

# Children's Services Integrated Registration and Enrolment (CSIRE) for Childcare and Integrated Kindergarten Procedure 2024

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|---------------------|--|
| Procedure outcome   | The CSIRE is an initiative led by the City of Port Phillip (Council) that makes access easier to Early Childhood Education and Care services for families. Being an online self-serve system, CSIRE enables families to register and manage their own childcare and integrated kindergarten requirements. Council-managed and participating community-managed childcare services use the CSIRE system to regularly update their vacancies. The system then matches registered children with available vacancies. This guide outlines registration criteria, how registrants are prioritised, and processes from registration to acceptance of a place. |
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## Scope

This document provides guidance to anyone who wants to register their child for childcare or integrated kindergarten using Council's CSIRE system.

It includes information for families, educators, childcare providers, kindergarten providers, Council officers and other allied providers of services for families and children on:

- Registration.
- Priority of Access (PoA) criteria.
- Offers and allocation of places.
- Enrolment and orientation led by childcare and kindergarten services.

Council works in partnership with childcare centres to manage registration and the allocation of places in childcare and integrated kindergarten for three and four-year-olds via the CSIRE from March 2024. Standalone sessional kindergartens will be invited to join the CSIRE from 2025.

## Purpose

### Overview

Council's Children's Services Integrated Registration and Enrolment (CSIRE) system provides online registration for families to register for childcare and integrated kindergarten (kindergarten provided in a childcare setting).

Council-managed and participating community-managed childcare services use the CSIRE system to regularly update their vacancies. The system then matches registered children with available vacancies.

This Procedure outlines registration criteria, how registrants are prioritised, and processes from registration to acceptance of a place.

The CSIRE is a Council-led initiative that makes access easier to Early Childhood Education and Care services for families. The CSIRE operates in support of the Victorian Government's *Education State Early Childhood Reform Plan (2018)* which outlines a vision of early childhood reform in Victoria to create a higher quality, more equitable and inclusive early childhood system.

For the past 15 years, Council has managed registration for its five Council-managed and eight community-managed childcare centres. Our registration process and system has required updating and modernising, to achieve the goal of increased participation in early childhood education and care through easier, more equitable access to childcare and integrated kindergarten.

### Context and background

Council received Victorian Government Department of Education (DE (VIC)) funding to scope, develop and implement a kindergarten central registration and enrolment system.

Increasing children's participation in Early Childhood Education and Care programs in the years before commencing school is a strong focus for Council and aligns with the *Every Child, Our Future Children's Services Policy*.

Family feedback received is that it became increasingly difficult to complete manual registration and enrolment processes during business hours. Without self-serve online central registration for multiple services, there is the potential to be charged multiple times to register at a range of centres.

Council’s commitment

In the best interests of all children and families, Council, childcare and kindergarten providers work together so that all children can participate in early childhood education and care.

Council is committed to and responsible for:

- Fair and equitable access to childcare and kindergarten programs.
- Increasing children’s participation in Early Childhood Education and Care.
- Limiting barriers, including financial, for families wishing to register for childcare or kindergarten.
- Compliance with the DE (VIC) Kindergarten Guide, priority of access and any other requirements and responsibilities relating to the registration and enrolment of children in Federal Government and State Government funded kindergarten or childcare places.
- Maintaining confidentiality and upholding privacy principles in relation to registration processes and all users of the CSIRE.
- Administration, management, and maintenance of the CSIRE online system on behalf of families and services.
- Ensuring priority of access criteria, and all processes and procedures related to CSIRE are reviewed annually to maintain its relevance.
- Maintaining a child safe culture by understanding and activating its role in preventing, detecting, responding, and reporting suspicions of child abuse to the relevant authorities. It is mandatory for all children’s service providers to have a Child Safe policy and ensure their adherence to [Child Safe Standards](#).

**Definitions**

Table 1: Definitions of terms

| Term                                 | Definition   |
|--------------------------------------|--|
| Additional Child Care Subsidy (ACCS) | <a href="#">Additional Child Care Subsidy</a> . If eligible for Child Care Subsidy (CCS) a family may also meet the criteria for extra Commonwealth Government help with the cost of approved childcare.   |
| Ballot                               | The process of a random selection via the CSIRE system to determine which registered applicants are offered a place in their nominated childcare or kindergarten service.<br><br>A ballot occurs to ensure all applications are managed fairly and equitably where there are a greater number of registrations than there are places available at the preferred kindergarten, children with the same PoA status and registration date. |

| Term                           | Definition  |
|--------------------------------|---|
| Child Care Subsidy (CCS)       | <a href="#">Child Care Subsidy</a> is Commonwealth Government assistance to help offset the cost of childcare.  |
| Child Safe Standards           | All childcare and kindergarten providers are bound by legislation to maintain a child safe culture by preventing, detecting, responding, and reporting suspicions of child abuse to the relevant authorities. It is mandatory for all childcare and kindergarten providers to have a Child Safe Standards policy.<br><br>Council too maintains the same standard of child safety by adhering to relevant Council policies and relevant legislation.   |
| Children’s service provider    | A childcare centre or stand-alone kindergarten that provides services for children: childcare, integrated kindergarten, or sessional kindergarten.  |
| CSIRE                          | Children’s Services Integrated Registration and Enrolment system. Council’s online system for registering children for childcare, integrated kindergarten, or sessional kindergarten.   |
| Deferral                       | When a child does not attend kindergarten in the year they are eligible for a funded place.<br><br>DE (VIC) is notified that this child has not accessed a year of funded kindergarten and is therefore eligible for DE (VIC) funding in the following year.  |
| DE (AUS)                       | Australian Government Department of Education DE (AUS)<br><br>The Australian Government Department responsible for regulating childcare services, assessing suitability to run a service, and providing funding for childcare to make it more affordable for families.  |
| DE (VIC)                       | Victorian Government Department of Education DE (VIC) (formerly Victorian Government Department of Education and Training (DET))<br><br>The State Government department that sets priority of access and other criteria for services that provide funded kindergarten places for three- and four-year-olds.<br><br>DE (VIC)’s <a href="#">Kindergarten Funding Guide</a> includes information about services’ responsibilities in delivering funded kindergarten and managing an early years’ service, whether in a stand-alone kindergarten or childcare centre. |
| Early Start Kindergarten (ESK) | Free or low-cost kindergarten to eligible three-year-old children enabling them to access a funded integrated or sessional kindergarten program for up to 15 hours a week in the two years prior to starting school.<br><br>For more information, visit <a href="#">Early Start Kindergarten</a> .  |
| Eligible Children              | Children who are eligible (by their age) for funded kindergarten. See <a href="#">When to start kindergarten calculator</a>   |

| Term                                       | Definition   |
|--|--|
| Enrolment                                  | <p>The process services undertake with families once a child has been allocated to a childcare or kindergarten place.</p> <p>Families complete required forms with contact, personal and medical information and provide proof of vaccination.</p> <p>Once all information is provided, the child is enrolled and can attend the service.</p>  |
| Free kindergarten                          | <p>The Victorian Government is providing <a href="#">Free Kinder</a> programs at participating childcare centres and stand-alone kindergartens. DE (VIC) funding is paid to services to offset the cost of term fees.</p> <p>There may be additional costs at some services. Families are advised to contact individual services for more information.</p>   |
| Funded three-year-old kindergarten program | <p>DE (VIC) provides funding for children to access a kindergarten program for five hours per week from 2022 scaling up to 15 hours per week by 2029.</p> <p>Integrated kindergarten is provided within childcare centres and sessional kindergarten in stand-alone kindergarten centres.</p> <p>All funded three-year-old kindergarten programs are delivered by an Early Years Degree-qualified teacher, two years before the child is due to start school.</p>  |
| Funded four-year-old kindergarten program  | <p>DE (VIC) provides funding for children to access a kindergarten program for 15 hours per week scaling up to 30 hours per week by 2029.</p> <p>Integrated kindergarten is provided within childcare settings and sessional kindergarten in stand-alone kindergartens.</p> <p>All funded four-year-old kindergarten programs are delivered by an Early Years Degree-qualified teacher, in the year prior to school.</p>   |
| Immunisation Documentation                 | <p>Children must be immunised to attend childcare or kindergarten, for more information visit <a href="#">No Jab, No Play</a>.</p> <p>Documentation as defined by the <a href="#">Immunisation Enrolment Toolkit</a> for childcare and kindergarten services as acceptable evidence that:</p> <ul style="list-style-type: none"> <li>• A child is fully vaccinated for their age;</li> <li>• Is on a recognised catch-up schedule if their child has fallen behind with their vaccinations; or</li> <li>• Has a medical reason not to be vaccinated; or has been accessed as being eligible for a 16-week grace period.</li> </ul> |
| Integrated kindergarten                    | <p>Funded kindergarten programs for three and four-year-olds delivered within a childcare setting.</p>   |
| Kindergarten Fee Subsidy                   | <p>The government provides a <a href="#">fee subsidy</a> per eligible enrolment directly to the kindergarten provider, to lower costs for families.</p>  |

| Term  | Definition   |
|---|--|
|   | The Victorian Government is providing <a href="#">Free Kinder</a> at participating childcare centres and stand-alone kindergartens, from 2023.   |
| Kindergarten Funding Guide 2023 DE (VIC)        | The Kindergarten Funding Guide 2023 provides direction and informs service providers of their obligations and responsibilities in managing a kindergarten.<br><br><a href="#">Kindergarten Funding Guide for service providers</a>   |
| Kindergarten Funding Rates DE (VIC)             | A table of funding types and amounts paid to kindergartens to offset the cost to families.<br><br><a href="#">Kindergarten funding rates 2023</a>  |
| Kindergarten provider                           | The Early Years Manager, incorporated parent committee or Board that operates integrated or sessional kindergarten in either a childcare service or stand-alone kindergarten.<br><br>Kindergarten providers are responsible for management of the centre’s business: employing staff, managing the business and finances, and monitoring all functions of the service.   |
| Maternal and Child Health (MCH) Service         | A free, universal primary health service for all Victorian families with children from birth to school-age. It includes the Universal MCH program, Enhanced MCH and the MCH Line, a 24-hour telephone support service.   |
| Offers for childcare or integrated kindergarten | An offer of a childcare or integrated kindergarten place will be sent to registrants when an appropriate vacancy arises.<br><br>Parents or guardians have two business days in which to accept, defer or decline an offer.   |
| Preferences                                     | A list of top five preferred childcare or kindergarten services nominated by families during the registration process.   |
| Priority of Access (PoA)                        | High Priority – The DE (VIC) required priorities that must be applied to allocate places in a childcare centre or kindergarten according to registrants’ points status. This also includes prioritising children requiring a second year of four-year-old kindergarten.<br><br>Locally agreed PoA – Additional criteria developed in conjunction with community-managed childcare centres and kindergartens to give secondary preference to local community and those with a prior connection to a service.<br><br>The CSIRE system automatically tallies the points accrued by the boxes ticked during registration. See tables in the ‘Priority of access (PoA) criteria’ section. |
| Privacy   | Council is committed to collecting information only for the purpose for which it is meant. Personal information collected for the CSIRE is used to match family preferences to service vacancies and will only be shared with the service at which a child is placed.  |

| Term  | Definition  |
|---|---|
| Registrant  | A child whose parent or guardian has lodged a completed registration for a childcare, integrated kindergarten, or sessional kindergarten program.   |
| Registration                                      | <p>The process of registering a child for childcare, integrated kindergarten, or sessional kindergarten.</p> <p>Families set up a profile within an individual portal in the CSIRE system for each child they want to register for childcare or kindergarten.</p> <p>The type of information collected at this initial stage is name, address, date of birth, basic contact information and centre preferences.</p> <p>There are also boxes to tick and other questions that will tally points to determine where one sits on the list for priority of access allocation to a service.</p> <p>Registration does not guarantee a place or a first preferred service.</p>                                       |
| Registration or enrolment fee                     | <p>A fee that individual children's services might charge as part of their enrolment process after allocation and acceptance of a place.</p> <p>Some services will refund, some will not, and others will credit the amount to fees.</p> <p>Services not participating in the CSIRE may also charge a registration fee.</p> <p>Council funds CSIRE management and administration and does not charge families to register.</p>  |
| Registration form                                 | A form (online or paper) used to register for a place for childcare, integrated kindergarten or sessional kindergarten at a childcare centre or stand-alone kindergarten participating in Council's CSIRE.  |
| Second year of funded four-year- old kindergarten | <p>Children enrolled in a funded four-year-old kindergarten program, integrated or sessional, may be eligible to access a second year of funded kindergarten.</p> <p>Any recommendation for a child to have a second year of four-year-old kindergarten is based on the early childhood teacher's assessment during the first year of four-year-old kindergarten.</p> <p>A second year of four-year-old kindergarten is deemed by DE (VIC) to be a high priority status so children with this status are assured of a kindergarten place.</p> <p>Note, children can only have one year of three-year-old kindergarten, so when a child starts kindergarten is an important decision for families to make.</p> |
| Sessional kindergarten                            | Refers to the program.  |

| Term                     | Definition  |
|--------------------------|---|
|                          | <p>A funded kindergarten program in a stand-alone kindergarten with set hours and set days during school terms.</p> <p>Some sessional kindergartens offer extended hours at an additional charge.</p> <p>Sessional kindergartens do not offer education and care for age groups other than eligible three and four-year-olds.</p> <p>Sessional kindergartens will have the option to join the CSIRE in 2025 for 2026 registrations.</p> |
| Stand-alone kindergarten | <p>Refers to where the kindergarten building is located.</p> <p>Standalones are located within local communities on their own, not usually attached to other children’s services.</p>   |
| Vacancy                  | <p>A place in a childcare or kindergarten program that becomes available because of a child leaving the service or because all places have not yet been filled.</p>   |

## Responsibilities

Table 2: Responsibilities of roles

| Role  | Responsibilities   |
|---|--|
| Families  | <p>Use the CSIRE system to register their children for childcare and integrated kindergarten and manage their requirements when changes arise.</p> <p>It is important that families know the specific requirements of centres before registering, for example, attending a minimum of two days per week, or a requirement to select a Monday or Friday.</p> <p>Families are strongly encouraged to visit each centres’ website to learn more as well as complete pre-registration tours.</p> |
| Council-managed childcare and integrated kindergarten centres   | <p>Use the CSIRE system to input centre vacancies ensuring they are kept up to date. Liaise with Council’s Children’s Services Waitlist Registration Officer as required for assistance or provide feedback on the system. Participate in annual CSIRE reviews and network meetings to ensure the system meets the needs of all users.</p>   |
| Community-managed childcare and integrated kindergarten centres | <p>Use the CSIRE system to input centre vacancies ensuring they are kept up to date. Liaise with Council’s Children’s Services Waitlist Registration Officer as required for assistance or provide feedback on the system. Participate in annual CSIRE reviews and network meetings to ensure the system meets the needs of all users.</p>   |
| Council Children’s Services Waitlist Registration Officer       | <p>Council’s Children’s Services Waitlist Registration Officer will manage the administration of the system, assist families as required, assist services using the CSIRE as required and participate in ongoing</p>   |



| Role             | Responsibilities   |
|------------------|--|
|                  | review and quality control to ensure the CSIRE system remains effective  |
| Council Officers | Relevant Council Officers working directly with families, such as MCH and Family Support, are familiar with the CSIRE system. They can inform and guide families how to access the system and seek assistance as required. |

## Procedures

### Childcare and Integrated Kindergarten - important to know before registering

#### **Childcare from birth to school-age**

Childcare is available daily from Monday to Friday for babies through to school-age children. Each service may differ slightly in starting age, opening hours, and programming. Most childcare centres also offer funded kindergarten integrated into the childcare setting.

Before you register, we recommend visiting various childcare centres to view the centre, ask any questions, and see which ones you feel would be best for you and your child.

When you register, you will be asked to list up to five preferences.

To locate a childcare and integrated kindergarten centre, and learn about service quality visit:

- [StartingBlocks find childcare](#)
- [StartingBlocks Service Quality Ratings](#)
- [Kinder Tick](#).

A list of Council-managed and community-managed centres participating in the CSIRE is below - see *Which centres can I register for using CSIRE?*

#### **Integrated kindergarten for three and four-year-olds**

Integrated kindergarten is funded by Government and is delivered within a childcare centre setting by a qualified kindergarten teacher. If families choose to have their child attend integrated kindergarten, there will be additional childcare hours charged which could also be subject to subsidy payments to offset the cost – see [Child Care Subsidy](#) for more information.

#### **Age eligibility for integrated kindergarten funding**

For more information on starting kindergarten, visit [When to start kindergarten](#) and [Best Start, Best Life](#).

Table 3: Integrated kindergarten starting age

| Child’s date of birth is between | Three-year-old kindergarten | Four-year-old kindergarten | School |
|----------------------------------|-----------------------------|----------------------------|--------|
| 1 May 2020 to 30 April 2021      | 2024                        | 2025                       | 2026   |
| 1 May 2021 to 30 April 2022      | 2025                        | 2026                       | 2027   |

### Free kindergarten

From 2023, all centres providing integrated or sessional kindergarten are eligible to opt-in to receive [Free Kinder](#) funding.

Kindergartens that opt-in will receive funding from DE (VIC) so there will be no kindergarten session fees charged to you. Families are encouraged to check with centres on their policy for any additional costs prior to registering as these can vary between kindergartens.

### Early Start Kindergarten

[Early Start Kindergarten](#) provides free or low-cost kindergarten for three-year-old children who meet specific criteria.

Even with funded three-year-old kindergarten now available, it is important for eligible children to be enrolled under the Early Start Kindergarten program. This will mean those children will be able to access 15 hours of kindergarten each week throughout the roll-out period (to 2029).

### Priority of access (PoA)

There are certain criteria that help place childcare and integrated kindergarten allocation from all registrations received in order. The Victorian Department of Education (DE) sets criteria that apply to all Victorian childcare centres that provide a funded kindergarten program.

Children who meet DE (VIC) priority of access criteria, considered high priority, will always receive the highest priority.

Remaining registrations are prioritised in accordance with the Local Allocation Criteria that is set in collaboration between Council and community-managed service providers. A CSIRE-generated selection process is applied to all registrations based on each criterion they meet with each box ticked providing a tally of points. The system then allocates offers when a family’s requirements match a centre vacancy.

See tables in the ‘Priority of access (PoA) criteria’ section’ for DE (VIC) and local priority of access criteria.

### Immunisations

In line with the Victorian Government [No Jab, No Play](#) legislation that came into effect on 1 January 2016, children are required to have their immunisations up to date or have an approved exemption before commencing childcare or integrated kindergarten.

During enrolment, families will need to provide the childcare centre with a current immunisation history statement from the Australian Immunisation Register (AIR) that shows the child is up to date with all vaccinations that are due for their age.

Note that the immunisation history statement from the AIR is the only document accepted for enrolments. Letters from GPs or local Councils are not accepted.

In certain circumstances, children can be enrolled without an Immunisation History Record under a grace period. This allows children to attend while the family is supported to get the child’s immunisations up to date and documented.

Information about the Council’s immunisation programs: [City of Port Phillip Immunisation](#)

**Children with additional needs**

Childcare and integrated kindergarten centres are inclusive, and all children and families are welcome. Childcare and integrated kindergarten are universal programs with all children supported to attend.

Families providing information about their child’s individual needs assists providers to work with them to ensure the child’s particular needs are being met.

These opportunities to provide information about the child’s health and wellbeing requirements will be during the centre’s enrolment and orientation process.

Support information for families attending a childcare and integrated kindergarten centre: [Early childhood inclusion support program](#)

Victorian state funded integrated kindergarten programs are eligible for [Preschool Field Officer](#) (PSFO) services to support the access and participation of children with additional needs in their kindergarten program. Further information: [Kindergarten Inclusion Support](#)

**Which centres can I register for using CSIRE?**

You can register your child online for one of the following childcare and integrated kindergarten centres, using the CSIRE system.

Table 4: Centres you can register for using CSIRE

| Council-managed   | Community-managed   |
|---|---|
| Barring Djinang Kindergarten, Southbank (extended hours kindergarten for 3–5-year-olds) | Bubup Womindjeka Family & Children’s Centre, Port Melbourne |
| Bubup Nairn Children’s Centre, St Kilda   | Clarendon Children’s Centre, South Melbourne                |
| Clark St Children’s Centre, Port Melbourne  | Eildon Road Children’s Centre, St Kilda                     |
| Coventry Children’s Centre, South Melbourne   | Elwood Children’s Centre, Elwood                            |
| North St Kilda Children’s Centre, St Kilda North  | Poets Grove Family and Children’s Centre, Elwood            |
|   | The Avenue Children’s Centre and Kindergarten, Balaclava    |

Families should note that some centres have particular registration requirements. For example, attending a minimum of two days, or a requirement to select a Monday or Friday.

It is important that families know the specific requirements of centres before registering. Families are strongly encouraged to visit each centres website to learn more as well as complete pre-registration tours.

### **Registration fee and activation date**

There is no fee to register using the CSIRE. Historically, Council has provided registration for children's services free of charge. Other centres might charge a registration fee, be sure to ask when you make contact.

The date of registration will be activated when all required information has been provided to complete the registration form. An acknowledgement email will be sent to you with a copy attached for reference.

### **Offers and allocation of childcare and integrated kindergarten places**

Childcare and integrated kindergarten places are offered by email or phone message continuously throughout the year whenever a matching vacancy becomes available. Take careful notice of the details on how to respond and the date to respond by to secure the place.

Places are allocated in accordance with priority of access status and when requirements match a vacancy.

A sizeable number of offers are made, from October to December, in preparation for the following year.

If a family doesn't receive their first preference, the CSIRE system will default to second, third, fourth or fifth preferences. Families can accept an offer, start at the centre, and remain on the waiting list for a more preferred centre if they choose to.

Note that although every effort is made, registration for childcare or integrated kindergarten does not guarantee a place.

If the family does not respond to the offer by the due date, they will be notified that the registration will be deactivated (archived). Families with children of high-priority status will be reminded to respond by the Children's Services Waitlist Registration Officer.

### **Enrolment and orientation**

When an offer is accepted, the family will be contacted by the childcare and integrated kindergarten centre with information on the next steps: their enrolment and orientation process.

This is the time you will be asked to provide the kindergarten with immunisation records and any other important health and wellbeing information about your child. This will ensure teachers can best meet the individual child's specific needs for an optimal early learning experience.

### **Waitlist**

Until a registered child is offered a place, they will be on the waitlist until a vacancy match arises.

Positions on the waiting list are constantly changing, depending on a range of factors including, but not limited to:

- New registrations of a higher priority of access status
- A family who chooses to defer or decline an offer and remain on the waiting list for a place at a different childcare centre or kindergarten
- Withdrawn registrations

Family preferences can be changed at any time, by logging into your online CSIRE account.

**Please note**, changing preferences does not guarantee a place.

Steps to register online for childcare or integrated kindergarten

Table 5: Steps to register online for childcare or integrated kindergarten

| Step  | Details / Notes  |
|---|--|
| STEP 1: Set up a profile in the CSIRE           | This is also where you keep your details and preferences up to date any time something changes for you.  |
| STEP 2: Select your preferred childcare centres | We recommend families make time to visit centres they are interested in before registering. This helps with deciding which centres are a good fit for your child, you can meet the staff, learn about the things that matter most to you and see children’s programs in action.  |
| STEP 3: Prepare your documents                  | <p>During registration you will be asked to upload certain documents to verify your eligibility for the priority of access criteria you tick.</p> <p>Confirmation of your child’s date of birth, which includes any one of the following documents:</p> <ul style="list-style-type: none"> <li>• a copy of your child’s birth certificate</li> <li>• extract of your child’s birth certificate</li> <li>• immunisation statement (MyGov)</li> <li>• passport</li> <li>• statutory declaration verifying your child’s date of birth to be true and correct</li> <li>• proof of residence.</li> </ul> <p>You will need one of the following documents showing your family name and address - this residence must be your child’s main residence:</p> <ul style="list-style-type: none"> <li>• utilities bill</li> <li>• rental agreement</li> <li>• rates notice.</li> </ul> <p>Other documents as applicable:</p> <ul style="list-style-type: none"> <li>• concession cards and immigration visas</li> <li>• documents from Family Support Services or a Maternal and Child Health nurse confirming high support needs or disability, or a letter from a doctor for complex medical needs</li> <li>• enrolment confirmation of other children at specific centres.</li> </ul> |
| STEP 4: Submit your registration                |  |
| STEP 5: Receive notification                    | The CSIRE will send confirmation of your registration by email, or phone message if the family does not have an email address.   |

| Step                        | Details / Notes   |
|-----------------------------|---|
| STEP 6: Accept your offer   | <p>When a message of offer is received you need to follow the prompts to accept or decline by the due date.</p> <p>If an offer is not acceptable, you can decline and wait for another offer, defer the commencement date, or withdraw completely. There is more offers and allocation information below.</p> |
| STEP 7: Enrol at the centre | <p>The childcare centre will contact you to commence the enrolment and orientation procedure during which they will ask for information about the child. This information will include proof of immunisation and other information relevant to the child and their wellbeing.</p>                             |

### Council's Responsibility and Accountability

#### **CSIRE**

Council is responsible for:

- the administration of CSIRE registrations.
- the administration of offers and allocation of childcare and integrated kindergarten places in line with the eligibility criteria.
- coordinating the promotion of the registration process.
- working in partnership with families, participating childcare centres and sessional kindergartens.

#### **Privacy**

The personal information requested for the CSIRE registration form is collected by Council for registration to childcare, kindergarten programs or both. Personal information will be used solely by Council for that primary purpose or directly related purposes, only being provided to the relevant childcare or kindergarten service and those directly responsible for the administration of the CSIRE system.

#### **Evaluation**

Each year Council will undertake feedback and evaluation activities to determine that this Procedure document and the associated processes and procedures are working well and remain relevant.

Feedback and evaluation activities may include:

- Surveys of various stakeholders, such as families, community providers of childcare, providers of kindergarten.
- Formal and informal feedback from children's services providers.
- Monitoring any complaints or incidents regarding the CSIRE process.
- Review of related legislation, research, and best practice.
- Annual Policy review and update.

## **Future planning**

Each childcare centre and sessional kindergarten operates within the DE (AUS) and DE (VIC) approved service capacity and at a viable occupancy rate to meet State Government funding obligations, which requires a minimum number of enrolments for each room or program.

Childcare centres and sessional kindergartens advise the number of places they have available, based on their funding obligations, and:

- the number of registrations received
- DE (VIC) approved service capacity
- DE (VIC) Policy direction
- demographic analysis
- population projections
- the [City of Port Phillip Kindergarten Infrastructure and Service Plan](#) (KISP).

## **Disputes**

Should a registrant have a concern or dispute with the CSIRE Procedure or with its implementation they are requested to use Council's online form at [make a complaint here](#)

This will be reviewed by the Head of Children's Services and a formal response will be sent per Council's *Complaints Handling Policy*.

If a dispute remains unresolved the matter will be reviewed by Council's Executive Manager Family, Youth & Children and Divisional Performance.

## **Review and revision**

This procedure document will be reviewed annually and revised if necessary. Review will be completed in consultation with all stakeholders to ensure the procedures are relevant and functional and achieve the goals of increased children's participation in childcare and kindergarten through easier and fairer access.

## **Related legislation and documents**

### Child Safe

The City of Port Phillip is a Child Safe organisation and has a legal and moral responsibility to understand and activate their role in preventing, detecting, responding and reporting any Child Safety concerns. Council has zero tolerance for child abuse and is actively committed to embedding a culture of safety, wellbeing and inclusion for children and young people.

Consideration has been given to the Child Safe Standards in the development of this policy.

### Gender Equality

Under the Gender Equality Act 2020, Council has a positive duty to advance gender equality in our organisation and our community. Council is required to complete a Gender Impact Assessment (GIA) of policies that have a significant impact on the community.

Through the development of this policy, Council has assessed any impacts for people of different genders (women/girls, men/boys and people who are gender diverse) and made recommendations to advance gender equality. While gender impact assessment starts with gender, it has also considered impacts of other social factors such as age, cultural identity, disability, sexual orientation and socio-economic status.

The CSIRE Gender Impact Assessment gave consideration to how any family who may require assistance to register children for childcare or kindergarten can be supported. Regardless of a family’s situation or status, the mitigation of barriers to accessing the CSIRE system include (but are not limited to):

- Contact information for Council’s Children’s Services Registration Waitlist Officer is included in numerous documents and website locations with everyone encouraged to make contact for information or assistance to register, or both.
- Council’s Childcare Coordinators, community childcare staff, MCH, Family Support and other relevant Council officers as well as allied health and organisations providing services for children and families are informed how to either assist families to register, connect with an interpreter service or contact the Children’s Services Registration Waitlist Officer for assistance.
- CSIRE documents, website information and registration form are written in simple English.
- Families are assured that their personal information is handled sensitively and per Council’s *Information Privacy Policy*.

Other

*Child Safe Policy*

*Complaints Handling Policy*

*Every Child, Our Future Children’s Services Policy*

*GIA on the Children’s Services Integrated Registration and Enrolment Project*

*Information Privacy Policy*

*Victorian Government’s Education State Early Childhood Reform Plan (2018)*

**Priority of access (PoA) criteria**

Table 6: Department of Education (Vic) PoA

| <b>DE(Vic) PRIORITY OF ACCESS CRITERIA – HIGH PRIORITY</b><br><br><b>Value = 100 points. Scores are cumulative.</b> | <b>DE (VIC) CRITERIA AND PROCESSES TO VERIFY NEED(S)</b>  |
|---|---|
| <b>Children at risk of abuse or neglect, including children in out-of-home care</b>                                 | The child is: <ul style="list-style-type: none"> <li>• eligible for ESK or AEL, and/or</li> <li>• family, carer, or legal guardian identifies the child as known to Child Protection or in out-of-home care, and/or</li> <li>• referred by one of the following:</li> </ul> |



| <b>DE(Vic) PRIORITY OF ACCESS CRITERIA – HIGH PRIORITY</b><br><br><b>Value = 100 points. Scores are cumulative.</b>  | <b>DE (VIC) CRITERIA AND PROCESSES TO VERIFY NEED(S)</b>   |
|--|--|
|  | <ul style="list-style-type: none"> <li>○ Child Protection</li> <li>○ Child and family services (family services referral and support team)</li> <li>○ Child FIRST/integrated family services/Services Connect case worker)</li> <li>○ Maternal and Child Health nurse</li> <li>○ out-of-home care provider.</li> </ul>   |
| <b>First Nations children</b>  | <p>As part of the enrolment process, service providers must respectfully ask families ‘do you identify your child as Aboriginal and/or Torres Strait Islander?’ and record this information in the Kindergarten Information Management System (KIMS).</p>  |
| <b>Asylum seeker and refugee children</b>  | <p>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</p> <p>Referred as a refugee or asylum seeker by a CALD outreach worker.</p>   |
| <b>Children that meet the eligibility criteria for the Kindergarten Fee Subsidy</b>  | <p>A child or parent holds a Commonwealth Health Care Card, Pensioner Concession Card, Veteran’s Affairs Card, and/or</p> <p>The child is identified on their birth certificate as one of a set of triplets, quadruplets or more.</p>  |
| <b>Children with additional needs, defined as children who:</b> <ul style="list-style-type: none"> <li>• with an identified specific disability or developmental delay</li> <li>• require additional assistance to fully participate in the kindergarten program.</li> <li>• require a combination of services which are individually planned</li> </ul> | <p>The child:</p> <ul style="list-style-type: none"> <li>• holds a Child Disability Health Care Card, and/or</li> <li>• has previously been approved for Kindergarten Inclusion Support (KIS) program, and/or</li> <li>• has been referred by: <ul style="list-style-type: none"> <li>○ the National Disability Insurance Scheme</li> <li>○ Early Childhood Intervention Services</li> <li>○ Preschool Field Officer</li> <li>○ Maternal and Child Health nurse, or</li> <li>○ is assessed as having delays in 2 or more areas and is declared eligible for a second year of funded Four-Year-Old Kindergarten.</li> </ul> </li> </ul> |

Table 7: Locally agreed PoA

| <b>Local Criteria 1</b><br><b>Value = 20. Scores are cumulative.</b>  |  |
|---|--|
| <p><b>Children of centre employees</b></p> <ul style="list-style-type: none"> <li>Children of a parent or guardian who works in a City of Port Phillip, (Council or community-managed) long day care or stand-alone sessional kindergarten.</li> </ul> <p><b>Note:</b> With the current educator shortage, this criterion enables services to be staffed appropriately</p>  | <p>Verification document required at registration is:</p> <ul style="list-style-type: none"> <li>to input the name and address of the centre of employment.</li> </ul>   |
| <b>Local Criteria 2</b><br><b>Value = 15 per criterion in this category. Scores are cumulative.</b>   |  |
| <p><b>a. Residents of the City of Port Phillip or those intending to become a resident</b></p>  | <p>Verification document required at registration is <u>one</u> of the following:</p> <ul style="list-style-type: none"> <li>utility bill (gas, electric, phone)</li> <li>driver licence</li> <li>rates notice</li> <li>contract Of Sale document</li> <li>certified statutory declaration.</li> </ul> |
| <p><b>b. Siblings currently enrolled in a service</b></p> <ul style="list-style-type: none"> <li>A registrant’s sibling is enrolled and is currently attending the long day care or kindergarten service</li> </ul>   | <p>Verification required at registration is:</p> <ul style="list-style-type: none"> <li>to input the name and address of the service currently attended by the registrant’s sibling.</li> </ul>  |
| <p><b>c. Connection to a service</b></p> <ul style="list-style-type: none"> <li>For children already attending a particular sessional kindergarten for 3-year-old funded kindergarten</li> <li>For children already attending long day care</li> </ul> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Each child needs to be eligible to access funded kindergarten</li> <li>Children can only receive kindergarten funding at one service</li> <li>Attending childcare as well as attending funded kindergarten in a different service is possible; only if other children are not</li> </ul> | <p>Verification required at registration is:</p> <ul style="list-style-type: none"> <li>to input the name and address of the service currently attended.</li> </ul>  |

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| <p>excluded from accessing their funded kindergarten</p> <ul style="list-style-type: none"> <li>• Every effort is made to allocate a child to the same long day care or kindergarten service for both their 3 and 4-year-old program</li> </ul> |  |
| <p><b>d. Employee of City of Port Phillip</b></p> <ul style="list-style-type: none"> <li>• For Council staff when registering for Council-managed centres</li> </ul>  | <p>Verification required at registration is:</p> <ul style="list-style-type: none"> <li>• role</li> <li>• name and address of your workplace.</li> </ul> |

**Local Criteria 3**  
**Value = 10 per criterion in this category. Scores are cumulative.**

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| <p><b>a. Sibling attended the service in the past</b></p> <ul style="list-style-type: none"> <li>• A registrant’s sibling previously attended the long day care or kindergarten service.</li> </ul>  | <p>Verification required at registration is:</p> <ul style="list-style-type: none"> <li>• input the name and address of the service the registrant’s sibling attended in the past.</li> </ul>  |
| <p><b>b. Non-resident with local neighbourhood connection to a service (within 3kms)</b></p> <ul style="list-style-type: none"> <li>• Non-City of Port Phillip resident who lives within 3kms of the long day care or kindergarten service they want to attend.</li> </ul>   | <p>Verification document required at registration is <u>one</u> of the following:</p> <ul style="list-style-type: none"> <li>• utility bill (gas, electric, phone)</li> <li>• driver licence</li> <li>• rates notice</li> <li>• Contract Of Sale document</li> <li>• certified statutory declaration.</li> </ul> |
| <p><b>c. Non-City of Port Phillip resident who works or studies within City of Port Phillip</b></p> <ul style="list-style-type: none"> <li>• Children of families who live outside of the City of Port Phillip but work or study in City of Port Phillip</li> <li>• Those who work in a Child Careor kindergarten service are not eligible to tick this criterion (see Local Criterion 1 above)</li> </ul> | <p>Verification required at registration is:</p> <ul style="list-style-type: none"> <li>• input the name and address of the workplace or learning institution attended.</li> </ul>   |

**Local Criteria 4**  
**Value = 5**

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| <p><b>Non-City of Port Phillip resident</b></p> <ul style="list-style-type: none"> <li>• Children of families who do not live, work, study, or have any other connection with City of Port Phillip</li> <li>• Former City of Port Phillip resident families are considered non-resident if they move out</li> </ul> | <p>Applicable to those who do not meet any of the above criteria.</p> |
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| of the municipality prior to the commencement of the kindergarten year. |  |
|---|--|

For more information contact Children's Services Waitlist Registration Officer:

Phone: 03 9209 6360

Email: [centralregistrationenrolmentscheme@portphilip.vic.gov.au](mailto:centralregistrationenrolmentscheme@portphilip.vic.gov.au)

**Attachments**

None



## City of Port Phillip

99a Carlisle Street, St Kilda, VIC 3182

 ASSIST 03 9209 6777

 [portphillip.vic.gov.au](http://portphillip.vic.gov.au)   

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### Language assistance

廣東話 9679 9810    Ελληνικά 9679 9811    Polska 9679 9812

普通話 9679 9858    Русский 9679 9813    Other 9679 9814



If you are deaf or have a hearing or speech impairment, you can phone us through the National Relay Service (NRS):

- TTY users, dial **133677**, then ask for **03 9209 6777**
- Voice Relay users, phone **1300 555 727**, then ask for **03 9209 6777**

 [www.relayservice.gov.au](http://www.relayservice.gov.au)