

# Central Registration System (CRS)

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2025

## Guidelines for families





### **Acknowledgement**

We acknowledge the Australian Aboriginal and Torres Strait Islander peoples of this nation. We acknowledge the people of the Kulin nation as traditional custodians of the lands on which Maribyrnong City Council is located and where we conduct our business. We are committed to honouring Australian Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships to the land, waters and seas and their contribution to society.

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## Background

The Maribyrnong City Council (MCC) administers the Central Registration System (CRS) in partnership with local community managed kindergarten and long day childcare centers (known collectively as Education and Care (E&C) services).

To see what services are available on the system please visit [maribyrnong.vic.gov.au/Residents/Children-Young-People-and-their-Families](https://maribyrnong.vic.gov.au/Residents/Children-Young-People-and-their-Families)

The system allows families to have a central point to apply for a place and registering through the CRS is the only way a child can access a place at one of the community-managed services who offer:

TYPE	AGE	HOURS	FUNDED
<b>Three year old sessional kindergarten</b>	Three by 30 April of the year they attend	6 to 15 hours a week (by 2029 all 3yo kindergartens will be 15 hours a week)	Free
<b>Four year old sessional kindergarten</b>	Four by 30 April of the year they attend	15 hours a week	Free
<b>Long Day Childcare with 3 and four year integrated kindergarten</b>	From 0-6 years	Mon-Fri	Federal and State Govt. funded

The CRS produces a waitlist of registered children based on families' weighting in line with the Priority of Access and the services which the family has noted as their preferences.

## Priority of Access

The CRS and all services are required to adhere to the Priority of Access (POA) Guidelines mandated by the State and Commonwealth Governments.

The PoA aim to promote participation of all eligible children.

Priority of Access identifies a range of criteria that is used to develop a weighting for each child on the list. In line with the State and Federal Government Policy the PoA emphasises a higher priority for vulnerable children and families.

Professionals and services working with vulnerable families are used as points of contact for CRS (with the family's consent).

## When to register your child

Registrations can be made at any time after the birth of a child.

- Twins, triplets, quadruplets and younger siblings are linked together through CRS processes to minimise conflicting child care/ kindergarten arrangements for families.
- Families are required to complete a separate application for each child which includes providing proof of their child's date of birth (e.g. a birth certificate or passport) and other supporting documents (as applicable).
- If one child already attends a service families still need to register all other children requiring care through the CRS.

## How to register on the CRS

Refer to the [Family Information Sheet](#) to assist you when completing the application.

Registrations can occur via the online [portal link](#). Paper forms are also available from:

- [www.maribyrnong.vic.gov.au](http://www.maribyrnong.vic.gov.au)
  - Maribyrnong Customer Service  
Cnr Hyde and NapierSt, Footscray
  - Braybrook Community Hub reception  
107-139 Churchill Ave, Braybrook
  - [Kindergartens and Long Day Childcare Centres](#)
  - [Maternal and Child Health Centres](#)
- or by contacting the Maribyrnong CRS Team on 9688 0116 or email: [kindergarten@maribyrnong.vic.gov.au](mailto:kindergarten@maribyrnong.vic.gov.au)

## Allocation of places

Registrations and waitlists are impacted on by factors such as:

- The demand for places in the area and the amount of licensed places each service is able to deliver
- Families changing their preferences
- Families accepting or declining places
- The weighting for each child's registration which is calculated in line with the PoA guidelines

Children eligible for Early Start Kindergarten or with assessed high support needs are given the highest priority at all times.

Due to the different requirements governing long day child care and kindergarten, there are some differences in the way places are allocated.



## Important things to remember when registering your child

- 1** The details of the first parent/guardian are used for mail, email and phone contact, therefore this must be the main residence of the child.
- 2** Families need to update their contact details if they move or change email and/or phone numbers.
- 3** Families are encouraged to select four services as this increases their chances of being offered a place. There are some services that are in high demand.
- 4** Before making an application and noting four service preferences families [should visit services](#) to assess if the service will meet their family's needs. Some services also do tours for families. Parents are then able to nominate services where they are willing to accept a place.
- 5** Under the ["No Jab, No Play" Victorian Government legislation](#), or the [Federal Government "No Jab, No Pay"](#) children need to be immunised to attend long day childcare and/or kindergarten. Families need to provide a copy of the Immunisation History Statement when they enrol to attend long day childcare and/or kindergarten. There is a grace period if children are on a catch up schedule and can attend care during this time. Immunisation sessions are offered by Council's Maternal and Child Health service.

## Long Day Childcare (LDC) services

In long day childcare (LDC) services the place available is determined by the age group of the vacancy at the service.

### How an offer is made:

- Each LDC Service Manager makes offers directly to the families on their waitlist when a vacancy occurs – this happens throughout the year.
- When registering a child, families are asked to note their preferred start date. This is the date that they will be ready to accept a place if offered to them by one of their four preferred services. It is important that families change this date immediately if their needs change. This can be done via the portal or by contacting the Maribyrnong CRS Team. There is no guarantee a place will be offered on this date.
- The date a complete application is received by CRS is the Registration Date and is applied in developing the LDC waitlists.
- As families are constantly registering and/or altering their details as their needs change, the waitlists for each service frequently alter.
- Families will be offered a place if it matches the four preferences they have noted on their registration, the preferred start date they have entered and the days requested on their registration.
- Families are required to respond to childcare offer within 48 hours to the Service Manager who made the offer. If a family does not respond there will be two attempts to contact the family and if these attempts are unsuccessful the next eligible family will be offered the place.
- The Service Managers liaise with the families regarding orientation to the service once an offer has been accepted.
- When offered a place families can choose to accept or decline the place or be placed and waitlisted. Families can decline an offer once. They will be asked by the Service Managers to update their registration details if necessary. The decline is noted in the CRS system.
- If a family declines a second offer which matches their registration details, they will be issued a new registration date. This may delay additional offers. It is important for families to review and update (if necessary) their preferences and/or the preferred start date.
- In circumstances where families are unable to be contacted for an extended amount of time (e.g. if they are spending a period of time overseas), families need to provide alternate contacts or proxies by notifying CRS in writing with:
  - How long they'll be away and a return date
  - The name, address and contact details of the person given permission to act on the family's behalf while away (if applicable)
  - Email addresses where information may be sent directly during their time of absence (if applicable)
- Fees vary from service to service families should contact the services of their choice for further details on program costs.
- Families may be eligible for [fee reductions](#).

## Kindergarten services

Kindergarten programs are delivered in sessional and long day childcare settings (known as integrated kindergarten). All kindergarten programs are delivered by an Early Childhood Teacher.

### Four Year Old

The State Government provides one year of funding to allow children to attend 15 hours of kindergarten per week in the year before commencing school. Children must turn four years of age by 30 April in their year of four year old kindergarten.

### Three Year Old

From 2022 three year old kindergarten will be funded for 5 hours a week. By 2029, all three year old kindergarten programs will be 15 hours a week. Children must be three years of age before they can start a three year old kindergarten program.

### Integrated kindergarten

The LDC services who are part of the CRS offer State funded kindergarten programs that operate within the long day childcare program. If a family attends one of the LDC services on the CRS, they are able to access a kindergarten program in the same centre. Families are encouraged to discuss the options available to them with the Service Manager.

If a family wants their child to have an alternate kindergarten experience (i.e. in a sessional kindergarten) rather than the one they receive in their LDC service, the child must be registered with the CRS to be part of the kindergarten allocation process.

### How offers for three and four year old kindergarten are made

- Families can register for kindergarten at any time after their child's birth. Kindergarten registration date does not influence a child's access to kindergarten.
- In addition to the PoA, all families receive an extra weighing if they note a service in their [neighbourhood area](#) as their first preference.

- Families can change their four preferences at any time but the system will be paused for two days before each round of allocations.
- During the allocations of sessional kindergarten places, the first three allocation rounds will only consider the family's first preference. Subsequent rounds will include all listed preferences.
- Families are notified of their offer by text message and an email, and are asked to respond by a specific date. If registered with the online portal families can respond via the portal.
- **If the family is not able to be contacted after two attempts the offer will be withdrawn and the kindergarten registration removed.**
- Once a kindergarten offer is accepted the kindergarten service will contact the family regarding group times, orientation and enrolment.
- A family can defer the kindergarten offer to the next calendar year, however they need to contact the MCC CRS Team to discuss their child's age eligibility. The family can defer an offer until 31 December in the year of allocation. **NB: This does not guarantee the same offer and placement in the same service the following year.**
- Timetables vary from centre to centre and for a range of reasons. Wherever possible a range of timetable options are offered in each neighbourhood area.

## Early Start Kindergarten (ESK)

Early Start Kindergarten provides free or low cost kindergarten to eligible three year old children.

Children are eligible if they turn three by 30 April in the year they will be attending kindergarten and if:

- Their family is receiving, or has received support from Child Protection
- The child is Aboriginal and/or Torres Strait Islander
- The child is in Foster Care or Kinship Care
- The family has had a Refugee/ like or Asylum Seeker experience.

To find out more refer to [Early Start Kindergarten](#)

## Second year of Four Year Old kindergarten

Some children may be assessed for a second year of kindergarten due to having high support/ additional needs or developmental requirements that effect two or more areas of development. Children who are considered to be 'too young' to commence school the following year will not be granted a second year of four year old kindergarten.

- Requests for a second year are determined in consultation with the family, the kindergarten teacher and/or the Preschool Field Officer.
- The service will notify MCC CRS Team of children nominated for a funded second year of four year old Kindergarten. These children are placed at the same kindergarten, pending approval from DE.
- Funded second year kindergarten places are not transferable between kindergartens. If families believe that their circumstances are exceptional they may request consideration in writing. However each request will be considered in relation to the available vacancies, priority of access and existing waitlists. Council and the E&C services work in

collaboration to make this decision.

- If a child turns 6 years old in their first or second year of kindergarten the family is required to complete a School Exemption Form and gain approval from the Department of Education.

## Second year of Three Year Old kindergarten

From 2022, all children in three year old kindergarten will be expected to transition to four year old kindergarten in the following year meaning there will be no second year of 3 year old kindergarten.

## Early age entry to Four Year Old kindergarten

- Applications can only be accepted from children who are younger than four years of age by 30 April in the year of kindergarten attendance, if the family has requested early age entry from DE or the non-government school that the child is to attend.
- Formal and written confirmation of the approved status of this early entry application is required to confirm a kindergarten place (if offered).
- [Kindergarten guidelines](#) advise that most applications for early school entry are unsuccessful and children granted early entry are not eligible to apply for another year of funded kindergarten in the following year if the child does not attend school.



## Unfunded kindergarten registrations

Unfunded kindergarten registrations occur:

- where a child is not entitled to State funded kindergarten or
- where there is no approval for a second year of kindergarten

This is available only after all other eligible children have been provided places for their funded year of Kindergarten.

In such circumstances the family pay full fees and must withdraw from the service within a notice period of two weeks if any children eligible for a funded place request to attend the program.

## Is my child ready for kindergarten?

In some circumstances parents may be unsure of their child's readiness to attend kindergarten.

When making this important decision it is helpful to think carefully about whether the child is likely to be ready to start school in the following year.

The following actions may help the family's decision:

- It is recommended that all children have their 2 years and 3 ½ year Key Age and Stage Check with their Maternal and Child Health Service. Families can speak with the Maternal and Child Health Nurse about a child's developmental readiness for kindergarten and/or school and receive information about immunisation services.
- Discuss the child's developmental readiness with early years' professionals who may be working with them.
- Refer to the DE website for more information on early childhood at [www.education.vic.gov.au](http://www.education.vic.gov.au) and [transition to school](#)

## Inactive registrations

The CRS and Service Managers record failed contact attempts. If a family can't be reached after 3 attempts the following applies:

- Procedures will commence to archive the registration and the family will be notified in writing by CRS of changes to their registration status.
- Archived registrations are kept for one calendar year, but are inactive on the CRS
- A new application will need to be lodged if families wish to register after the one-year period has lapsed.

## Questions about the CRS

Maribyrnong City Council welcome feedback and are regularly reviewing and updating the CRS to ensure equity for the community.

If you have any questions or suggestions please phone the CRS team on 9688 0116 or email [kindergarten@maribyrnong.vic.gov.au](mailto:kindergarten@maribyrnong.vic.gov.au)

Any grievances or concerns in relation to the CRS System can be directed to the Early Years Program Leader at Maribyrnong City Council.

Council will investigate and respond to concerns in an attempt to address and/or resolve the issue.

The Early Years Program Leader can be contacted on 9688 0200 or email [infoearlyyears@maribyrnong.vic.gov.au](mailto:infoearlyyears@maribyrnong.vic.gov.au)

## Information privacy and use of CRS information

The information obtained from the CRS is used for the purpose of accurate registering and offering of places in the partner community managed E&C services.

Privacy Statements are included on relevant CRS forms highlighting the purpose, use, and storage of information gathered.

Further information about Maribyrnong City Council's Privacy Policy can be viewed at [www.maribyrnong.vic.gov.au](http://www.maribyrnong.vic.gov.au)

# Glossary of commonly used terms

<b>Accepted</b>	A place has been offered, the family have responded within the specified time and are contacted by E&C service for orientation and enrolment.
<b>Preferred Start Date</b>	The date in which a family has nominated to accept care from in long day child care. When choosing a preferred start date, consider that the majority of places become available at the beginning of each year. There is no guarantee a place will be available by the nominated date.
<b>Central Registration System (CRS)</b>	A central point for families to register for community based children's services in the City of Maribyrnong
<b>Children vulnerable to disadvantage</b>	Children and young people who are at risk of abuse and neglect because of their particular circumstances. This may include living with a family on a low income, or one which experiencing problems with housing, domestic violence, substance abuse or mental health: having a culturally and linguistically diverse background: having a sole parent or a parent with a disability
<b>Co-located</b>	Where long day childcare and kindergarten services operate as separate services from the same building or adjacent buildings. These services have differing management structures.
<b>Community Managed</b>	Not for profit services that have a management committee and/or an Early Years Management agency operating under the rules of the Association Incorporations Act.
<b>Culturally and Linguistically Diverse (CALD)</b>	Refers to families who speak a language other than English and may face language barriers when accessing services, and where one or both parents requires an interpreter.
<b>Education and Care Services (E&amp;C)</b>	Refers to long day childcare, four year old kindergarten and three year old kindergarten programs. These services employ qualified staff to deliver educational play based programs.
<b>DE</b>	The State Government Department of Education.
<b>DFFH</b>	The State Government Department of Families, Fairness and Housing
<b>Early Years Management</b>	A not for profit agency that manage a range of E&C services
<b>Eligible</b>	<b>Long Day Childcare eligibility</b> - A child / family that meets the eligibility criteria for approved/registered care as outlined in Commonwealth Priority of Access for Child Care Subsidy approved services. <b>Four Year Old Kindergarten eligibility</b> - A child must be at least four years old by 30 April in the year of attendance. <b>Three Year Old Kindergarten eligibility</b> - A child must be at least three years old by 30 April in the year of attendance.

<b>Enrolment</b>	Enrolment includes orientation to the service addressing the particular needs of child and family, completion of service enrolment forms and fee related payments.
<b>Funded Kindergarten Place</b>	A place in a kindergarten program for which a per capita grant is received from DE. The kindergarten program must be delivered by a qualified early childhood teacher. In Victoria, a funded kindergarten program complies with all the applicable requirements set out in the Kindergarten Guide and provides a developmentally appropriate program in accordance with the VEYLDF.
<b>Integrated Service</b>	Long Day Childcare providing a funded kindergarten program that is delivered by a qualified early childhood teacher.
<b>Kindergarten</b>	Kindergarten is an early childhood educational program delivered by a qualified early childhood teacher for children aged 3-6 years.
<b>Long Day Child Care (LDC)</b>	A centre based form of childcare offering educational play based programs delivered by qualified staff. Children can attend full or part time. These programs are delivered by staff that have early childhood qualifications.
<b>Neighbourhood Area (resident-first preference only)</b>	Each “Neighborhood Area” has been developed considering the local school zoning system, proximity of a family to a service, and allowing choice within each precinct. This PoA will be applicable to sessional kindergarten programs only
<b>Offer of Place</b>	When a family on CRS is contacted to fill a vacancy in a service.
<b>Placed and Waitlisted - for LDC only</b>	A family has accepted a place but remain on the waitlist for an offer from a service they have noted as a higher preference. A family is required to inform the LDC or the CRS Team if they are choosing this option.
<b>Priority of Access (POA)</b>	The criteria used to prioritise the offer of places in a children’s service.
<b>Registration Date</b>	The date a complete application form is received by CRS is the Registration Date and is applied in developing the LDC waitlists.
<b>Three Year Old Kindergarten</b>	Programs offered by kindergarten services for three year old children. These programs will be funded through DE from 2022.
<b>Pre-Purchased Places</b>	Reserved places for vulnerable families in four and three year old kindergarten. DE approval is required.

## Appendix 1: CRS participating services (community based)

Long Day Childcare and Kindergarten	Long Day Child Care (with integrated 3 and 4 year old kindergarten)	3 year old Kindergarten (sessional)	4 year old Kindergarten (sessional)
<b>Angliss Children's Centre</b> 13 Vipont St, Footscray 9689 9844	●		●
<b>Billy Button Children's Centre</b> 10A Hyde St, Footscray 9121 8091	●	●	●
<b>Braybrook Early Learning Centre</b> 107-139 Churchill Ave, Braybrook 9188 5880		●	●
<b>Brenbeal Children's Centre</b> 8 Rayner St, Footscray 9317 8244	●		●
<b>Bulldogs Community Children's Centre</b> 19 Hocking St, West Footscray 8352 9906	●		
<b>Cherry Crescent Preschool</b> 1 Cherry Cres, Braybrook 9311 2207		●	●
<b>Church Street Children's Centre</b> 47 Church St, West Footscray 9687 2010	●	●	●
<b>Dobson Kindergarten</b> 23-25 Burns St, Maidstone 8199 6336		●	●
<b>Gowrie Clare Court</b> 40 Court St, Yarraville 9314 7886	●	●	●
<b>Kingsville Kindergarten</b> 35A Roberts St, West Footscray 9315 2008		●	●
<b>Maribyrnong Kindergarten</b> 3-5 Warrs Rd, Maribyrnong 9317 9083		●	●

Long Day Childcare and Kindergarten	Long Day Child Care (with integrated 3 and 4 year old kindergarten)	3 year old Kindergarten (sessional)	4 year old Kindergarten (sessional)
<b>Maribyrnong River Children's Centre</b> 6 Wests Rd, Maribyrnong 9319 5500	●		
<b>Merriwa Kindergarten</b> 60A Bishop St, Yarraville 9314 2265		●	●
<b>*Norfolk St Child Care Centre</b> 2 Norfolk St, Yarraville 9689 9936	●		
<b>North Maidstone Kindergarten</b> 145 Mitchell St, Maidstone 9317 9987		●	●
<b>Randall Street Kindergarten</b> Temporarily located at 145 Mitchell St, Maidstone		●	●
<b>Saltwater Child Care Centre</b> 14 Nicholson St, Footscray 9689 4130	●		
<b>*Yarraville Community Kindergarten</b> 2 Norfolk St, Yarraville 9362 0558		●	●

\*Co-located in the same building as Yarraville Community Kindergarten/Norfolk St Childcare Centre operating as a separate service.

## Appendix 2: Key CRS dates

Date	Activity
May—June	Cleanse data, families update preferences (sessional kindergarten only)
July	Pause registrations for two days before each round First to third round 4yo kindergarten offers (for first preference only)
August	Pause registrations for two days before each round First to third round 3yo kindergarten offers (for first preference only)
August	Annual update letters sent to all LDC waitlisted families (except recent registrations).
July-August	Pause registrations for one day before each round Fourth round 4yo kindergarten offers
August-September	Pause registrations for one day before each round Fourth round 3yo kindergarten offers
From September	Offers continue until no vacancies

## Appendix 3: Related documents

Relevant documents include but are not limited to:

- [Maribyrnong Council Plan 2021-2025](#)
- [Early Years Strategy for Children, Young people and their Families 2030](#)
- [Maribyrnong Human Rights and Social Justice Framework 2017–2021](#)

MCC documents can be accessed at [www.maribyrnong.vic.gov.au](http://www.maribyrnong.vic.gov.au)

Families may also wish to refer to:

[Kindergarten Guide](#)

[Victorian Early Years Learning and Development Framework](#)

[National Quality Framework](#)



## Maribyrnong City Council

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