# Appendix I | Guidance for developing a CRES Policy

**A CRES policy articulates and guides a scheme’s delivery and ensures greater consistency, transparency, and accountability in how kindergarten places are allocated. It is a document that is publicly available and accessible to families and other stakeholders.**

**This CRES policy content document details key information to consider in development of your CRES Policy.**

**You can adapt this information for your CRES and local community. This may mean considering how the information is presented (e.g. in a document, on a webpage, etc.) or made accessible for different audiences (e.g. key components translated into different languages).**

### Key considerations

* Keep the document family-focused. This includes using plain English; stepping through processes so that it is clear for people less familiar with the operations of local government and early childhood services; and being clear where and how families can access support during the process
* Information in the policy document could be generic, with year-specific information (such as registration and enrolment dates) added as an appendix. However, the published CRES policy should be reviewed and current each year
* Ensure information in the policy is consistent with information outlined on the council website and Department of Education (DE) website, if relevant
* DE-produced information, such as the Kindergarten Funding Guide, links to Three- and Four-Year-Old Kindergarten information and other relevant information (No Jab, No Play; etc.) may be useful to link to. See the **CRES Practice Guide** for a list of useful links.

### Key information to be included in document

| Section | Details |
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| **Document history** |
| To be included | Version, Date of Adoption, Responsibility, Review Date |
| **Objective and scope** |
| Key questions to be answered in the policy introduction/overview | * What is the purpose of this document/policy?
* Why does your council have a CRES and what is it aiming to achieve? e.g. equitable access to kindergarten places etc
* What is in the scope of your CRES? This should include which kindergarten services are part of your CRES and therefore included in this policy/CRES
* What is out of the scope of your CRES?
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| **Eligibility** |
| Who is eligible to attend kindergarten? | This should include reference to both Three- and Four-Year-Old kindergarten eligibility (i.e. three-year-olds are only eligible for one year of funded kindergarten)It must be clear to families when their child will be eligible to attend a kindergarten programCan link to the DE date calculator: [Give your child the best start | Victorian Government (www.vic.gov.au)](https://www.vic.gov.au/give-your-child-the-best-start-in-life#when-to-start-three--and-four--year-old-kindergarten) |
| **Registration** |
| What are the registration timelines? | Be specific about when the registration process opens for both Three and Four-Year-Old Kindergarten, and how families can register (both online if applicable, and hardcopy forms)Step through the allocation process for clarity, for example:* Applications received by [date] will be part of first round offers
* Families will receive a confirmation of receipt of application via email/phone/mail after submitting (if they don’t they should contact [contact details])
* First round offers made by [date]
* Must accept or decline within [time period]
* Remaining vacancies filled by next available applicant
* Second round offers made by [date]

The CRES Practice Guide includes best practice for managing the registration cycle, including recommended timelines for the allocation process. Consider alignment with neighbouring LGAs where possible, to make the process easier for families.  |
| Are there any registration fees? | If so, be clear about who does and does not need to pay the fee, and what it is used for. Please note that to be eligible for DE's CRES Administrative Support Grants, fees must be waived for children eligible for Early Start Kindergarten and/or the Kindergarten Fee Subsidy. |
| How will the CRES provider communicate to families during the process? | Specify mode of communication e.g. email/phone/in personConsider the different needs of families when planning your approach to communication, including information accessibility. |
| What support is available to families? | This section should outline how families can get support to complete the application process (e.g. interpreters, registration team, etc.) |

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| **Allocation** |
| What is the allocation criteria? | It is important that the CRES Policy clearly outlines or link to DE’s [Priority of Access criteria](https://www.vic.gov.au/priority-access-criteria)  |
| Is there local criteria applied? | After outlining DE’s Priority of Access criteria, detail what local criteria may be applied to the allocation of places (where applicable), including any weightings and if evidence is required to be provided by families |
| Is there a process to appeal the allocation? | Detail the allocation appeal process: how, who, when and timing of resolution |
| **Enrolment**  |
| Does the CRES Provider also enrol the child? | If the enrolment process is not undertaken by the CRES Provider, make it clear that once an offer has been accepted the kindergarten service will be in touch with families to complete an enrolment form/provide enrolment information. Make it clear what roles the council, service and families play in the process, including what registration information is provided to services to reduce administrative burden. |
| What evidence will a family need to provide to enrol their child? | Even if the CRES Provider does not enrol the child, give families a heads up about the type of evidence they may need to provide during the enrolment process, so that they can have it ready:* Proof of child’s date of birth
* Immunisation record
* Copy of concession card (if applicable)

Where possible, information provided during the registration process should be pre-filled for the enrolment process. The use of the DE enrolment form by kindergartens may facilitate this process. |