

# Kindergarten Central Registration and Enrolment Scheme

2027 Operational Policy and  
Procedure



**Mornington  
Peninsula** Shire

April 2026

## 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.

## Commitment to Child Safety and Wellbeing

Mornington Peninsula Shire (the Shire) is committed to the safety and wellbeing of children and young people. We have zero tolerance of child abuse and ensure policies and procedures, and robust training are in place to protect children from abuse and respond to any risks, allegations or safety concerns.

We want all children and young people to be and feel safe, welcome and included in our services and empowered to achieve their dreams, goals and aspirations for a bright future.

We take steps to ensure the voices of our children, young people and families are heard and we are proud to celebrate the diversity of our community.

We are unapologetically proactive in closing the gap for Aboriginal and Torres Strait Islander children and young people and supporting them to express their culture and enjoy their cultural rights.

We welcome and value the participation of all children and young people, including Aboriginal and Torres Strait Islander children, children with disabilities, children from culturally and linguistically diverse backgrounds, those that are unable to live at home and our LGBTIQA+ community.

# 1. Purpose

The Mornington Peninsula Shire's Kindergarten Central Registration and Enrolment Scheme (CRES) policy and procedure outline an equitable, consistent and transparent process for kindergarten registration. It follows the Victorian Department of Education's (DE) Priority of Access Policy, along with the Shire's locally agreed criteria to ensure that all families have equal opportunity to enrol in quality early childhood education.

# 2. Scope

This policy applies to families who are registering their child/ren in a funded three-year-old or four-year-old kindergarten program through the Shire's kindergarten Central Registration and Enrolment Scheme (CRES), participating kindergarten providers and Shire staff in the administration of CRES.

# 3. Policy Statement

This policy applies to services and kindergarten providers participating in CRES across the Shire which includes Committees of Management and Early Years Managers. The Shire does not operate or manage any early childhood kindergarten services. However, it recognises the importance of early childhood education and is committed to supporting all families to access two years of funded kindergarten before their child/ren starts school.

| Kindergarten services participating in the Shire's CRES include: |                                               |
|------------------------------------------------------------------|-----------------------------------------------|
| • Balcombe Preschool,                                            | • Mount Martha House Kindergarten             |
| • Balnarring Preschool                                           | • Red Hill Memorial Preschool                 |
| • Baxter Kindergarten                                            | • Rye Preschool                               |
| • Beleura Hill Preschool, Mornington                             | • Seawinds Early Learning Centre, Capel Sound |
| • Bentons Square Preschool, Mornington                           | • Somers Preschool                            |
| • Bittern Preschool                                              | • Somerville Preschool                        |
| • Crib Point Preschool                                           | • Sorrento Preschool                          |
| • Dromana Preschool                                              | • South Mornington Preschool                  |
| • Flinders Preschool                                             | • St Andrews Beach Kindergarten               |
| • Hastings Preschool                                             | • Tillerkite Preschool, Somerville            |
| • Kunyung Preschool, Mount Eliza                                 | • Tootgarook Kindergarten                     |
| • Leslie Moorhead Preschool, Mornington                          | • Tyabb Preschool                             |
| • Mornington Park Preschool                                      | • Walkers Road Preschool, Mount Eliza         |
| • Mount Eliza Preschool                                          | • Wallaroo Preschool, Hastings                |
| • Mount Martha Preschool                                         | • Waterfall Gully Preschool, Rosebud          |

The kindergartens that participate in CRES 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 [Kindergarten funding guide | vic.gov.au](#) and the National Quality Framework [National Quality Framework | ACECQA](#).

The Mornington Peninsula Shire's responsibility is the coordination of CRES for participating kindergartens.

## 4. Background

The Department of Education's (DE) goals for CRES include:

- making it easier for families to access and secure a place in a funded kindergarten program for their children
- ensuring kindergarten places are allocated in a fair, clear and consistent way and in line with DE's Priority of Access policy
- ensuring that families who may need extra support, can get the help they need to register for a funded kindergarten place
- providing information through data collection, that supports the Shire's and early years services to better respond to the needs of the community
- supporting kindergartens across Victoria to reduce administration and focus on children becoming ready for school

## 5. Key responsibilities – overview

| Who                                               | Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Victoria Government, Department of Education (DE) | <ul style="list-style-type: none"><li>• A co-designer of CRES Practice Guide, Development Guide and Self-assessment Tool and associated templates and documents</li><li>• Guidance and support for local councils to expand and enhance their kindergarten registration and enrolment service</li><li>• Source of key information, and resources on kindergarten in Victoria, for councils, service providers, teachers, educators, and families</li><li>• Provides free kindergarten funding for participating services, supporting access to 2 years of quality kindergarten programs for Victorian children.</li><li>• Development of the department's Priority of Access</li></ul> |
| Mornington Peninsula Shire                        | <ul style="list-style-type: none"><li>• Coordinates and administers the kindergarten Central Registration and Enrolment Scheme for the Shire including placements for families in line with Priority of Access and local criteria</li><li>• Works collaboratively with kindergarten providers, Early Years Managers, Child and Family support services, along with Maternal Child and Health to assist families experiencing vulnerability to register for kindergarten</li><li>• Reviews feedback, policies and procedures as needed</li></ul>                                                                                                                                        |
| Kindergarten service providers                    | <ul style="list-style-type: none"><li>• Provides information on kindergarten timetables and groups to the Shire</li><li>• Completes the enrolment process directly with families</li><li>• Conducts open and orientation days</li><li>• Manages the staffing and operations of the kindergarten</li></ul>                                                                                                                                                                                                                                                                                                                                                                              |
| Parents/carers                                    | <ul style="list-style-type: none"><li>• Submit the registration for their child/ren</li><li>• Responds to offers or updates in the specified due dates</li><li>• Once the offer is accepted, completes the enrolment directly with the kindergarten including required documentation</li><li>• Communicates with the Shire about any information updates, change of preferences, requests for transfer, or withdrawal from the registration or enrolment</li><li>• Advise Council if their child/ren are already going to a funded kindergarten program at another service such as sessional kindergarten, school or long day care</li></ul>                                           |

## 6. Kindergarten Eligibility

To register for kindergarten, children need to meet the DE guidelines for Three-Year-Old or Four-Year-Old kindergarten funding. Children can only access one funded kindergarten program at a time.

In Victoria, children start kindergarten at three years old, which means two years of kindergarten before school. A child is eligible for Three-Year-Old Kindergarten if they turn three by 30 April in the year they are attending.

For children born between January and April, families can choose which year to start Three-Year-Old kindergarten i.e. in the same year they turn three or in the year they turn four years of age. Due to staffing requirements, some kindergartens may ask child/ren start after their third birthday. If your child has not turned three before the start of the school year, please contact the kindergarten directly for more information.

A child is eligible for Four-Year-Old Kindergarten if they turn four by 30 April in the year they are attending. They can start at the beginning of that year.

If parents/carers are unsure about the best time to start kindergarten, they can speak to an early childhood professional, Maternal and Child Health nurse or visit: [When to start kindergarten | vic.gov.au](https://www.vic.gov.au/when-to-start-kindergarten), including the starting age calculator at: [Quick guide for parents | vic.gov.au](https://www.vic.gov.au/quick-guide-for-parents)

A child may be eligible for a second year of funded kindergarten if it is decided that it is in the child's best interest for their learning and development. The kindergarten will notify the Shire's Kindergarten Registration Team if a child is completing a second year of Three or Four-Year-Old kindergarten. The Shire will send the family an email with a unique link to complete an updated registration form, including eligibility for priority access and may be in contact for more details.

For more information about an additional year, please visit the Department of Education website: [Does my child need an additional year of kindergarten or Pre-Prep? | vic.gov.au](https://www.vic.gov.au/does-my-child-need-an-additional-year-of-kindergarten-or-pre-prep)

### 6.1 Kindergarten costs

There is no cost to register a child/ren for kindergarten through the Mornington Peninsula Shire kindergarten CRES.

All kindergartens participating in CRES have opted into the Victorian Government Free Kinder Program, which provides between 5 and 15 hours of free kinder each week. For Four-Year-Old children this means 15 hours of free kindergarten each week. For more information on Free Kinder, visit: [Free Kinder | vic.gov.au](https://www.vic.gov.au/free-kinder)

### 6.2 When to start kindergarten

Parents and carers should consider when their child/ren will start their two years of funded kindergarten based on their age and when they are planning to send them to school.

If a child turns six in their first year of funded Four-Year-Old kindergarten or Pre-prep, parents/carers are required to get an exemption from school by 1 November the year prior. For further information, visit: [Going to kindergarten if your child is 6 years old | vic.gov.au](https://www.vic.gov.au/going-to-kindergarten-if-your-child-is-6-years-old)

Once a child starts funded kindergarten, they are expected to complete the entire year of the program.

### 6.3 Children with additional needs

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

Funding applications for Kindergarten Inclusion Support are completed by the child's kindergarten teacher. For more information, families can speak to their kindergarten teacher when they enrol, and visit: [Kindergarten Inclusion Support \(KIS\) | vic.gov.au](https://www.vic.gov.au/kindergarten-inclusion-support-kis)

## 6.4 Early Start Kindergarten (ESK)

Early Start Kindergarten (ESK) is available in all kindergarten programs delivered by a qualified teacher. To be eligible, a child must be three years old by 30 April in the year they start kindergarten, and:

- from a refugee or asylum seeker background, or
- are Aboriginal and/or Torres Strait Islander, or
- have had contact with child protection.

Children registering through ESK have Priority of Access and are eligible for Pre-Prep hours the following year. Services can receive additional funding and support such as School Readiness Funding (SRF), which may be used to support children's inclusion and ongoing attendance at kindergarten.

For more information, visit: [Early Start Kindergarten | vic.gov.au](https://www.vic.gov.au/early-start-kindergarten)

## 6.5 Kindergarten for Aboriginal and/or Torres Strait Islander children

Koorie Kids Shine promotes the benefits of kinder for Aboriginal and/or Torres Strait Islander children.

Kinder programs create culturally safe places for Koorie children and families and include Aboriginal perspectives in the learning curriculum and environment. In kindergarten children will learn to build their own sense of identity and how their culture relates to the diversity in the world around them.

Families are encouraged to talk with their child's teacher about their own cultures and beliefs and how these may be incorporated into activities at the kindergarten. As every family is different, parents/carers may choose to contact kindergarten services to make an appointment to visit or attend an open day.

For more information about Koorie Kids Shine, visit: [Kinder for Aboriginal children: Koorie Kids Shine | vic.gov.au](https://www.vic.gov.au/kinder-for-aboriginal-children)

## 6.6 Access to Early Learning (AEL)

Access to Early Learning (AEL) is a program funded by the Department of Education and supports three-year-old children from families with complex needs, to fully participate in funded kindergarten. Families are referred by Enhanced Maternal and Child Health, Maternal and Child Health, family support services, The Orange Door, a Child Protection professional, and Early Childhood Education and Care services.

Professionals and/or services will refer children from families with two or more complex needs.

For more information about AEL, visit: [Access to Early Learning for professionals | vic.gov.au](https://www.vic.gov.au/access-to-early-learning-for-professionals)

## 6.7 About Pre-Prep

From 2026, Pre-Prep will be available for eligible children to access 16 to 25 hours of funded kindergarten each week, in the year before school. Each participating Shire CRES kindergarten decides how many hours will be provided within this range.

Children are eligible for Pre-Prep if they are four years old by 30 April in the year they are attending kindergarten and:

- are from a refugee or asylum seeker background, or
- are Aboriginal and/or Torres Strait Islander, or
- have had contact with child protection.

To maximise access to 15 hours, children can be enrolled in a Three-Year-Old, Four-Year-Old or combined age group or more than one group at the same service, delivered by a qualified early childhood teacher.

For more information on Pre-Prep timetables, please contact the Shire Kindergarten Registration team. Families with eligible children will be able to select options for extended hours at the time of registration. If no Pre-Prep vacancies are available at the family's preferred kindergartens, the Kindergarten Registration Team will contact the nominated parent/carer to discuss options.

For more information on Pre-Prep, visit: [Four-Year-Old Kindergarten is becoming Pre-Prep | vic.gov.au](https://www.vic.gov.au/four-year-old-kindergarten-is-becoming-pre-prep)

## 7. Registrations

Families can register for participating Three-Year-Old and Four-Year-Old kindergartens by completing the online central registration form at [Kindergarten – Mornington Peninsula Shire](#) or by contacting the Kindergarten Registration team if they have any queries or need support to complete the form.

When families complete the kindergarten registration form, they will be asked to nominate up to four kindergarten options, including groups, in order of preference. Families need to consider that listing only one kindergarten does not increase the possibility of an offer. Due to high demand and limited places available, families are strongly encouraged to apply for more than one kindergarten and where applicable, more than one group.

Kindergarten session days and times are available on the Shire's website: [Participating kindergartens – Mornington Peninsula Shire](#)

### 7.1 On time registrations

On time registrations open 1 May, the year before a child begins kindergarten. To be considered in the first and second round offers, completed registrations must be received prior to the close date 30 June. Registrations will only be processed when all required documentation has been provided.

Families should not submit more than one registration form per child. They will need to ensure that the Shire is aware of any changes to family information or preferences which can be updated through the unique link provided in the confirmation email or by contacting the Shire's team. Due to maintaining the privacy and confidentiality of families, the Shire will only be able to discuss or update registration information with nominated contacts.

If a confirmation email is not received after the registration is submitted, families should first check their junk or spam folders, before contacting the Kindergarten Registration team by phone or email.

### 7.2 Late registrations

Registrations submitted after the on-time registration period closes are considered as 'late' and are not allocated until Round 3 offers in mid-August. Families can check the Shire's website for current kindergarten registration dates or can contact the Kindergarten Registration Team by phone or email for more information.

### 7.3 Non-Shire resident registrations

Registrations submitted by families outside of the Shire, are not allocated until September in Round 4, unless they are eligible for the Department of Education's Priority of Access. This includes non-resident expressions of interest and registrations received on time, prior to the 30 June close date.

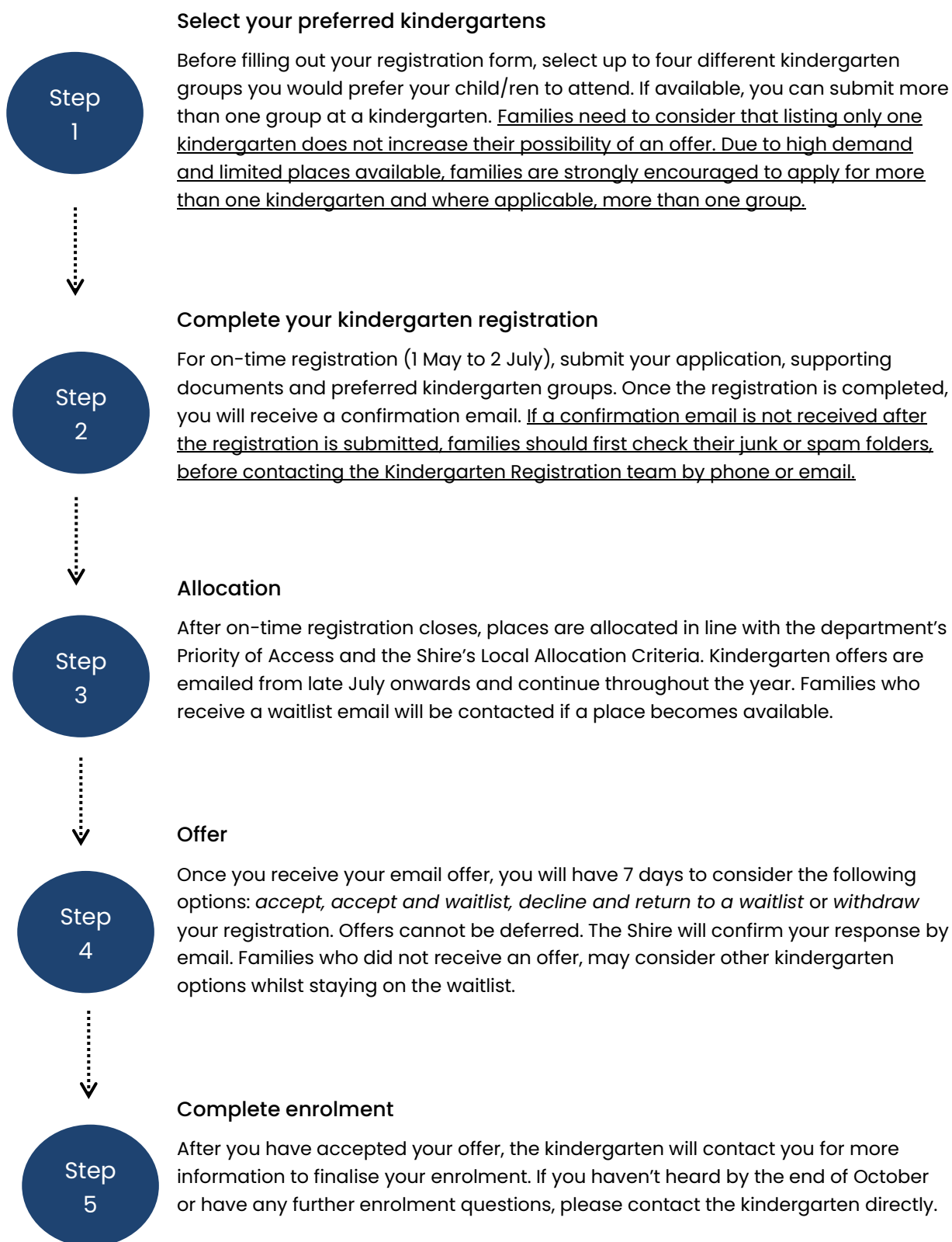
### 7.4 Kindergarten CRES Key dates

Families will have 7 days to accept or decline their offer.

| Date*                                                                                  | Activity                                                                      |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| 1 May                                                                                  | Kindergarten registrations open                                               |
| 30 June                                                                                | On time registrations close                                                   |
| Late July                                                                              | Round 1 offers (on time registrations)                                        |
| Early August                                                                           | Round 2 offers (on time registrations)                                        |
| Mid-August                                                                             | Round 3 offers – late resident registrations are included from Round 3        |
| Early September                                                                        | Round 4 offers – Non-resident registrations not PoA are included from Round 4 |
| End of October                                                                         | Kindergarten providers to contact families to finalise enrolment              |
| Registrations received after Round 4 will be processed fortnightly as vacancies arise. |                                                                               |

*\*CRES dates may be subject to change*

## 7.5 Kindergarten Central Registration and Enrolment Process



## 7.6 Information needed to complete a registration

Families will need the following information to complete an online registration:

- Child/ren's name, date of birth, language spoken at home, previous kindergarten attendance and immunisation status
- Proof of residency – two separate items in the applicant's name such as utility bill, driver's licence, rental agreement or rates notice. *This must also be where your child lives most of the time*
- Family contact details including nominated persons
- Indicate whether the child/ren may need additional support due to a diagnosis, disability, developmental delay or complex medical conditions
- Whether their child/ren is eligible for Priority of Access to a kindergarten place or meets the Shire's local allocation criteria.

## 7.7 Registering an Expression of Interest

If a child is not yet old enough to register for kindergarten, families can submit an Expression of Interest online or with the Kindergarten Registration team, any time after a child is born. Once an expression of interest is received, families will receive:

- important kindergarten updates
- a reminder when it's time to register
- a unique link to complete a full registration requesting more information about their child and preferred kindergartens

Expressions of interest also assist the Shire in planning for future registrations.

## 7.8 Kindergarten registration support

If families need help with the online registration form, they can contact the Shire's Kindergarten Registration team by phone or email:

Email: [kindergarten@mornpen.vic.gov.au](mailto:kindergarten@mornpen.vic.gov.au)

Phone: 03 5950 1000 or 1300 850 600 (Toll free)

The Shire's Customer Service Centres, libraries and Maternal Child Health nurses, can also provide general information about kindergarten registration. Child and family support services may also assist families to register on the Shire website or by contacting the Kindergarten Registration team.

If families need the assistance of an interpreter through the Translating and Interpreting Service (TIS National) for immediate phone interpreting, they can phone 131 450

If a parent/carer is deaf or has a hearing or speech impairment, they can contact the Shire through the National relay Service:

TTY/voice calls, phone: 133 677

Speak and listen, phone: 1300 555 727

SMS relay: 0423 677 767

## 7.9 Immunisation requirements – ‘No Jab, No Play’

The ‘No Jab, No Play’ law requires that children must be fully immunised to attend kindergarten. A current Immunisation History Statement from the Australian Immunisation Register will need to be provided to the kindergarten by a parent/carer. An enrolment cannot be finalised until the following information is submitted to the kindergarten showing:

- the child/ren is fully vaccinated
- on a recognised catch-up schedule if a child has fallen behind. In some circumstances a 16-week ‘support period’ may apply for families experiencing vulnerability
- the child/ren has a medical condition that prevents them from being fully vaccinated for their age

For more information, visit: [No Jab No Play legislation | vic.gov.au](#) or discuss directly with your kindergarten provider

## 8. Allocations

Allocation to kindergarten groups commences in July each year. There is no ‘first in, first placed’ rule. The Shire follows the Department of Education Priority of Access policy and Local Allocation Criteria. As demand is high and places limited, some children may not get a place at the same kindergarten they attended for Three-Year-Old kindergarten.

Kindergartens are required to follow the national regulations on the number of children they can enrol. Due to the number of registrations, high demand and availability of CRES kindergarten places, families are not guaranteed their preferences.

The Shire uses the EnrolNow system to manage the allocation process in line with the Priority of Access and Local Allocation Criteria, to ensure that it is carried out fairly and consistently. These criteria are reviewed annually by the Kindergarten Registration Team.

The Shire’s Kindergarten Registration team will continue to place eligible children until all vacancies are filled. A waitlist will be generated for families who have not been allocated a place for their preferred kindergarten groups.

Families need to ensure their contact details and/or preferences remain up to date following the registration confirmation email or by contacting the Kindergarten Registration team.

Failure to provide the required information may prevent your application from being processed and/or may result in withdrawal of an offer.

### 8.1 On time registrations

Places are allocated in line with the Department of Education Priority of Access and the Shire’s Local Allocation Criteria. This process applies to both on-time and late registrations. Where there are multiple children eligible for the same level of priority, the Shire uses the EnrolNow computerised system to randomly generate allocation.

The department’s Priority of Access is applied before the Shire’s Local Allocation Criteria.

For more information on the Department of Education Priority of Access policy, including specific criteria for the areas listed for Level 1, visit: [Priority of Access for 2027 | vic.gov.au](#)

Table 1. Department of Education Priority of Access

## Department of Education Priority of Access (PoA) – High priority children

**Level 1: Tier 1** Child/ren who meet the following eligibility as outlined by the Department of Education:

Children eligible for priority access

Tier 1 as determined by the department of Education

- Children at risk of abuse or neglect, including children in Out-of-Home Care or known to Child Protection, children eligible for ESK or AEL
- Parent/carer or child is experiencing family violence
- Aboriginal and/or Torres Strait Islander children
- Asylum seeker and refugee children
- Children and/or families holding concession cards
- Children from families with multiple births (i.e. triplets or more)
- Children and/or families with additional needs who require assistance to fully participate in the kindergarten program (see the Priority of Access policy for eligibility criteria for child or parent/carer) – disability, developmental delay, undergoing a diagnosis or complex medical needs. *This does not include asthma, allergies or dietary requirements.*
- Children accessing an additional year of Three-Year-Old, Four-Year-Old or Pre-prep

**Level 1: Tier 2** Children currently attending the service.

Children eligible for priority access

Tier 2 as determined by the Department of Education

Children attending the service in the Three-Year-Old kindergarten program and seeking to access Four-Year-Old kindergarten or Pre-prep at the same service for continuity of learning.

### Priority of Access

- promotes fair and equitable access to kindergarten programs
  - Tier 1: children who will benefit the most from improved access and participation in a kindergarten program
  - Tier 2: for children currently attending the service, applied after all Tier 1 children are placed
- applies to all children, whether they live within or outside Mornington Peninsula Shire
- Is applied before Local Allocation Criteria – Level 2 to Level 4

## Table 2. Local Allocation Criteria

Mornington Peninsula Shire's Local Allocation Criteria levels two to four are be applied **after** the department's Priority of Access with Tier 1 applied before Tier 2.

### Mornington Peninsula Shire – Local Allocation Criteria

#### Level 2

Mornington  
Peninsula Shire:  
Residents  
registering for their  
local kindergarten

The child meets the following criteria which applies to Three and Four-Year-Old kindergarten:

- is a resident of Mornington Peninsula Shire and
- is registering for the kindergarten closest to their main residential address

Children who had a sibling previously attend the same kindergarten service within three years and/or has a sibling registering at the same kindergarten service in the same year, will be given priority over those without a sibling connection.

#### Level 3

Mornington  
Peninsula Shire:  
Residents

The child meets the following criteria which applies to Three and Four-Year-Old kindergarten:

- is a resident of Mornington Peninsula Shire and
- is not registering for the kindergarten closest to their main residential address

Children who had a sibling previously attend the same kindergarten service within three years and/or has a sibling registering at the same kindergarten service in the same year, will be given priority over those without a sibling connection.

#### Level 4

Mornington  
Peninsula Shire:  
Non-residents

Where PoA does not apply and the child is a non-resident of the Shire, the child meets one of the following criteria which applies to Three and Four-Year-Old kindergarten:

- non-resident registering for the kindergarten closest to their main residential address (within 2km) radius and/or
- had a sibling previously attend the same kindergarten service within three years and/or has a sibling registering at the same kindergarten service in the same year
- non-resident of the Shire not registering for the kindergarten closet to their main residential address and/or
- no sibling connection

## 8.2 Unfunded kindergarten hours

The Shire is responsible for allocating children to funded kindergarten programs available at participating CRES kindergartens.

Kindergartens providing additional unfunded kindergarten hours or extended care, such as Long Day Care to families, are responsible in managing the allocation to these programs. Additional unfunded hours are optional for families who should contact these kindergartens for more information including additional costs or fees.

## 9. Responding to a kindergarten offer

Kindergarten offers will be emailed to families using the nominated contact person details. The email will include instructions on responding to the offer.

Families must respond within 7 days. The Shire will send an email or SMS reminder if a response has not been received before the offer due date.

If a reply to the offer is not received within 7 days, the Kindergarten Registration team will assume the place is no longer needed and withdraw the registration. The newly vacant place will be offered to the next eligible child.

If a PoA eligible family does not reply within 7 days, the Kindergarten Registration team will call the family and send two email or SMS reminders. If there is still no response to the final message, it will be assumed that the family no longer needs the place and it will be offered to another child.

If an offer is declined, families will be prompted to update their kindergarten group preferences or withdraw their registration.

Offers are unable to be deferred to later in the kindergarten year or to the following year/years. Families will be advised to withdraw their registration and re-submit in the eligible enrolment period.

### 9.1 Enrolment

After an offer is accepted, the kindergarten will contact families directly for further information to finalise the enrolment. Families will need to provide the following information:

- child/ren's date of birth (i.e. birth certificate)
- Immunisation History Statement
- Any other relevant documents required for enrolment (i.e. court orders, medical management plans, further details regarding additional needs, etc)

### 9.2 Waitlist

The Shire aims to place each child in one of their preferred kindergarten's however it is not always possible. This can be due to a higher demand than places available at some kindergartens. Families of children who haven't been placed will receive an email advising that they are on the waitlist, along with other kindergartens with potential vacancies. A place is not guaranteed until an offer is made by the Kindergarten Registration team.

Families may also accept a kindergarten offer and stay on the waitlist for a higher preference. A transfer request will need to be submitted which are included in the offer email. If you have chosen to *accept and waitlist* or *decline and waitlist* an offer, request a change of preference or transfer, please note that children who do not yet have a place will receive an offer before children on the transfer waitlist.

Children will remain on the waitlist until a place is offered and accepted or the Shire is advised that a place is no longer needed. If a response to an offer is not received by the due date, the child's registration will be withdrawn. Families can also remove their child from the waitlist at any time by clicking the 'withdraw' option in their offer email or by contacting the Kindergarten Registration team.

### 9.3 Withdrawals

Families can withdraw their child's registration at any time by following the instructions in the confirmation email or by contacting the Kindergarten Registration team.

### 9.4 Kindergarten transfers

If a family would like to change kindergartens after enrolment, they will need to contact the Kindergarten Registration team.

Children without a kindergarten offer will be placed before transfers are considered. This excludes children who meet the department's Priority of Access policy.

### 9.5 Exceptional circumstances

Exceptional family and/or child circumstances are evaluated and approved on a case-by-case basis and are assessed by the Shire's CRES Exceptional Circumstances Panel. Exceptions may include, however are not limited to:

- Parent/carer with disability
- Homelessness or at risk of homelessness
- Court order or legal mandate, limiting kindergarten choice
- Other circumstances supported by a child/family support service

Requests for exceptional circumstances should be emailed to the Kindergarten Registration team and include an overview of the reasons for your request. The Shire may request additional information for review by the panel.

## 10. Communication

Information about the Shire's:

- kindergarten registration and allocation processes
- participating kindergartens
- kindergarten timetables
- Frequently Asked Questions (FAQs)

Kindergarten Registration Team contact information can be found on the Shire's website, visit: [Kindergarten - Mornington Peninsula Shire](#)

### 10.1 Feedback and complaints

Feedback and complaints relating to the operation of a kindergarten, should first be addressed with the service directly. This information should be on display at the kindergarten including the name and contact number of the nominated person. If parents/carers are not satisfied with the response received, they can contact the Department of Education if they have concerns about:

- the safety, health or wellbeing of children
- the behaviours and practice of staff at an early childhood service
- if they believe there have been any incidents of physical or sexual abuse of a child at an early childhood service
- the relevant legislation has been breached (either the Education and Care Services National Law Act [Education and Care Services National Law Act 2010 | legislation.vic.gov.au](#) or the Children's Services Act [Children's Services Act 1996 | legislation.vic.gov.au](#))

For more information, visit: [Make a complaint about an early childhood service | vic.gov.au](#)

Feedback and complaints about the kindergarten central registration process, can be lodged with the Shire's Exceptional Circumstances Panel.

For more information, visit: [Complaints – Mornington Peninsula Shire](#)

Every year the Shire reviews CRES processes to ensure that it is providing the best service possible. At the end of the registration period, the Shire sends a survey to all registered families and kindergarten services seeking feedback.

## 11. Your information and privacy

CRES collects family information required for the registration and allocation of children to kindergarten places as outlined in Mornington Peninsula Shire's Collection Notice and Privacy Policy.

As part of the kindergarten registration process, the Kindergarten Registration Team may also ask families if they would like to be connected to other services and early childhood programs such as Maternal and Child Health, Access to Early Learning, Supported Playgroups, Local Gathering Places, Child and Family support services, etc.

As some of these programs have eligibility requirements, Mornington Peninsula Shire may ask additional information to see if families would like to be connected to these services to make an appointment or to learn more about the programs. Families may choose not to respond to these questions and will be asked for their consent to share their contact details and registration information with the nominated service, so that families can be contacted directly. Families will be asked to verify their identity as Mornington Peninsula Shire will only discuss information with nominated contacts on the kindergarten registration.

### 11.1 Collection notice

The personal and health information you provide when completing the kindergarten central registration is being collected by Mornington Peninsula Shire in accordance with the *Privacy and Data Protection Act 2014* [Privacy and Data Protection Act 2014 | legislation.vic.gov.au](#), the *Health Records Act 2001* [Health Records Act 2001 | legislation.vic.gov.au](#) and Mornington Peninsula Shire's Privacy Policy [Privacy Policy – Mornington Peninsula Shire](#).

Information received during the kindergarten registration process is used to facilitate the allocation process and is shared with participating CRES kindergartens. It is also used to:

- plan, fund, implement, monitor, regulate and evaluate the Shire's CRES service and functions
- fulfil statutory and legal functions and duties
- comply with reporting requirements
- inform service delivery between the Early Years and Child and Family Health services, including planning for future needs and service improvements.

The information may also be used for a purpose that is reasonably expected 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 Mornington Peninsula Shire.

The online kindergarten registration form is hosted by the EnrolNow system.

EnrolNow's privacy policy can be located at their Frequently Asked Questions: General FAQ *What are EnrolNow's data security and privacy policies:* [EnrolNow FAQ – Answers to your Questions about Preschool Software](#)

## 12. Authority

- *Age Discrimination Act 2004*
- *Child Safe Standards 2022*
- *Children's Services Act 1996*
- *Child Wellbeing and Safety Amendment (Child Safe Standards) 2015*
- *Children, Youth and Families Act 2005*
- *Disability and Discrimination Act 1992*
- *Education and Care Services National Law (Victoria) Act 2010*
- *Education and Care Services National Regulations 2011*
- *Equal Opportunity Act 2010*
- *Family Violence Protection Act 2018*
- *Health Records Act 2001*
- *Human Rights and Equal Opportunity Act 1986 (Commonwealth)*
- *Local Government Act 2020*
- *Privacy and Data Collection Act 2014*
- *Public Health and Wellbeing Act 2008*
- *Racial Discrimination Act 1975*
- *UN Convention on the Rights of the Child*
- *Victorian Charter of Human Rights and Responsibilities Act 2006*

## 13. Associated Documents

- National Quality Framework (NQF)
- National Quality Standards (NQS)
- Victorian Child Safe Standards 2022
- Priority of Access Policy for 2027 – Department of Education (Victoria)
- Three-Year-Old and Pre-Prep operational policy settings 2026 – Department of Education
- Free Kinder: guidelines for services – Department of Education 2023
- Kindergarten Central Registration and Enrolment Practice Guide – Version 2.0 – 2023
- Kindergarten funding guide – Department of Education 2023 (Addendum – 2025)
- Victorian Early Years Learning and Development Framework (VEYLDF)
- Kindergarten Sector Guide (2025)
- Marrung Aboriginal Education Plan 2016 – 2026
- Best Start, Best Life Reforms 2025
- Department of Education MAV Partnership Agreement 2024 – 2027
- Mornington Peninsula Shire Council – Public Health and Wellbeing Plan 2025 – 2029
- Mornington Peninsula Shire Council – We All Belong Strategy 2024 – 2029
- Mornington Peninsula Shire Council – Child Safety and Wellbeing Policy
- Mornington Peninsula Shire Council – Privacy Policy

## 14. Definitions

| Definitions                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Committee of Management (CoM)                                             | A group of volunteer members (usually parents/carers) that are responsible for the management of a kindergarten service.                                                                                                                                                                                                                                                                                                                                                                             |
| Central Registration and Enrolment Scheme (CRES)                          | Service provided by Mornington Peninsula Shire for the registration and allocation of kindergarten places. Funded by the Victorian Government Department of Education                                                                                                                                                                                                                                                                                                                                |
| Department of Education (DE)                                              | Department of Education – Victorian Government                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Early Start Kindergarten (ESK)                                            | Early Start Kindergarten – gives eligible children 15 hours of free or low-cost kindergarten a week for two years before starting school.                                                                                                                                                                                                                                                                                                                                                            |
| Enrolment                                                                 | Finalised by families after a kindergarten offer has been received, accepted and is completed with the kindergarten provider.                                                                                                                                                                                                                                                                                                                                                                        |
| Funded Kindergarten                                                       | Kindergarten funding from the Department of Education to deliver Three and Four-Year-Old kindergarten programs.                                                                                                                                                                                                                                                                                                                                                                                      |
| Koorie Engagement Support Officer (KESO)                                  | KESO's work with families, communities, education and service providers to support Aboriginal and/or Torres Strait Islander learners to participate fully in education.                                                                                                                                                                                                                                                                                                                              |
| Kindergarten                                                              | An early childhood education program offered in the two years before children start primary school                                                                                                                                                                                                                                                                                                                                                                                                   |
| Kindergarten Fee Subsidy (KFS)                                            | <p>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.</p> <ul style="list-style-type: none"> <li>Three-Year-Old Kindergarten: between 5 to 15 hours, increasing to 15 hours by 2029</li> <li>Four-Year-Old Kindergarten: Currently 15 hours</li> </ul> <p>Four-Year-Old Kindergarten is becoming Pre-Prep: increasing from 15 to 30 hours by 2036</p> |
| Kindergarten Funding Guide                                                | Department of Education information for funded kindergarten service providers about kindergarten funding available., eligibility criteria, obligations and accountability in receiving funding.                                                                                                                                                                                                                                                                                                      |
| Local Allocation Criteria (LAC)                                           | The Shire's points-weighted criteria and priorities that assist allocating places to families who have registered for kindergarten after PoA is applied.                                                                                                                                                                                                                                                                                                                                             |
| Long Day Care (LDC) Services                                              | Primarily aimed at 0 – 6-year-olds, long day care is usually based in a centre and the education and care programs are created around the developmental needs, interests and experience of each child. They typically operate for at least 8 hours a day on normal working days for a minimum of 48 weeks per year.                                                                                                                                                                                  |
| Maternal and Child Health – Enhanced Maternal and Child Health (MCH/EMCH) | Maternal and Child Health/Enhanced Maternal Child Health is a free service for families with children from birth to school age, supporting child health, wellbeing and developmental checks, providing parenting support and advice.                                                                                                                                                                                                                                                                 |

| Definitions                      |                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| National Quality Framework (NQF) | Australia's system for regulating early learning and school aged care including legislation and national quality standard, sector profiles, data and learning frameworks.                                                                                                                                                                                     |
| Non-Resident                     | Someone whose main residential address is outside of the Mornington Peninsula Shire.                                                                                                                                                                                                                                                                          |
| Preschool                        | An early childhood education service funded by the Department of Education to deliver funded kindergarten.                                                                                                                                                                                                                                                    |
| Pre-Prep                         | Four-Year-Old Kindergarten is becoming Pre-Prep in stages from 2025 to 2036. Pre-Prep will be delivered through standalone (sessional) kindergartens and in long day care centres.                                                                                                                                                                            |
| Priority of Access Policy (PoA)  | Priority of Access (PoA) applies to all funded kindergarten programs in sessional and long day care services, with places allocated through a CRES. PoA helps service providers determine which children who will benefit most from improved access and participation in kindergarten programs, and where there are more applications than places.            |
| Registration                     | The process for families to register their kindergarten and group preferences for Three or Four-Year-Old Kindergarten. Registration is not a confirmation of enrolment. It is the first step for families in submitting their interest in preferred kindergarten services.                                                                                    |
| Sessional Kindergarten           | Standalone kindergarten services only operate during the hours of the kindergarten program. These services set their own days and hours and are often closed during the school holidays. Programs are delivered by a Bachelor qualified Early Education Teacher, with services regulated by the Department of Education under the National Quality Framework. |

## Policy sponsor

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

## Document controls

The Shire 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 and minor updates to legislation and the like, which does not have a material impact. Any change or update that materially changes the intent of the policy must be made by resolution of Council.