



Department of  
**Education**

# **Community Kindergartens Guidelines**

# TABLE OF CONTENTS

---

1	OVERVIEW .....	1
2	RESPONSIBILITIES AND FUNCTIONS .....	1
2.1	TEACHERS.....	1
2.2	EDUCATION ASSISTANTS .....	2
2.3	LINKED SCHOOL PRINCIPALS .....	2
3	PARENT MANAGEMENT COMMITTEES .....	3
3.1	THE COMMUNITY KINDERGARTENS ASSOCIATION .....	4
4	OPERATING GRANT AND RESOURCING .....	4
5	ENROLMENT .....	5
5.1	ENROLMENT NUMBERS AND DEADLINES .....	5
5.2	COMMUNICATION .....	6
5.3	ATTENDANCE RECORDING .....	7
6	VOLUNTARY CONTRIBUTIONS .....	7
7	RESOLVING ISSUES .....	7
8	RELEVANT RESOURCES .....	8
9	RELEVANT LEGISLATION .....	8
10	CONTACT INFORMATION .....	8
11	VERSION CONTROL .....	9

# 1 OVERVIEW

---

Community kindergartens are an incorporated community based service registered under Part 5 of the *School Education Act 1999*. The *School Education Act 1999* requires community kindergartens to be registered by the Minister for Education and Training and makes provisions about their operation, management and allocation of funds. Community kindergartens provide educational programmes for children in their pre-compulsory education period.

The Department of Education supports community kindergartens by providing an operating grant and employing teachers and education assistants.

Each community kindergarten is linked to a local public school for the purpose of supporting and managing Department staff (teachers and education assistants) and supporting the provision of a quality curriculum. Teaching staff in community kindergartens are line managed by the linked school principal. Education assistants are supervised by teachers and line managed by the linked school's Manager, Corporate Services.

Community kindergartens are not a campus of the public school and the independent public school status of the linked school does not affect the community kindergarten. It is recognised that there may not be a complete alignment of approach between the linked school and the community kindergarten, for example, uniforms and the planning for teaching and learning. It is important that the early learning program enables the smooth transition of participating children into pre-primary. Teachers are responsible for developing and implementing an educational program that complies with the requirements of the Western Australian Curriculum and Assessment Outline (K-10). The teacher is answerable to the linked school principal for the educational achievement of children under their instruction.

All community kindergartens have a parent management committee to manage day-to-day operations of the site and finances of the community kindergarten under the *Associations Incorporation Act 2015* and the *School Education Act 1999*. Parents pay a voluntary contribution consistent with voluntary fees and charges payable at public schools.

## 2 RESPONSIBILITIES AND FUNCTIONS

---

### 2.1 TEACHERS

Department of Education staff working in community kindergartens carry out their functions as required by the *School Education Act 1999* and *School Education Act Regulations 2000*.

Teaching staff of community kindergartens:

- develop and implement an educational program in accordance with the curriculum and the relevant standards;
- foster and facilitate learning in children;
- are answerable for the educational achievement of the students to the linked school principal;
- confirm the establishment of a plan for the management of the community kindergarten in consultation with the parent management committee;
- report to the parent management committee on the achievement of the objectives in the plan for the management of the kindergarten including resources needed to support the educational program;

- provide advice to the parent management committee on the expected budgetary requirements of the teaching program and liaise with the committee to develop an annual budget submission (Appendix 1)
- inform parents of anticipated costs for the following school year (Appendix 2);
- liaise with the principal of the linked school to plan for and support students with special educational needs;
- supervise education assistants;
- organise relief teachers if that is the agreed process with the linked school principal;
- enter attendance data as detailed in section 5.3 of these guidelines;
- supervise children and maintain proper order and discipline;
- carry out administrative duties to meet organisational requirements; and
- perform any other prescribed function assigned by the Director General.

The teacher-in-charge accepts and manages enrolments in accordance with the *Enrolment in Public Schools Policy* and *Procedures* by:

- assessing enrolment applications and offering places subject to a child meeting the immunisation requirements;
- confirming the student meets one of the following immunisation requirements before finalising a Community Kindergarten enrolment:
  - up to date immunisation status (no more than two months old)
  - catch up schedule that is active at the time of enrolment
  - exemption approved by the principal of the linked school due to a particular family circumstance outlined in the *Enrolment in Public Schools Policy*.
- providing completed enrolments, supporting information and all new enrolment data by the fourth Friday in Term 3 for the linked school principal to process and enter on the external roll;
- confirming that all enrolment information has been provided to the linked school to update the external roll as required by regulation 138 of the *School Education Regulations 2000*; and
- notifying parents that enrolment in the community kindergarten does not guarantee enrolment at the linked primary school for the compulsory year unless children live in that school's local-intake area.

In recognition of the additional administrative duties that teachers-in-charge in community kindergartens undertake, they are eligible for a Special Responsibility Allowance Band 2. This allowance is applied for through the principal of the linked school at the beginning of each school year. For further assistance and advice, principals should contact Employee Relations.

## 2.2 EDUCATION ASSISTANTS

Education assistants of community kindergartens:

- undertake duties in accordance with their job description form;
- are supervised by teachers; and
- are line managed by the linked school's Manager, Corporate Services.

## 2.3 LINKED SCHOOL PRINCIPALS

All community kindergartens are linked to a local public school for accountability and staff management purposes.

Principals of linked schools:

- manage staff recruitment for the community kindergarten on behalf of the Department in accordance with the Recruitment, Selection and Appointment Policy, including:
  - clearing vacancies in accordance with the *Recruitment, Selection and Appointment Procedures*;
  - being aware that parent management committee representatives may take part in the selection of teaching staff with the approval of the Minister as per s203(1) of the *School Education Act 1999*.
- manage leave, performance and relevant professional development in accordance with the Leave Management Policy and the Employee Performance Policy;
- confirm immunisation requirements have been met and approving exemptions to immunisation requirements where appropriate in accordance with the *Enrolment in Public School Policy and Procedures*;
- confirm relief teachers and education assistants are in place in liaison with the community kindergarten teacher;
- oversee the educational achievement of students;
- liaise with the teacher to plan for and support children with special education needs;
- are authorised to take action to manage persons disrupting kindergartens as per sections 120 and 121 of the *School Education Act 1999* and the Visitors and Intruders on Public School Premises Policy;
- enter community kindergarten enrolments on the school's external roll including student start dates in line with managing the school's enrolment records; and
- include the community kindergarten in the school's National Quality Standard Annual Audit.

Principals of linked schools do not have any responsibility in relation to:

- the operation of the community kindergarten's parent management committee;
- financial management for the community kindergarten; or
- management or maintenance of the site.

### 3 PARENT MANAGEMENT COMMITTEES

---

The parent management committee of a community kindergarten is a voluntary organisation and generally comprises of interested community members and parents of children currently enrolled. The committee is appointed through election at the annual general meeting.

Parent management committees are legal entities that are required to meet their obligations under the Associations Incorporation Act 2015 and the School Education Act 1999.

The parent management committee:

- members are to be familiar with the community kindergarten constitution and responsibilities under the *Associations Incorporated Act 2015*;
- manages the premises in relation to the establishment and maintenance of a lease agreement;
- maintains the building and grounds to an acceptable level of safety for children and staff;
- determines the weekly 15-hour attendance configuration in consultation with the principal of the linked school, community kindergarten staff and the community including:
  - noting that the community kindergarten school year is the same as the linked school year and observes professional development days as denoted by the linked school;

- where teachers and education assistants are working at both sites, negotiates staffing requirements that meet the needs of the community kindergarten and linked school.
- manages the financial affairs of the community kindergarten including the payment of all accounts, collection of voluntary contributions (in conjunction with teaching staff) and receipts of any financial grants for the benefit of the community kindergarten;
- complies with financial accountability measures required by the Department of Education and provides financial statements or accounts when requested;
- provides the Department with the contact details of current committee members, the financial statement for the previous year (Appendix 3) and a completed Declaration for an Operational Grant (Appendix 4).
- provides the Department with the necessary documentation by the first Friday of Term 2;
- develops an annual budget in consultation with the teacher (Appendix 1);
- administers and delivers the budget in accordance with sound financial management practices;
- purchases or authorises expenditure on appropriate equipment and supplies that are consistent with the budget and educational priorities;
- manages cleaning and gardening arrangements, including meeting their obligations under the *Working with Children (Criminal Record Checking) Act 2004*;
- purchases appropriate insurance, including public liability and workers' compensation insurance for non-Department of Education staff and volunteers;
- promotes their community kindergarten in the wider community and advertises for enrolments;
- manages duty of care and occupational health and safety obligations that arise out of managing the community kindergarten's premises; and
- may take part in the selection of teaching staff with the approval of the Minister as per s203(1) of the *School Education Act 1999*.

The parent management committee cannot intervene in the educational instruction of children. It does not have authority over the teacher or education assistant.

Concerns regarding the educational program or conduct of staff should be referred to the principal of the linked school.

### 3.1 THE COMMUNITY KINDERGARTENS ASSOCIATION

The Community Kindergartens Association supports parent management committees with requirements for managing the premises and obligations to the Department of Education and the Associations Incorporation Act 2015.

## 4 OPERATING GRANT AND RESOURCING

---

The Department provides each community kindergarten with a cash grant to assist with its operations. This is based on census returns provided in February and August and the grant is made to the community kindergarten in May and September.

The parent management committee is to provide the following by the first Friday of Term 2 to EarlyChildhoodEnquiries@education.wa.edu.au:

- a copy of the current contact details (see Appendix 5) for current committee members

- and a financial statement for the previous year (see Appendix 3); and
- a completed Declaration (see Appendix 4).

The operating grant is allocated for the following as specified in the *School Education Regulations 2000*:

- providing children with materials, services or facilities for use in the program;
- purchase, maintenance or replacement of equipment, furniture and fittings;
- costs of renting or leasing premises;
- water, electricity, gas and telephone costs;
- gardening and cleaning costs; and
- insurance costs.

All linked schools receive an operational response funding allocation, to assist with delivering the responsibilities detailed in section 2.3, which is calculated based on 0.1 FTE ministerial officer time and 0.1 FTE teacher time. This may be used flexibly by the school to manage the additional administration, performance management and other responsibilities required in managing community kindergarten staff.

Individual disability allocation for students with special needs is provided in the linked school's budget. The principal will work with the community kindergarten teacher to support the student. For example, an allocated education assistant and/or support material for the child as required by their needs.

## 5 ENROLMENT

---

Enrolments in community kindergartens are managed by the teacher-in-charge in accordance with the Enrolment in Public Schools Policy and Procedures. All enrolment records are to be kept in a safe and secure area in accordance with the Records Management Policy. Regional Executive Directors have the delegated responsibility under regulation 139 of the School Education Regulations 2000 to ensure that enrolment particulars are retained permanently.

The linked school keeps the enrolment records on the linked school site. Community kindergarten teachers may keep copies of the enrolment information for reference. These copies are to be destroyed once the child is no longer attending the community kindergarten. When a parent requires further information about their child's enrolment, the community kindergarten is to refer them to the linked school and not provide them a copy of the enrolment. Please refer to the Records Management information (staff only) on Ikon for assistance.

The process to send completed community kindergarten enrolment applications (Part A and Part B of the Enrolment Pack) and forms to the linked school for processing should be determined by the teacher and linked school principal.

### 5.1 ENROLMENT NUMBERS AND DEADLINES

The advertised closing date for applications for enrolment in all community kindergartens and public schools is the first Friday of Term 3 (to receive Part A applications of the Enrolment Pack). Community kindergartens can accept applications for enrolment at any time within the year prior to kindergarten attendance. However, all applications are

considered together after the closing date. No enrolment for the following year can be approved or finalised prior to the closing date.

Enrolments for the following year in community kindergartens are to be finalised by the fourth Friday in Term 3. This means students have met the immunisation requirements, parents have accepted a place and completed the enrolment form (Part B of the Enrolment Pack). This deadline is to assist the Department and linked school principals to make decisions about community kindergarten staffing and resourcing based on the number of finalised enrolments.

Enrolment applications for the following year received after the closing date can be considered but a place is not guaranteed. When applications for enrolment exceed the number of places available at the community kindergarten, applications are to be considered in the priority order specified in regulation 136 of the School Education Regulations 2000 and Enrolment in Public Schools Policy.

The enrolment threshold for community kindergartens to receive staff and the operational grant is 16 enrolments of age-eligible children. Parent management committees in consultation with the teacher-in-charge may seek an extension to the deadline for confirming enrolments or an exemption to the enrolment threshold if the number of enrolments is at risk of falling below the enrolment threshold. Written requests for an extension to the enrolment deadline are to be forwarded to [EarlyChildhoodEnquiries@education.wa.edu.au](mailto:EarlyChildhoodEnquiries@education.wa.edu.au) by the fourth Friday of Term 3. This includes extensions to reach the enrolment numbers for a second group. Following an extension, if the parent management committee wishes to seek an exemption to the enrolment threshold from the Director General, the written request is to be forwarded to [EarlyChildhoodEnquiries@education.wa.edu.au](mailto:EarlyChildhoodEnquiries@education.wa.edu.au) by the end of Week 8, Term 3.

The maximum number of children that may be enrolled in a community kindergarten group is 20, as this achieves a staff to child ratio of 1:10, in accordance with the National Quality Standard. Once a group of 20 has been formed, a second group may be established when a total of 32 enrolments is confirmed.

A child who is not in their pre-compulsory education period under the School Education Act 1999 may not attend a community kindergarten unless it is approved by the Director General.

Questions regarding the enrolment process can be directed through the linked school principal or the teacher-in-charge (cc'ing the linked school principal) to Early Childhood at [EarlyChildhoodEnquiries@education.wa.edu.au](mailto:EarlyChildhoodEnquiries@education.wa.edu.au).

## 5.2 COMMUNICATION

Families are to be made aware by the teacher-in-charge at the time of application that:

- submitting an application for enrolment does not mean their child has been accepted;
- a place will be offered subject to the child meeting the immunisation requirements for enrolment;
- enrolment is finalised when the place is accepted and current acceptable evidence of the child's immunisation status is provided;
- enrolment does not guarantee a place at the linked school the following year;
- children are to be 4 years old on or before 30 June in the year they attend the community kindergarten;
- there is no early entry to the community kindergarten program;



- there is no provision in the *School Education Act 1999* for children who are overseas fee-paying students to enrol at a community kindergarten; and
- children can only be enrolled in one kindergarten program.

### 5.3 ATTENDANCE RECORDING

Principals of linked schools should confirm they have granted Student Attendance Reporting (SAR) access to their community kindergarten teacher (at school principal User Level) via the Maintain User Accounts Tab inside the SAR application.

The teacher (and/or linked school principal) reports attendance in accordance with the *Student Attendance in Public Schools Policy*. Community kindergartens maintain a manual attendance roll for each student showing at a minimum, enrolment start dates and end dates, and for each half day available for attendance, whether the student attended or had an authorised absence or unauthorised absence.

Assisted by School Performance Branch, community kindergarten teachers manually enter their Semester 1 attendance data into SAR according to the SAR Step by Step Guide for Community Kindergartens. This Guide is also available within the SAR application by clicking on the Help button.

Community kindergartens are only required to enter Semester 1 attendance data into SAR but can choose to do so for Semester 2.

## 6 VOLUNTARY CONTRIBUTIONS

---

The *School Education Act 1999* through the *School Education Regulations 2000* allows community kindergartens to ask parents to make a voluntary contribution towards materials, services and facilities the children will use in the education program. The voluntary contribution is up to a maximum of \$60 per year as set out in regulation 141 of the *School Education Regulations 2000*. Parents cannot be pressured to pay voluntary contributions, and children may not be refused enrolment or participation in the program due to non-payment. The parent management committee may suggest various payment options. Parents are to be advised of their financial obligations two months before the start of the new school year (Appendix 2). Refer to the *School Education Regulations 2000* and the Contributions, Charges and Fees Manual.

Parents may also be asked to provide for extra cost components under regulation 142 of the *School Education Regulations 2000*. Where there is an optional cost component of the kindergarten program, the participation of the child is conditional upon payment of the costs of that component. The teacher-in-charge is to take reasonable steps to notify a parent of the child the costs of that component at least three weeks before the component is to be provided.

## 7 RESOLVING ISSUES

---

All concerns from parents or the parent management committee should be discussed with the community kindergarten teacher in the first instance. If not resolved, then concerns are to be discussed with the linked school principal. If the issue is still not resolved, concerns can then be raised with the education regional office. All concerns will be dealt with in accordance with the *Disputes and Complaints policy*.

If the teacher or education assistant has a dispute or concern with their line manager, including concerns regarding the evaluation of their performance, they should discuss their concerns with their line manager or, in the case that the concern is with their line manager, with the line manager's superordinate (the linked school principal or the regional executive director). Teachers who have grievances are to follow the process in clause 47 of the *School Education Act Employees' (Teachers and Administrators) General Agreement 2019*. This grievance process excludes grievances that are more appropriately dealt with through legislation or policy including performance and disciplinary matters, sexual harassment, equal opportunity, criminal behaviour, occupational safety and health and Public Sector Commission related issues. Education Assistants who have grievances are to be managed in accordance with the Department's *Grievance Framework*.

Disputes among parent management committee members should be resolved internally in accordance with their Constitution. Assistance and support to the parent management committee is also available through the Community Kindergarten Association.

## 8 RELEVANT RESOURCES

---

- *Child Protection in Department of Education Sites Policy*
- *Contributions, Charges and Fees Manual*
- *Duty of Care in Public School Policy*
- *Enrolment in Public Schools Policy*
- *Enrolment Pack*
- *Excursions in Public Schools Policy*
- *Grievance Framework*
- *Records Management Policy*
- *Student Attendance in Public Schools Policy*
- *Visitors and Intruders on Public School Premises*
- *National Quality Standard*
- *Record Keeping support*
- *Records Management information*

## 9 RELEVANT LEGISLATION

---

- *Associations Incorporation Act 2015*;
- *Auditor General Act 2006*
- *Financial Management Act 2006*
- *School Education Act 1999*
- *School Education Regulations 2000*
- *School Curriculum and Standards Authority Act 1997*

## 10 CONTACT INFORMATION

---

Any questions are to be directed to the teacher or linked school principal in the first instance. Questions can then be directed to [EarlyChildhoodEnquiries@education.wa.edu.au](mailto:EarlyChildhoodEnquiries@education.wa.edu.au).

## 11 VERSION CONTROL

---

*Community Kindergartens Guidelines* version 1 dated 23 September 2020.

Updated 20 July 2021 Change made to date required for exemption requests D21/0328032.

## OVERARCHING SUMMARY OF RESPONSIBILITIES FOR COMMUNITY KINDERGARTENS

FUNCTION	LINKED SCHOOL PRINCIPAL	TEACHER	PARENT MANAGEMENT COMMITTEE
Staff recruitment, selection and appointment	✓		
Staff leave arrangements and performance management	✓		
Teacher's professional development	✓		
Manage enrolments		✓ *working with linked school principals	
Enter community kindergarten enrolments in the school's external roll	✓		
Financial management			✓
Management of maintenance of the site			✓
Education of students		✓	
Support students with special education needs	✓	✓	
Establish a plan for the management of the community kindergarten		✓	✓
Manage duty of care obligations	✓	✓	✓ *that arise out of managing the premises
Attendance for Semester 1 is manually entered into SAR		✓	
Include the community kindergarten in the National Quality Annual Audit	✓		

## Appendix 1

### Community Kindergarten annual budget submission

Please prepare this submission to support the priority areas for the community kindergarten.

Period ..... to .....

<month, year>

<month,year>

	Cost	Total
<b>Outstanding order/s</b>		

<b>Operating expenses</b>		
<b>Total operating budget</b>		

<b>Prioritised new initiatives</b>		
<b>Total expenditure submission</b>		

<b>Parent management committee</b>	<b>Meeting date</b>
Approved/amended/decline	
Comment:	
Signed:	

Appendix 2

Sample letter

*The School Education Act 1999 and Regulations 2000* state that parents must be informed of all anticipated costs for the following school year by 1 December. Please find below a schedule of the maximum contributions and charges for your child at Community Kindergarten for \_\_\_\_\_  
<Year>

Contribution

Voluntary contribution for classroom resources and equipment required over the school year. Due 20 February each year. \$60

Charges

Incursion Charges (must be paid to participate in these activities such as performers, farm animal visits etc). Due as incursions take place. up to \$5 each Term

Personal items

Individual and class photos (optional purchase). Due on collection of photos. up to \$40 per package  
Christmas concert t-shirt/shirt. approx \$5

Additional Requests

Parent management committee. voluntary  
Fundraising contribution towards library or other purchases. Due at the beginning of each term. up to \$10 each Term

We look forward to getting to know you and your child in the coming year and wish you a safe and happy holiday season.

Yours sincerely

.....

<Signature>

**APPENDIX 3      Sample of Financial Statement**

<Name of Community Kindergarten>Annual Statement of Income and Payments for Year Ended  
<Year>

<b>INCOME</b>	<b>AMOUNT</b>
Voluntary contributions	
Department of Education operational grant	
Fundraising	
Uniforms	
Donations	
Grant- Lotterywest	
Grant- other	
Bank Interest	
<b>Balance</b>	
<b>Bank statement opening balance at start of year</b>	
<b>TOTAL</b>	

<b>PAYMENTS</b>	<b>AMOUNT</b>
Lease	
Cleaning	
Electricity	
Phone	
Petty Cash	
Gardening	
Insurance	
Resources	
Sundries details	Amount
	\$
Total sundries	\$
Total annual payments	
Bank Fees	
Add amounts receipted but not banked	
Less unrepresented cheques	Amount
	\$
Total unrepresented cheques	\$
	<b>Sub-total</b>
<b>TOTAL PAYMENTS</b>	
<b>BALANCE (Total Income minus Total Payments)</b>	

## Appendix 4

### DECLARATION FOR (Insert Year) OPERATIONAL GRANT

This is to certify that:

- o No family was requested to contribute more than \$60 per year in voluntary contributions by the Community Kindergarten Parent Management Committee.
- o No child was refused access to a kindergarten program due to inability or refusal to pay voluntary contributions or charges requested by the Community Kindergarten Parent Management Committee.
- o The operational grant paid by the Department of Education to support community kindergartens was used for one or more of the following:
  - Providing children with materials, services, or facilities for use in the kindergarten program.
  - The purchase, maintenance or replacement of kindergarten equipment, furniture or fittings.
  - Cost of renting or leasing kindergarten premises, water, electricity, gas telephone, insurance, gardening and cleaning.

<b>Name of Community Kindergarten</b>	
<b>Name of President (Please Print)</b>	
<b>Signature of President</b>	
<b>Name of Treasurer (Please Print)</b>	
<b>Signature of Treasurer</b>	



## Appendix 5

**(Insert Name) Community Kindergarten Committee Contact Details (Insert year)**

<b>NAME</b>	<b>CONTACT EMAIL ADDRESS</b>	<b>PREFERRED PHONE NUMBER</b>
<b>President</b>		
<b>Secretary</b>		
<b>Treasurer</b>		
<b>Committee Member</b>		
<b>Community Kindergarten email address</b>		

Complete and return to [EarlyChildhoodEnquiries@education.wa.edu.au](mailto:EarlyChildhoodEnquiries@education.wa.edu.au) by the first Friday of Term 2