

ENROLMENT AND ORIENTATION GUIDELINES



Kindergarten Enrolment & Planning Kindergarten Programs

1. Purpose and Intent

All children attending a City of Casey managed kindergarten service are provided with a safe and secure environment that supports their health and wellbeing and adheres to National Regulations. This guideline outlines the responsibilities of the service when managing enrolment via the Central Registration and Enrolment Scheme (CRES), and orientation into a City of Casey managed service.

2. Scope

This guideline will apply to the Approved Provider, Nominated Supervisor, Responsible Person in Day-to-Day Charge, educators, staff, students on placement, volunteers, parents, children and others attending the programs, activities and services managed by the City of Casey.

3. Definitions

Key Term	Definition
Approved Provider	An individual or organisation, such as City of Casey, that has completed an application form and been approved by the Regulatory Authority as fit and proper (in accordance with Sections 12, 13 and 14 of the National Law) to operate one or more education and care services.
Central Registration and Enrolment Scheme (CRES)	The Central Registration and Enrolment Scheme (CRES) enables families to access funded three-year-old and/or four-year-old sessional kindergarten by providing a streamlined, centralised service, to allocate children to all available kindergarten places to maximise each child's opportunity to attend kindergarten.
Immunisation – No Jab, No Play legislation	The 'No Jab, No Play' legislation aims to reduce the risk of vaccine preventable diseases through increased immunisation rates in the community. For children to attend kindergarten their immunisations must be up to date or meet the criteria for an exemption.
Kindergarten Enrolment and Planning team (KEP)	The team (within Council) that executes the functions under the CRES.
Late Commencement	An application to delay a child starting kindergarten, while maintaining the child's placement.
Leave of absence	An application for the child to take a period of leave from the service, while maintaining the child's placement.

Nominated Supervisor	A person who is the Responsible Person in Day-to-Day Charge and has been nominated by the Approved Provider (City of Casey) of the service under Part 3 of the Act to be the Nominated Supervisor of that service, and who has consented to that nomination. The Nominated Supervisor has day-to-day responsibility for the service in accordance with the National Regulations. All services must have a Nominated Supervisor.
Person with Management and Control	Individuals responsible for managing the delivery of a service or those who have significant influence over its activities. PMCs have specific legal obligations for ensuring compliance within early childhood education and care providers.
Parent/Guardian	A biological parent or a person who has parental responsibility for the child under a decision or order of the court.

4. Background

The City of Casey acknowledges the role early childhood education plays in supporting children’s development, wellbeing, and lifelong learning. As the approved provider for funded kindergarten services, City of Casey will ensure that both enrolment and orientation processes are delivered in accordance with the Education and Care Services National Law and National Regulations.

Enrolment procedures ensure that access to kindergarten programs is managed transparently and equitably for all families. Orientation supports children and families to build familiarity with the kindergarten environment, educators, and routines, fostering a sense of belonging and emotional security.

Council’s enrolment and orientation processes contribute to a positive start to early learning, and help establish respectful, supportive, and collaborative relationships between families and early childhood services.

5. Responsibilities for this guideline

Child Youth and Family Management, Person with Management or Control or the Approved Provider	<ul style="list-style-type: none"> • Provide strong leadership that supports a culture of child safety in the everyday practice of City of Casey employees. • Provide educators with clear guidelines, policies and procedures in relation to all matters specified in Regulation 168(2). • Ensure that the Child’s Enrolment Record complies with the requirements of The Education and Care National Law (2010) and Regulations (2012). • Ensure the child’s current immunisation status complies with the Public Health and Wellbeing Amendment (No Jab No Play) Bill 2015. • Ensure the orientation program complies with Department of Education funding criteria. • Consult with the Nominated Supervisors and Educators to support families in visiting City of Casey services during operational hours prior to their child commencing. • Provide a copy of the welcome book and timetable to families enrolled at a City of Casey service.
Kindergarten Enrolment and Planning Team (KEP) and Kindergarten Program Team	<ul style="list-style-type: none"> • Manage the registration and enrolment process and enquiries. • Manage late commencement requests and leave of absence requests.

	<ul style="list-style-type: none"> • Update information by notifying the service of any changes as they occur. • Raise complaints using the City of Casey complaints process. • Comply with Enrolment and Orientation guidelines to support their child’s enrolment and transition into the service. • Provide an authorised nominee for the current year of attendance. • Provide information about their child’s strengths, interests, abilities and needs and be engaged in goal setting for their child. • Complete a late commencement form if their child cannot start kindergarten on time. • Advise the service if the child is absent, or if the child requires a leave of absence.
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6. Late commencement

Places are not automatically held at Council managed kindergartens if a child cannot start kindergarten on time. The City of Casey is governed to adhere to the Kindergarten Funding Guidelines and the Priority of Access (POA) and cannot guarantee that a kindergarten place will be held if another child is eligible. A [late commencement form](#) must be submitted and families will be notified of the outcome.

Children must turn three years old to start at kindergarten. Places will be held for children who are not yet three to be able to start their three-year-old kindergarten year.

7. Leave of absence

Parents are required to advise their child’s kindergarten service if they require a leave of absence. Parents should communicate with the service regarding the absence, including of their child’s expected return date.

8. Associated documents and attachments

This guideline should be read in conjunction with:

- Privacy and Confidentiality guidelines
- Immunisation and Infectious Diseases guidelines
- Complaints guidelines
- Free Kinder Initiative guidelines
- Late Commencement guideline
- CRES and Priority of Access guidelines
- Management of Court Orders guidelines
- Attachment 1 – Child’s Confidential Record Amendment
- Attachment 2 – Late Commencement Process and Eligibility
- Attachment 3 – Late Commencement Internal Process

9. Relevant legislation

Relevant legislation and standards include but are not limited to:

- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2012
- National Quality Standard, Quality Area 6
- Public Health and Wellbeing Amendment (No Jab No Play) Bill 2015

10. Child Safety, Access and Inclusion

The City of Casey is committed to creating and maintaining a child safe organisation where protecting children from abuse is embedded in the everyday thinking and practice of Council, its employees, contractors, and volunteers. Council has zero-tolerance of child abuse.

Council aims to promote a culture of inclusion, respect and equity. We strive to ensure that all children, young people and families regardless of their background, ability, gender or identity are welcomed and supported. We are dedicated to providing equitable access to our services.

Council expects that all staff act on incidents of child abuse, racism, or any type of discrimination.

11. Monitoring, evaluation and review

The City of Casey will ensure:

- Regular monitoring of the implementation of this guideline and its associated documents including training and compliance.
- This guideline and its associated documents are kept up to date with current legislation, policy and best practice.
- Review and evaluation of this guideline and its associated documents as part of the service’s review cycle, or as required.

Reviewed by:	CYF Policy Officer in consultation with Kindergarten Programs and Early Years & Partnerships		
Approved by:	Director – Community Life		
Date Approved:	16/12/2025		
Current Version:	1.1	ECM ID:	21582876
Review Cycle:	3 years	Review Due:	16/12/2028
Responsible Department and Team:	CYF Policy Officer		

12. Document History

Date changed	Change Type
13/03/2026	Late commencement information transferred from the CRES & POA guideline into this guideline
1/06/2026	Late Commencement attachments added

Criteria for assessment	<ul style="list-style-type: none">● Circumstances surrounding the request.● Length of time of request.● Priority of Access (POA) status of the requesting family.● Current vacancies at the kindergarten the child is placed.● Current wait list, including the POA status of the children who are on wait list of the kindergarten the child is placed. Requests may be declined at high demand centres.
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4. Assessment Outcome

Once the assessment has been completed, families will be notified of the outcome within 14 days.

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