

REGISTERING YOUR CHILD FOR 3 YEAR OLD KINDERGARTEN

You will need to create and set up an account in order to register for kindergarten via the parent portal

Please follow the steps below to set up your portal account and register your child for kindergarten

STEP 1

CREATE AND SET UP A PORTAL ACCOUNT



Creating an Account
Click 'Create New Account'

Login

Kinder Enrol Login

Email

Password **Login**

[Forgot Password?](#)

If you don't already have an account you can create one now.

Create New Account

Contact council if you believe an account should already exist but you don't have the details.



Account Information
Enter your details in the required fields

Please note: all fields marked with an * must be completed

New Account

New Account

Confirmation

Exit System

Account Information

Please enter your details

First Name*

Last Name*

Date of Birth*

Please provide at least one phone number*

Home Phone Work

Mobile Fax

The email address you enter below will be the User name you use when you log into the system once you are registered.

Email*

Confirm Email*

Cancel **Create Account**

Click **CREATE ACCOUNT** to continue, this will send an activation email to your nominated email address which will contain a temporary password.

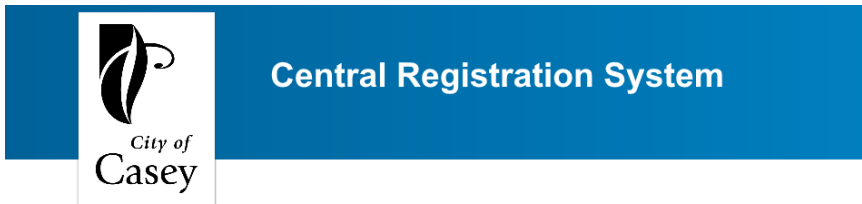
Confirmation

The confirmation screen features a sidebar on the left with three buttons: 'New Account' (orange), 'Confirmation' (orange), and 'Exit System' (green). The main content area has a blue header with the word 'Success'. Below the header, it states 'Your Account has successfully been created.' and 'Please check your email to confirm your account.' At the bottom right, there is an orange 'Login Now' button.

Account Creation Confirmation

Once you have successfully created your portal account you will receive this notification.

You can **Exit** this page as you will be prompted to login from the link in your activation email.



Log into your email account and find the activation email. Click the link in the email, this will take you back to the main login screen as shown here.

Login

The 'Kinder Enrol Login' form has a blue header. It contains an 'Email' input field, a 'Password' input field, and an orange 'Login' button. Below the password field is a 'Forgot Password?' link. To the right, there is a box with the text 'If you don't already have an account you can create one now.' and a blue 'Create New Account' button.

Enter your email address and the temporary password from the activation email in this section

Click **LOGIN** to proceed to the next step

Contact council if you believe an account should already exist but you don't have the details.

Change Password Logged In:

The 'Change Password' form has a blue header. It lists password requirements: 'Please enter a password that conforms to the following: It must be at least 8 characters, It must contain at least 1 lower case character (a-z), It must contain at least 1 upper case character (A-Z), It must contain at least 1 numeric character (0-9), It must contain at least 1 special character !#\$%^&;:*~()_-+=[]{}<>|/? It cannot be one of your previous 5 passwords'. Below the requirements are three input fields: 'Email' (pre-filled with 'joe@hotmail.com'), 'Password*' (with an asterisk), 'New Password*', and 'Confirm Password*'. At the bottom are 'Change' and 'Cancel' buttons.

You will now be taken to the **Change Password** page

Enter a new password, ensuring this has a minimum of 8 characters and includes each of the required values stated

Click **CHANGE** to confirm and continue. Your account is now set up and the next step will be to complete your profile.

STEP 2

COMPLETE YOUR PROFILE BY ENTERING YOUR PERSONAL DETAILS

Complete Profile Logged In:

The screenshot shows a 'Complete Profile' form with several sections: 'Parent Information', 'Current Residential Address', 'Postal Address', and 'Additional Information'. The 'Parent Information' section includes fields for Email, Name, Date of Birth (19/12/1973), Tel, Mobile, Work, and Fax, along with a 'Preferred Method' dropdown set to 'Email'. The 'Current Residential Address' and 'Postal Address' sections both show 'Selected Address: Not Set' and have 'Edit Address' buttons. The 'Postal Address' section also has a 'Residential' button. The 'Additional Information' section includes 'Country of Origin' (Australia), 'Language Spoken at Home' (English), and a 'Do you require an interpreter?' question with 'Yes' and 'No' radio buttons. At the bottom are 'Exit' and 'Next' buttons. Annotations with arrows point to the 'Edit Address' button in the Residential section, the 'Residential' button in the Postal Address section, and the 'Next' button.

Parent Information

Fill in each of the fields with your details.

Current Residential Address

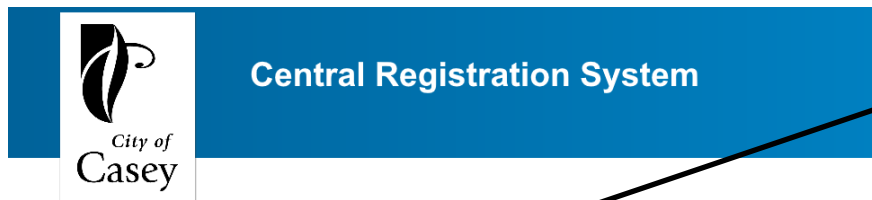
Click **Edit Address** to complete this section

Postal Address

If your postal address is the same as your residential address, click **Residential**.

If your postal address is different to your residential address, click **Edit Address** and enter your postal address

Click **NEXT** to continue, this will take you to the **Home Screen**



The Home Screen

Children section

This section will show the children who are listed under your account

Applications section

This section will show applications that you undertake; such as updating your details. It also shows the status of those applications.

Home

Parent/Guardian: Test TEST

- Register a Child
- Change Profile
- Change Password
- Logout

Children

Name	Date of Birth (Age)	Services
Currently no children have been registered.		

Applications

Application	Name	Status	Modified
Currently no applications are pending.			

STEP 3

REGISTER YOUR CHILD FOR THE 3 YEAR OLD FUNDED KINDERGARTEN PROGRAM

Home Parent/Guardian: Test TEST

Register a Child
Change Profile
Change Password
Logout

Children

Name	Date of Birth (Age)	Services
Currently no children have been registered		

Applications

Application	Name	Status	Modified
Currently no applications are pending.			

The Home Screen

From the home screen, click **Register a Child** to begin the registration process

Child Details
Parent/Guardian Details
Register for Services
Circumstances
Attachments
Application Summary
Exit Application

Child Details

Child's First Name* Test
Child's Last Name* TEST
Child's Gender* Female
Date of Birth* 14/01/2015
Country of Birth Australia
Cultural Background

Next >

Child Details

Enter your child's details, then click **NEXT**

Child Details
Parent/Guardian Details
Register for Services
Circumstances
Attachments
Application Summary
Save and Exit

Parent/Guardian Information

Note: To change your name, address and contact numbers please update your profile.

Name Test TEST
Date of Birth 17/12/1972
Current Residential Address 2 Patrick Northeast Drive NARRE WARREN 3805
Postal Address 2 Patrick Northeast Drive NARRE WARREN 3805
Phone Contact M: 00-0012-3123
Relationship to Child* Mother
Country of Origin* Australia
Preferred Language* English
Do you require an interpreter? Yes No

Second Parent/Guardian Information

Do you want to add a Second Parent/Guardian on this registration? Yes No

< Previous Next >

Parent/Guardian Information

Enter your details, then click **NEXT**.

You can add a second parent by ticking 'yes' here

Please note: we can only discuss details of a registration to parents/guardians who are listed

- Child Details
- Parent/Guardian Details
- Register for Services
- Attachments
- Application Summary
- Exit Application

Service Registration

You can register for services from this page. Note: You must select at least one service to register your child.

Click the button below to apply for a service, that is, to choose or change a preschool preference.

Please note: This registration will only be complete, and submitted to Council, after you have completed all relevant sections for your child/family circumstances and uploaded any relevant documents. Please read through the questions carefully

Register for 3 yo Kindergarten

Register for 4yo Kindergarten

< Previous Next >

Service Registration

Click **Apply** to select your kindergarten preferences for 3 yo kindergarten, then click **NEXT**

From here you will be taken to the **Service Preferences** page to select your preferred kindergarten services.

- Child Details
- Parent/Guardian Details
- Register for Services
- Circumstances
- Attachments
- Application Summary
- Exit Application

3 yo Kindergarten

Specify the year for which you will be requiring the service. Note that the child must be 3 years old on 30 April of that year to be eligible for the service.

Year Attending: Age when attending: 3y 4m

The box on the left shows the list of participating Centres. Drag your preferred Centres from the box on the left to the Selected Centres box on the right. Arrange the Selected Centres in order of preference so your preferred Centre is at the top of the list, and the second preferred Centre is second in the list, and so on. Do this by dragging the names in the Selected Centres box into your preferred order. You must select only 4 Centres

Centres	Selected Centres
Autumn Place Kindergarten 29 Autumn Place, DOVETON VIC 3177	Allara Kindergarten 15 Gleneagles Drive, ENDEAVOUR HILLS VIC 3802
Berwick Kindergarten 30-32 Peel Street, BERWICK VIC 3806	Arbourlea Kindergarten 75 Wheelers Park Drive, CRANBOURNE NORTH VIC 3977
Botanic Ridge Family & Community Centre 10 Echinia Parade, BOTANIC RIDGE VIC 3977	
Bowen Street Kindergarten 20-22 Bowen Street, CRANBOURNE VIC 3977	
Brentwood Park Kindergarten 26 Bemersyde Drive, BERWICK VIC 3806	
Bridgewater Kindergarten 45 Bridgewater Boulevard, BERWICK VIC 3806	

Service Preferences

The **Year Attending** shows your child's eligible year for kindergarten

The **Centres** column lists the kindergartens available to choose from

The **Selected Centres** column lists your preferred kindergartens

To **ADD** a kindergarten click and drag it from the left column to the right column

To **REMOVE** a preferred kindergarten click and drag it from the right to the left column.

Click **NEXT** at the bottom of the screen

- Child Details
- Parent/Guardian Details
- Register for Services
- Attachments
- Application Summary
- Exit Application

Service Registration

You can register for services from this page. Note: You must select at least one service to register your child.

Click the button below to apply for a service, that is, to choose or change a preschool preference.

Please note: This registration will only be complete, and submitted to Council, after you have completed all relevant sections for your child/family circumstances and uploaded any relevant documents. Please read through the questions carefully

Register for 3 yo Kindergarten

Register for 4yo Kindergarten

< Previous Next >

Service Registration

You will return to the **Service Registration** page after selecting your preferences.

Click **NEXT** to continue

Child Details
Parent/Guardian Details
Register for Services
Circumstances
Attachments
Application Summary
Exit Application

Circumstances

Answer all questions carefully, filling in any details as required. If you wish to upload a document supporting a response you can do this during the next step.

Application

Residency Status

- I am a resident of the City of Casey
- I am going to be a future resident of the City of Casey
- I am NOT a resident of the City of Casey

Is your child of Aboriginal or Torres Strait Islander descent?
 You will have your registration fee waived if your child identifies as Aboriginal or Torres Strait Islander descent.

- Yes No

Have you been supported by an agency (for example Child First or Child Protection), Enhanced Maternal Child Health Nurse, or Supported Playgroup Officer?
 You may have your registration fee waived if your registration has been supported by an approved agency.

- Yes No

If you answered "yes" please provide the following information

Name of professional who supported this registration:

Role of this person:

Contact number for this person:

*

Circumstances

Dependent on the age of your child, there will be a series of questions that you will need to answer in this section.

If your child is due to attend kindergarten in the following year, you will need to answer all of the questions.

Once you have finished answering the questions click **NEXT** at the bottom of the screen.

Child Details
Parent/Guardian Details
Register for Services
Circumstances
Attachments
Application Summary
Exit Application

Attachments

Upload Supporting Documents

Upload additional documents that may support your application

Please submit proof of birth documentation, we accept the following documents:

- Birth Certificate or certified extract
- Newborn Child Declaration
- Australian Government Documents that verify the child's name and date of birth, such as passport, immunisation history statement

You may still submit continue through this registration page without uploading a document. We will contact you via email to collect supporting documentation. Your registration will not be finalised until this is provided.

Upload additional documents that may support your application

Upload Supporting Documents

Proof of Birth	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
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Document Type

File Name

Currently no documents have been uploaded.

< Previous

Next >

Attachments Page

This is where documents need to be uploaded; such as proof of birth, concession card, or visa documentation.

Select the type of document to be uploaded,

Click **Browse** to find the attachment

Click **Upload**,

Click **NEXT**.

Please note: if you tick that you have proof of birth documentation for your child under the circumstances section, you will not be able to proceed further here without uploading any documents. You can exit and come back to this later if you do not have the documentation with you.

Child Details
Parent/Guardian Details
Register for Services
Circumstances
Attachments
Application Summary
Exit Application

Application Summary

Please review the following information to ensure its validity before submitting.

Once you complete this page and submit, it will take up to 10 business days for the changes to be processed and for it to then show in your Portal.

Application Details

Application Type	Update Registration
Application Reference	UEKGC8MQ4
Name	Test TEST

Parent / Guardian

Parent	Details	Contact Methods
Test TEST DoB: 17/12/1972 Mother	Country of Origin: Australia Language: English (Interpreter not requested)	Address: 2 Patrick Northeast Drive, NARRE WARREN 3805 Postal: 2 Patrick Northeast Drive, NARRE WARREN 3805 Mobile: 00-0012-3123 Email: test@test

Application Summary

This provides a summary of the information that you have provided before clicking **SUBMIT** at the bottom of the screen

Declaration

I declare that the information provided in this application is true and correct to the best of my knowledge.

I understand that this form is a legal document and penalties exist for providing false or misleading information.

First Name

Last Name

Relationship to Child

Privacy Statement

The information on this form will be collated on a database, to assist with the forward planning of groups at kindergartens.

The City of Casey is committed to protecting your privacy. Your personal information will be handled in accordance with the Privacy and Data Protection Act 2014. All personal information collected by the City of Casey will only be used for the purpose outlined within our Privacy Policy. Council's Privacy Policy is available from our website www.casey.vic.gov.au and all Council Customer Service Centres. For further information about how Council manages and uses your personal information or how you can access and/or amend your personal information please contact Council's Privacy Officers via our website www.casey.vic.gov.au or by calling on 9705 5200.

The information sought through this Registration Form will only be used by the City of Casey in conjunction with the Department of Education and Training and the Service Provider for the purposes of your child's kindergarten placement and future planning.

Previous

Submit

Declaration

Complete the declaration and click **SUBMIT**

Once you have submitted the registration you will be sent a confirmation email. If you do not receive a confirmation email then the registration has not been successfully submitted.

WHAT HAPPENS NEXT?

Your registration will be received by the Kindergarten Enrolment and Planning team. Once the registration has been processed by the team, you will receive the below email confirming that your child has been placed on the waiting list. Your child can only be considered for a kindergarten place if they have been placed on the waiting list.

This email is to confirm that your kindergarten registration for [Your child's full name](#) born [Child's DOB](#) to attend in [Year attending](#) has now been processed by the Kindergarten Enrolment and Planning Team.

The next step from here will be a request from our team to update or confirm your details in your portal account. This will be sent out in April of the year prior to when your child is due to attend kindergarten.

If you need to update any of your details please log in to your portal account.

If you have any questions please contact Kindergarten Enrolments on kinderenrolment@casey.vic.gov.au or 9705 5200.

Kind regards

Kindergarten Enrolments and Planning