that has attended the service within the last three years
 - Is registering for the kindergarten closest to where they live

Nominating Your Kindergarten Preferences

6.30 When families and carers complete the kindergarten registration form, they will be asked to nominate up to two kindergartens that they would like their child to attend, in order of preference.

Confirmation of your Registration

6.31 After families submit their kindergarten registration, they will get an email confirming that we have received the application.

6.32 If you don't receive this email confirmation, please contact the Kindergarten Central Registration team by phone or email.

Late Registrations

6.33 Registrations submitted after the advertised on-time registration period are considered late. Late registrations will be processed after on-time registrations.

Priority of Access and Allocation Procedure

6.34 Mornington Peninsula Shire is responsible for receiving registrations and allocating Kindergarten places using the Priority of Access/ Allocation Criteria outlined below.

6.35 Priority will be provided to residents/ratepayers of Mornington Peninsula Shire. Non-residents may be allocated places after all other registrations have been processed.

6.36 The Priority of Access/Allocation Criteria also applies to late registrations.

6.37 In some cases, the number of on-time registrations received for certain kindergartens may exceed the available places. In such cases, places are allocated as follows:

6.38 **Level 1:** Children identified as High Priority

As outlined in the *Kindergarten Funding Guide* issued by the Department of Education:

- Children at risk of abuse or neglect, including children in Out-Of-Home Care
- Aboriginal and/or Torres Strait Islander children
- Asylum seeker and refugee children

Operational Policy and Procedure

Kindergarten Central Registration

Objective Reference:

- Children eligible for the Kindergarten Fee Subsidy
- Children with additional needs, defined as children who:
 - require additional assistance to fully participate in the kindergarten program
 - require a combination of services which are individually planned
 - have an identified disability or developmental delay
- Children approved for a 2nd year of funded kindergarten.
- Children/families with approved exceptional circumstances (please see below)

6.39 **Level 2:** Children currently enrolled at the service

- This criterion is applicable to Four-Year-Old Kindergarten registrations only.

6.40 **Level 3:** Children eligible for the Sibling Priority

The sibling priority applies to Mornington Peninsula residents/ratepayers if:

- a sibling has completed a funded kindergarten program at the same service during the previous three-year period; or
- You are registering siblings for Three-Year-Old and Four-Year-Old Kindergarten at the same service in the same year.

6.41 **Level 4:** Children registered for the kindergarten closest to where they live.

6.42 **Level 5:** Children whose families are Mornington Peninsula Shire residents.

6.43 If, after using the above order of allocation, there are still a greater number of registrations than available places at the specified kindergarten, the remaining places will be determined by a computerised ballot process.

6.44 For further information on the Department of Education priority of access please visit: [Priority of access for early childhood education | vic.gov.au \(www.vic.gov.au\)](https://www.vic.gov.au/priority-of-access-for-early-childhood-education)

Children with Additional Needs

6.45 Children who have a diagnosis or are being assessed for developmental delay, disability, or complex medical needs may be eligible for funding through the Kindergarten Inclusion Support Scheme. This funding is provided to support their participation in the kindergarten program.

6.46 Funding applications for Kindergarten Inclusion Support are completed by the child's

Operational Policy and Procedure

Kindergarten Central Registration

Objective Reference:

Kindergarten Teacher. For more details, speak to the teacher when you enrol at the service and visit the Department of Education website:

[Kindergarten Inclusion Support | vic.gov.au \(www.vic.gov.au\)](http://vic.gov.au)

Exceptional Circumstances

- 6.47 Exceptional circumstances are evaluated on a case-by-case basis by the Manager of Arts, Culture, and Community. Examples include:
- Parent with a disability
 - Parent or child with diagnosed mental health illness
 - Homelessness
 - Drug and/or alcohol misuse
 - Court order limiting kindergarten choice
 - Multiple births
 - Other situations verified by a child/family support service
- 6.48 Supporting documentation is required, including names and contact details of the person providing the document, which must be less than 12 months old. There are many circumstances that may meet this criterion, so not all examples are listed. Please contact the Kindergarten Central Registration team for further information.

Kindergarten Offers

- 6.49 **Initial offers** will be sent out on the specified dates based on the Priority of Access and Allocation Procedure described above. Offers will be emailed to families using the provided contact information. Families must accept the offer by the specified deadline. Failure to do so will result in the registration being cancelled and the position given to the next child. Families will receive a confirmation email after accepting or declining the offer.
- 6.50 **Subsequent offers** will be made on the specified dates according to the Priority of Access and Allocation Procedure. Generally, subsequent offers are made over the phone, and families will need to accept or decline verbally.
- 6.51 **Non-residents** are evaluated individually, considering factors like service proximity, previous connection to the service, and resident/ratepayer families waiting in the area. Offers may be made at the discretion of the Manager of Arts, Culture, and Community.

Responding to a Kindergarten Offer

- 6.52 Kindergarten offers are emailed to families after the on-time registration period ends. The email will include instructions on how to accept or decline the offer.
- 6.53 Offers not accepted by the specified date will be considered available for reallocation.
- 6.54 If you haven't received an offer for your preferred Kindergarten after the initial offer process (i.e., after the final day to accept/decline initial offers), a member of the Kindergarten Central Registration team will contact you to discuss alternative options.
- This may include:
- Information about your second preference (if provided)
 - Being placed in the waitlist for your preferred Kindergarten
 - Information about Kindergartens in your area with available places.
- 6.55 After the offer and acceptance process is completed, each Kindergarten will receive a list of children who will be attending the service the following year.

Wait Pool

- 6.56 We do our best to offer families a place at their preferred kindergarten, but it's not always possible. When places are available, they are assigned according to the *Priority of Access and Allocation Procedure*.
- 6.57 If you have listed only one preferred kindergarten, or we can't offer you a place at either of your preferred kindergartens, we will try to offer your child a place at the nearest kindergarten with vacancies.
- 6.58 If you decline a kindergarten offer at your preferred kindergarten, your registration will be cancelled. If you receive a subsequent offer at an alternate service, you can choose to accept it or remain in the wait pool for your preferred kindergarten. Once you accept an offer, you can't stay in a wait pool for another service.
- 6.59 Wait pools are constantly changing, so we are unable to advise where your child is within the wait pool at your preferred kindergarten. We will contact you if a place becomes available and endeavour to keep you updated regularly.
- 6.60 You can remove your child from the wait pool at any time by calling or emailing us.

No response to Kindergarten Offer

- 6.61 If we don't receive a response regarding the kindergarten offer within the time specified in the offer email, a follow up SMS and/or telephone call will be made before cancelling the placement and reallocating it to another child.

Changes to Personal Details and Registration

- 6.62 Families can update their contact details by calling or emailing the Kindergarten Central Registration team.
- 6.63 To change your kindergarten preferences, please fill out the online *Change of Preference* form available at www.mornpen.vic.gov.au/kindergarten .
- 6.64 Changes should be made before the 'on-time registration' period ends. Requests submitted after this deadline will be considered 'late' registrations.

Withdrawals and Cancellations

- 6.65 You can withdraw or cancel kindergarten registrations anytime by contacting the Kindergarten Central Registration team by phone or email.
- 6.66 Withdrawals and cancellations made via email will be confirmed in writing by the Kindergarten Central Registration team to the provided email address.
- 6.67 Families can register their child for kindergarten in the future or reinstate a previous registration by contacting the Kindergarten Central Registration team.

Kindergarten Central Registration Costs

- 6.68 Starting from 2024, there is no fee to register a child for kindergarten through the Mornington Peninsula Shire Kindergarten Central Registration Scheme. The Victorian Government has funded Mornington Peninsula Shire Council to offer this service for free.

Kindergarten Enrolment

- 6.69 After the kindergarten central registration and offer process is finished, the individual kindergarten providers will handle the kindergarten enrolment.
- 6.70 Kindergarten providers will reach out to families directly to guide them through the enrolment process with their service. Families will need to provide evidence of:
- the child's date of birth (e.g., birth certificate)
 - Immunisation History Statement; and
 - any other relevant documents required for enrolment (e.g., court orders, medication information, additional needs information)

Immunisation Requirements

- 6.71 'No Jab, No Play' law mandates that children must be fully immunised, unless they have a medical exemption, to attend kindergarten.
- 6.72 For more information, please visit the Department of Health website:
[No Jab No Play for early childhood education and care services | health.vic.gov.au](https://www.health.vic.gov.au/no-jab-no-play)

Kindergarten Transfers

- 6.73 If a family wants to explore changing their kindergarten registration, either before the offer period or after accepting a position, they should get in touch with the Kindergarten Central Registration team.
- 6.74 The kindergarten registration team will work with the appropriate Kindergartens to facilitate the transfer.

Feedback and Complaints

- 6.75 The Kindergarten Central Registration team welcomes feedback from services, families and carers about their experience using the Kindergarten Central Registration Scheme. You can provide feedback at any time by calling or emailing us.
- 6.76 Every year, our team reviews the Kindergarten Central Registration Scheme to make sure we are providing the best service possible. At the end of the registration period, we'll

send a survey to all families and kindergarten providers so they can give us feedback.

- 6.77 Mornington Peninsula Shire has procedures and policies in place to respond to any complaints regarding dissatisfaction with the Shire's level and quality of service.

For further information please visit the Mornington Peninsula Shire website:
[Complaints - Mornington Peninsula Shire \(mornpen.vic.gov.au\)](https://mornpen.vic.gov.au)

Your Information and Privacy

- 6.78 The Kindergarten Central Registration Scheme collects information required for the registration and allocation of children to kindergarten places and for the purposes outlined in the Collection Notice below and the Shire's Privacy Policy.
- 6.79 As part of the kindergarten registration process, we may also ask you if you would like to be connected to other universal services and early childhood programs including those provided by the Maternal and Child Health service, Supported Playgroups, and the Local Aboriginal Gathering Places. Some of these programs have eligibility requirements.
- 6.80 You do not need to respond to these questions to submit your kindergarten registration. However, if you are eligible, we will ask if you would like to be connected to these services to make an appointment or learn more about the programs on offer.
- 6.81 If you would like to be connected to a service or program, we will ask for your consent to share the contact details you provided on the kindergarten registration form with the service so they can follow up with you directly.

6.82 Collection Notice

The personal and health information you provide when completing this kindergarten registration is being collected by the Mornington Peninsula Shire (the Shire) in accordance with the *Privacy and Data Protection Act 2014*, the *Health Records Act 2001* and the Shire's Privacy Policy. The information will be used to facilitate the kindergarten application and allocation process. The information will be used for this purpose and shared with kindergartens participating in the Mornington Peninsula Central Registration Scheme and also for the following purposes;

- to plan, fund, implement, monitor, regulate and evaluate the Mornington Peninsula Shire Kindergarten Central Registration service and functions
- to fulfil statutory and other legal functions and duties
- to comply with reporting requirements

Operational Policy and Procedure

Kindergarten Central Registration

Objective Reference:

- to inform service delivery between the Early Years and Child and Family Health Services including to help predict future needs and to improve services.

The information may also be used for a purpose that you would reasonably expect or where the law requires the Shire to do so.

You may access the personal and health information you have provided or make changes to the information if it is incorrect by contacting the Shire.

7.0 ASSOCIATED DOCUMENTS

- National Quality Framework (NQF)
- National Quality Standards (NQF)
- Victorian Child Safe Standards 2022
- Priority of Access Policy - Department of Education (Victoria)
- Kindergarten Central Registration and Enrolment Development Guide 2023
- Kindergarten Central Registration and Enrolment Practice Guide 2023
- Kindergarten Funding Guide 2023 (Department of Education)
- Victorian Early Years Learning and Development Framework (VEYLDF)
- Marrung Aboriginal Education Plan 2016 – 2026
- Early Childhood Reform Plan 2017
- Department of Education and MAV Partnership Agreement 2018-2023
- Mornington Peninsula Shire Council and Wellbeing Plan 2021-25
- Mornington Peninsula Shire Disability Inclusion Plan 2018 – 2022
- Mornington Peninsula Shire Child Safety and Wellbeing Policy 2023
- Mornington Peninsula Shire Privacy Policy 2022

8.0 DEFINITIONS

Ballot	A computer-generated system to allocate kindergarten places based on a pre-determined Priority of Access.
Committee of Management	A group of volunteer members (usually parents) that are responsible for the management of a kindergarten service.
Early Years Manager (EYM)	Local government or not-for-profit organisations providing professional leadership and centralised management of child care and/or kindergarten services.
Kindergarten Fee Subsidy	The kindergarten fee subsidy allows children to access up to 15 hours of funded kindergarten delivered by a qualified early childhood teacher for free or at low cost. Eligibility includes: <ul style="list-style-type: none">▪ Aboriginal and/or Torres Strait Islander children

Operational Policy and Procedure

Kindergarten Central Registration

Objective Reference:



MORNINGTON
PENINSULA
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	<ul style="list-style-type: none"> ▪ Multiple births (triplets or more) ▪ The child or parent/carer holds; <ul style="list-style-type: none"> ○ a Health Care Card ○ a Pensioner Concession Card ○ a Department of Veteran's Affairs White Card/Gold Card ○ a Visa as detailed in the Kindergarten Funding Guide
Funded Kindergarten	An early childhood education program, delivered by a Degree-Qualified teacher for up to 15 hours per week for two years before school.
Kindergarten	An early childhood education service funded by the Department of Education to deliver funded Kindergarten. Also known as Preschool.
Kindergarten Central Registration Scheme (KCR)	Service provided by the Mornington Peninsula Shire for the acceptance and allocation of kindergarten places. Funded by the Victorian Department of Education.
Kindergarten Funding Guide (Department of Education)	Information for funded kindergarten service providers about the range of kindergarten funding available, eligibility criteria and the obligations and accountability in receiving funding.
Long Day Care Services	Centre based child care services for children aged 0 – 6 years. May operate 8- 12 hours per day. Delivered by Diploma and Certificate III qualified Educators. Service may also offer a Funded Kindergarten program delivered by a Bachelor qualified teacher. Regulated by Department of Education under the National Quality Framework (NQF).
National Quality Framework	Australia's system for regulating early learning and school age care including legislation and national quality standard, sector profiles and data, and learning frameworks.
Non-resident	Someone who does not live or pay Council rates in the Mornington Peninsula Shire.
Preschool	An early childhood education service funded by the Department of Education to deliver funded Kindergarten. Also known as Kindergarten.
Priority of Access Policy	Department of Education process where children are allocated kindergarten places depending on the priority level.
Sessional Kindergarten	Services providing up to 15 hours of funded kindergarten programs delivered by a Bachelor qualified Early Childhood Teacher. These services include standalone community run Preschools, services operated by an Early Years Manager, sessional programs delivered by independent schools and private sessional providers. Services are regulated by the Department of Education, under the National Quality Framework (NQF)

Operational Policy and Procedure

Kindergarten Central Registration

Objective Reference:

9.0 POLICY SPONSOR

The Manager Arts, Culture and Community is responsible for overseeing the application and review of the Kindergarten Central Registration Policy and Procedure.

10.0 DOCUMENT CONTROLS

Council will review and update the Kindergarten Central Registration Policy and Procedures every 12 months or earlier as required.

Administrative Updates

It is recognised that, from time to time, circumstances may change leading to the need for minor administrative changes to this document. Where an update does not materially alter this document, such a change may be made administratively. Examples include a change to the name of a Shire department, the change to an existing policy or document referred to in this policy, and minor updates to legislation and the like which does not have a material impact. However, any change or update which materially alters the document must be by endorsement of the Manager – Arts, Culture and Community.