

Central Registration and Enrolment Scheme



Registration Stage

Things to know before you complete a registration

What documentation may I need to provide to complete a registration?

Please have the following with you when you start your application:

- Proof of birth for your child, this could be **one** of the following:
 - birth certificate, or
 - immunisation history statement, or
 - citizenship certificate, or
 - passport.
- Proof of residency for City of Casey Local Criteria, this could be **one** of the following:
 - copy of current City of Casey rates notice, or
 - utilities bill (within 3 months), or
 - drivers license (front and back), or
 - current concession card, or
 - visa notice (within 3 months and with current residential address listed).
- Supporting documents such as, if applicable:
 - Concession cards,
 - Additional needs documentation,
 - NDIS (National Disability Insurance Scheme) documentation,
 - Complex medical conditions documentation,
 - Refugee and Asylum Seeker visas.

When will we be able to see the timetable for 2027?

The 2027 Proposed timetable will be provided by email at the Registration Stage. We ask that families review this before completing their registration form so that they select their most preferred kindergarten locations and days and times.

Who manages the kindergartens?

Council manages several kindergartens, with others run independently or by Early Years Managers (EYM). The kindergartens that are managed independently or by EYMs, they oversee the staffing, compliance, governance and planning. For council managed services, this is managed by the City of Casey. You will be able to see this information on the timetable and also on our website [Find a kindergarten | City of Casey](#) as indicated by “managed by”.

Contact the City of Casey:

Web: casey.vic.gov.au
Email: caseycc@casey.vic.gov.au
Phone: 03 9705 5200
Post: PO Box 1000, Narre Warren VIC 3805
NRS: 133 677 (for the deaf, hearing or speech impaired)

Customer Service Centres:

Narre Warren: Bunjil Place, Patrick Northeast Drive, Narre Warren
Cranbourne: Cranbourne Park Shopping Centre, Cranbourne
ABN: 43 320 295 742



What does the term rotational mean when discussing the kindergarten model?

In rotational groups, your child will be in a smaller group of children. Each group attends different days throughout the week on a rotating schedule. Smaller groups will combine to attend together and these combinations can change each day.

Example of rotational group:

GROUP	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	Group C, D and E attend together	Group A, B and E attend together	Group B, C and D attend together	Group A, D and E attend together	Group A, B and C attend together
1A Tu,Th,F	No session	9:00am-2:00pm	No session	9:00am-2:00pm	9:00am-2:00pm
1B Tu,W,F	No session	9:00am-2:00pm	9:00am-2:00pm	No session	9:00am-2:00pm
1C M,W,F	9:00am-2:00pm	No session	9:00am-2:00pm	No session	9:00am-2:00pm
1D M,W,Th	9:00am-2:00pm	No session	9:00am-2:00pm	9:00am-2:00pm	No session
1E M,Tu,Th	9:00am-2:00pm	9:00am-2:00pm	No session	9:00am-2:00pm	No session

What are mixed age groups as shown on the timetable?

These groups include both 3 year old and 4 year old children. The ratio of 3 year old and 4 year old children in a mixed age group will vary between kindergartens and may change over time.

How many preferences can I list on my child's registration?

You can list up to 30 preferences on the registration with Preference 1 being your most preferred.

The 30 preferences can include multiple room/groups at the same kindergarten location and also multiple kindergarten locations.

We ask that you please review the timetable which will be included in the Registration Stage email to see the days and times each group operates before choosing your preferences so that you are selecting options you will attend.

Please refer to 'Attachment 3- Example timetable and example preferences' of this email for examples on how to choose preferences.