# Appendix A.1 | Promotional material for families and carers

### About this template

Note: please remove these instruction pages when completing the template

This template includes promotional material for engaging families and carers. This template is to be used by CRES Providers in *Stage 1: Proactive engagement and awareness*. Refer to section 4.1 of the **CRES Practice Guide** for more information on this step of the CRES process.

### To complete this template:

1. All template content *can* be tailored, but content highlighted in yellow **must** be updated to be relevant to your CRES. Consider your location and context, whether your CRES charges fees and whether you have additional local priority criteria. For example, “[council name]” must be replaced with the name of your council for content to make sense.
2. Change all contents of this pack to your organisation’s branding.
3. Refer to the purple instruction boxes for how the CRES Provider should use each resource to reach families and carers themselves (e.g. publishing information in a council newsletter).

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| Refer to the instructions listed in each section in these purple boxes. Once the text is complete, **delete all instruction boxes.** |

### How to use this pack when completed:

1. Remove the first two pages of this document
2. Ensure you update **Appendix A.2 CRES Factsheet for families and carers** (1-page, landscape) and **A.3 CRES Factsheet for families and carers** (2-page, portrait) to accompany this pack
3. Compile the newsletter articles, FAQs and fact sheets into a single pack in both hard and soft copy formats. Distribute the pack to CRES partners and other local organisations who have contact with families and carers, such as:
* Multicultural or ethno-specific groups
* Support services such as Foundation House or the Brotherhood of St Laurence
* Aboriginal Community Controlled Organisations, Aboriginal co-operatives and health services, and Koori Maternity Services
* Public or community housing estates and co-operatives, including their community centres and support offices
* Religious groups, Centrelink offices, Sporting and recreation clubs
* Health care providers such as GPs, pharmacies and community health centres
* Drug and alcohol support agencies
* Crisis accommodation and refuge services
* Legal assistance providers who work with families such as Legal Aid, Family Courts and Citizens Advice Bureaus.

**PROMOTIONAL MATERIAL FOR FAMILIES AND CARERS**

**Central Registration and Enrolment Scheme (CRES)**

 **[CRES provider]**

Date:

Version:

1. **Newsletter ARTICLES**

|  |
| --- |
| As well as sharing these articles with CRES partners and local organisations, publish them in:* Council newsletters, leaflet drops and rates notices
* Local papers and bulletins
* Community hubs and centres including playgrounds, libraries and sporting venues
* Public noticeboards, including those at public transport stops, supermarkets and shopping centres
* Council run community events including playgroups and immunisation sessions.
 |

The following articles can be shared in your newsletter or other communications with families and carers. If your organisation can support families and carers to register for kindergarten, please add your contact information to the end of the articles.

|  |  |
| --- | --- |
| Article | When to use |
| Kindergarten in [council name] | Any time |
| Kindergarten registrations opening soon | February to March |
| Kindergarten registrations closing soon | April to May |
| Kindergarten offers are coming soon | July to December |
| Kindergarten term 1 starts on [date]  | December to January |

**kindergarten in [council name]**

Do you have a child under five years old? They can go to kindergarten!

Kindergarten is a great way for children to learn, have fun and make friends. It also helps prepare them for school.

 [CRES provider] manages registration for [XX] kindergartens in [LGA name] to make finding a kindergarten place easy and fair.

To find out more:

* contact [CRES provider] in person, on [phone] or at [link to CRES landing page]
* or ask your Maternal and Child Health service, local library, child and family support service or Supported Playgroup.

**kindergarten REGISTRATIONS OPENING SOON**

Registrations for [next year] kindergarten places are opening on [date]!

If your child turns three or four by 30 April next year, they can go to kindergarten! Kindergarten is a great way for children to learn, have fun and make friends. It also helps prepare them for school.

**When can my child go to kindergarten?**

|  |  |
| --- | --- |
| When your child was born | When they can go to kindergarten |
| Three-Year-Old Kindergarten | Four-Year-Old Kindergarten |
| Between 1/5/2018 and 30/4/2019 | 2022 | 2023 |
| Between 1/5/2019 and 30/4/2020 | 2023 | 2024 |

[CRES provider] manages registration for [XX] kindergartens in [LGA name] to make finding a kindergarten place easy and fair. You only need to fill out one form to register for any of these kindergartens. If you want to enrol at a different kindergarten, contact them directly.

Register for a first round offer between **1 March and 30 May**. You can still register after this, but registering in the first round gives you the best chance of getting a place in your preferred kindergarten.

For more information about local kindergartens and how to register and enrol, go to [link to CRES landing page] or ask at your local Maternal and Child Health service, child and family support service, library or Supported Playgroup.

For more information on when to start kindergarten visit [www.vic.gov.au/when-start-kindergarten](http://www.vic.gov.au/when-start-kindergarten)

**KINDERGARTEN REGISTRATIONS CLOSING SOON**

Registrations for first round offers of [next year] kindergarten places close on **30 May**.

If your child turns three or four by 30 April next year, they can go to kindergarten! The Victorian Government helps to cover the costs of kindergarten.

Free Kinder is available in Three- and Four-Year-Old Kindergarten programs at participating services.

Families with children enrolled in sessional kindergarten programs receive a free program:

* For 4-year-olds, Free Kinder means a free kindergarten program of 15 hours per week.
* For 3-year-olds, Free Kinder means a free kindergarten program between 5 and 15 hours per week (see individual service information for specific hours).

Families with 3-and 4-year-old children enrolled in participating long day care services receive a fee offset of up to $2,000 per child:

* This means a saving of $2,000 for children enrolled in a 15-hour per week kindergarten program.
* Children that are enrolled in a Three-Year-Old Kindergarten program of less than 15 hours per week, will receive a pro-rata amount.

**When can my child go to kindergarten?**

|  |  |
| --- | --- |
| When your child was born | When they can go to kindergarten |
| Three-Year-Old Kindergarten | Four-Year-Old Kindergarten |
| Between 1/5/2018 and 30/4/2019 | 2022 | 2023 |
| Between 1/5/2019 and 30/4/2020 | 2023 | 2024 |

[CRES provider] manages registration for XX kindergartens in [LGA name] to make finding a kindergarten place easy and fair. You only need to fill out one form to register for any of these kindergartens. If you want to enrol at a different kindergarten, contact them directly.

Register for a first round offer between **1 March and 30 May**. You can still register after 30 May, registering in the first round gives you the best chance of getting a place in your preferred kindergarten.

For more information about local kindergartens and how to register and enrol, go to [link to CRES landing page] or ask at your local Maternal and Child Health service, child and family support service, library or Supported Playgroup.

For more information on when to start kindergarten visit [www.vic.gov.au/when-start-kindergarten](http://www.vic.gov.au/when-start-kindergarten)

**kindergarten offers are coming soon**

If you have registered for kinder in [next year], you will receive an offer on [date]!

[CRES Provider] will call or email you to offer you a kindergarten place for [next year]. **You need to respond to the offer within [XX] weeks**. If you are unhappy with your offer, you can say no and go on the waitlist for later offers.

If you have not registered yet, it is not too late. You can still register for a place at any time. [CRES provider] manages registration for [XX] kindergartens in [LGA name], so you only have to fill in one registration form for any of these kindergartens.

For more information about local kindergartens and how to register and enrol, go to [link to CRES landing page] or ask at your local Maternal and Child Health service, child and family support service, library or Supported Playgroup.

For more information on when to start kindergarten visit [www.vic.gov.au/when-start-kindergarten](http://www.vic.gov.au/when-start-kindergarten)

**kindergarten term 1 starts on [date]**

Kindergarten starts on [date]!

Your kindergarten should have contacted you to help you fill out enrolment forms and get ready for your child’s first day. Check your email and phone for contact from your kindergarten and make sure to follow any instructions.

If you have confirmed a kindergarten place through [CRES provider] and your kindergarten has not contacted you, please contact [CRES provider] on [phone], at [link to CRES landing page], or visit your council office.

If you have not confirmed a kindergarten place and want your child to attend this year, it is not too late! Please contact [CRES provider] on [phone], at [link to CRES landing page], or visit your council office to find out which kindergartens still have places.

For more information on when to start kindergarten visit [www.vic.gov.au/when-start-kindergarten](http://www.vic.gov.au/when-start-kindergarten)

1. **FAQs**

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| These simple Frequently Asked Questions (FAQs) are an easy-to-use tool for communicating essential information with families. CRES partners and local organisations can print them and use them to answer common questions. For questions not addressed here, see the more detailed FAQs on CRES Provider websites (or see **Development Guide** Appendix A.7 Website content template).  |

**Kindergarten**

**Why is kindergarten important?**

Kindergarten is a strong base for your child's learning and development. It improves language skills and helps your child learn through play. It also helps your child get used to new people, places and situations. Kindergarten also helps families and carers to meet each other, build connections in the community and find help.

Two years of kindergarten are even better than one. Starting kindergarten at a younger age boosts learning, development, health and wellbeing − especially for children who are vulnerable or need extra help.

For more information, visit [www.vic.gov.au/when-start-kindergarten](http://www.vic.gov.au/when-start-kindergarten)

**What happens at kindergarten?**

At kindergarten, your child will learn and have fun at the same time. Learning happens in lots of different ways, like solving problems, exploring nature and hearing new ideas.

Your child will:

* learn to work with others and make friends through group activities and cooperative play
* express their creativity (for example through dance, movement and art)
* build their communication skills by talking with educators and other children
* develop the skills that they need for reading, writing and mathematics.

For more information, visit [www.vic.gov.au/when-start-kindergarten](http://www.vic.gov.au/when-start-kindergarten)

**What different kindergarten services are available?**

[Describe the different kindergarten services available in your LGA, such as sessional or long day care services and Three or Four-Year-Old Kindergarten groups. **Include** all types ofavailablekindergarten services, not just those participating in the CRES. Explain that kindergartens offer different session times and lengths. Explain how fees may differ across different services. This section should help families and carers decide what kindergarten services suit their child and lifestyle.]

To see if a kindergarten is right for you and your child, visit and ask about their session times. Some kindergartens also run open days so you can visit and talk to the kindergarten teachers.

**How do I decide if my child is ready for kindergarten?**

It can be hard to decide when your child is ready for kindergarten. You can discuss your child’s development and needs with a Maternal and Child Health nurse or a local kindergarten. Think about how well your child:

* separates from you during the day
* asks for help
* follows instructions
* interacts with others.

The Victorian Government covers the cost of one year of Three-Year-Old Kindergarten and one year of Four-Year-Old Kindergarten at participating services in both standalone (sessional) and long day care (childcare) settings. However, if you start your child in kindergarten and then decide to withdraw them and try again the next year, they may not receive funding. Some children can do a second year of funded Four-Year-Old Kindergarten if they need to for their individual development.

**KINDERGARTEN ELIGIBILITY**

**When can my child start kindergarten?**

Your child must turn three by April 30 of the year they start a Three-Year-Old Kindergarten program. Your child must turn four by April 30 of the year they start a Four-Year-Old Kindergarten program.

|  |  |
| --- | --- |
| When your child was born | When they can go to kindergarten |
| Three-Year-Old Kindergarten | Four-Year-Old Kindergarten |
| Between 1/5/2018 and 30/4/2019 | 2022 | 2023 |
| Between 1/5/2019 and 30/4/2020 | 2023 | 2024 |

For more information, visit [www.vic.gov.au/when-start-kindergarten](http://www.vic.gov.au/when-start-kindergarten)

**Does my child have to be immunised to go to kindergarten?**

Yes. To go to kindergarten, your child must be up to date with their vaccinations. To enrol your child, you will need to give the kindergarten a current Immunisation History Statement from the Australian Immunisation Register (AIR). The statement must show your child is up to date with all vaccinations that are due for their age, or that they're up to date with the vaccinations they can have.

You can print a copy of your child’s Immunisation History Statement from your myGov account or:

* Call the AIR on phone 1800 653 809
* Visit a Medicare or Centrelink office.

More information can be found at [www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play](https://www2.health.vic.gov.au/public-health/immunisation/vaccination-children/no-jab-no-play) (via the QR code or URL)

The immunisation history statement is the **only** document accepted for enrolments. Letters from GPs or local councils are not accepted.

Children experiencing vulnerability and disadvantage can be enrolled without an Immunisation History Statement for a short time while their immunisations are brought up to date. The following children are eligible:

* Children evacuated following an emergency (for example, flood or fire)
* Children in emergency care
* Children in the care of an adult who is not their parent because of exceptional circumstances such as illness or incapacity
* Children who identify as Aboriginal and/or Torres Strait Islander
* Children who have, or whose parents have, a health care card, pension concession card, Veterans Affairs Gold or White card, refugee or asylum seeker visa
* Children from a multiple birth of triplets or more
* Children who are known to Child Protection through a Child Protection Order, being in foster care or out-of-home care, have had a report made about them under the Children Youth and Families Act 2005, or have had contact with family services.

**Registering and enrolling for kindergarten in [LGA]**

**What is the Central Enrolment and Registration Scheme (CRES)?**

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| Remove or edit this question to reflect the language used in your scheme. |

The Central Registration and Enrolment Scheme (CRES) is the name for the process we use in [LGA name] to make enrolling your child into kindergarten easy. You can use one form to register your interest in several kindergartens, so you don’t have to waste time filling out many forms.

[CRES provider] then follows a set of rules to match children to kindergarten places in a fair way. Once you accept your place, [CRES provider] will tell the kindergarten to help you to enrol your child and get them ready for kindergarten.

**How do I get my child into kindergarten?**

Getting your child into kindergarten is a simple process with four steps.

1. **Fill out a registration form**

First, fill out a registration form. You can use either:

* **an online registration form** [link to online registration form], or
* **a paper registration form** from your local council office at [address], your Maternal and Child Health nurse, or downloaded and printed from [link to registration form].

The form asks you for:

* contact details
* information about your child
* which kindergarten you would like your child to go to
* any circumstances that might give your child priority access to kindergarten.

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| Gathering documents is difficult for many families and carers. To make accessing kindergarten as easy as possible, it is strongly recommended that you **do not collect** documents proving the child’s birth date, address, visa status, concession card status or similar at registration. Instead, families or carers can certify that the information they have provided is true by checking a box on the registration form. After registration, the CRES Provider, kindergarten, Maternal and Child Health nurse or support service staff can help the family or carer to gather documentation for enrolment. If you decide **not** to collect documents now, delete the yellow highlighted paragraph below. However, if you decide this documentation **is** needed at registration, tailor and include the below paragraph.  |

To complete the form, make sure you have:

* **proof of identity** such as your child's birth certificate, birth notice or passport (please speak to us if these are not available as a doctor’s note and/or Medicare card and/or Immunisation History Statement may be used as proof of identity in some cases)
* **proof of address** like a utilities bill, rental agreement or rates notice with your family name and address (this must be where your child lives most of the time)
* **your debit or credit card** if you are paying the registration fee online. The registration fee can also be paid in person at a council office
* **any concession cards**
* **any evidence of Australian visas including ImmiCards**
* **any evidence of additional needs**, such as a document from Family Support Services or a Maternal Child Health nurse confirming high support needs and/or disability, or a letter from a doctor for complex medical needs
* [any proof needed to show the child meets local criteria].
1. **Receive updates**

[If your CRES has a digital portal for families and carers, describe how they can use the portal to receive updates.]

[CRES Provider] will send you updates by email or text message. We will also send you a message when your child is offered a kindergarten place.

1. **Accept your offer**

You have XX weeks to respond to your offer of a place. If you are unhappy with your offer, you can reject it and ask for another offer in the next round.

1. **Enrol at the kindergarten**

To enrol your child, the kindergarten will ask you for more details, such as information about your child’s dietary needs, religious background and medical conditions.

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| If some or all of this documentation is collected at the registration stage in your scheme, delete as needed in the below yellow highlighted paragraph. |

You will need to provide copies of:

* **proof of identity** such as your child's birth certificate, birth notice or passport (please speak to us if these are not available as a doctor’s note and/or Medicare card and/or Immunisation History Statement may be used as proof of identity in some cases)
* **proof of immunisation** in the form of an Immunisation History Statement
* any **court orders** relevant to the child
* **proof of address** like a utilities bill, rental agreement or rates notice with your family name and address (this must be where your child lives most of the time)
* any **concession cards**
* any **evidence of Australian visas including ImmiCards**
* any **evidence of additional needs** such as documents from Family Support Services or a Maternal and Child Health nurse confirming high support needs and/or disability, or a letter from a doctor for complex medical needs
* [other proof required to verify the child meets local criteria].
* any **medical management plans** relevant to the child

**When does registration and enrolment happen?**

|  |  |
| --- | --- |
| Date | What happens? |
| 1 March | Registrations open |
| 30 May | Registrations close\* |
| Beginning of August | First round offers |
| Mid-August | Acceptance of first round offers due |
| Beginning of September | Second round offers |
| Mid-September | Acceptance of second round offers due |
| Weekly or when vacancies become available | Subsequent offers |

\* Registrations will still be accepted after 30 May but will only be considered after registrations received before 30 May. Priority applications will be accepted and prioritised at any time.

**Can I still choose which kindergarten my child goes to?**

Yes. On the registration form, you can choose [number] options for [sessions/kindergartens] you would like your child to go to.

**Can I still contact the kindergarten directly?**

Yes, you can contact kindergartens you are interested in to ask questions or organise a visit. However, you cannot register with the kindergarten directly if it is participating in our CRES. Instead, kindergartens will tell you to use the [CRES Provider] registration website or hard copy form.

**How do I choose the right kindergarten for us?**

Every child is different, so you should look for a kindergarten that works for you. We recommend visiting kindergartens you are interested in to see if they are the right fit. You should think about whether the session times, location, transport and learning approach suit you and your child.

For more information and suggested questions to ask when visiting a kindergarten, visit [www.vic.gov.au/how-choose-kindergarten](https://www.vic.gov.au/how-choose-kindergarten)

**How are kindergarten places given out?**

[CRES Provider] allocates kindergarten places fairly.

When giving out places, [CRES Provider] gives first priority to children who meet the Department of Education and Training’s Priority of Access Criteria. These are children:

* who are Aboriginal and/or Torres Strait Islander, or
* from asylum seeker and refugee families with an appropriate visa, or
* your family has had contact with child protection
* with additional needs
* who are eligible for the Kindergarten Fee Subsidy. For more information, visit <https://www.vic.gov.au/costs-kindergarten>

These children are given a place first to make sure they do not miss out on early childhood education. For more information on DE’s Priority of Access Criteria, visit [Priority of access for early childhood education | Victorian Government (www.vic.gov.au)](https://www.vic.gov.au/priority-access-criteria).

Children who meet our local priority criteria are given a place next:

* [local criteria 1]
* [local criteria 2 etc]

For the rest of the children, a random ballot is used to give each child their highest available preference. There is no ‘first in, first served’ rule.

**More information**

You can find more information at the [CRES Provider] website or by asking your Maternal Child Health nurse. If you use any other family or child support services, they can also help you.

You can also contact council on [phone] or in person at:

[council office address 1]

[council office address 2]

[….]

1. **fact sheets**

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| --- |
| In addition to this document, Appendix A includes two PowerPoint files containing fact sheets for families and carers. * Appendix A.2 - One-page fact sheet on the CRES process to assist families and carers in registering and enrolling.
* Appendix A.3 - Two-page (to be printed as a two-sided single sheet where possible) fact sheet with more detailed information about kindergarten, funding eligibility and the registration process.

Add your branding and customise these fact sheets the same way you would any other template. Include the fact sheets in the pack shared with CRES partners and local organisations. You can also keep hard copies in council offices. |