



Community kindergarten guidelines

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1 Version control

Last update date	Version no.	Notes
23 September 2020	1.0	<ul style="list-style-type: none"> Initial version of Community kindergartens guidelines.
20 July 2021	1.1	<ul style="list-style-type: none"> Change made to date required for exemption requests D21/0328032.
26 November 2024	1.2	<ul style="list-style-type: none"> Change made to reflect the meeting between the Department of Education and Community Kindergartens Association WA to discuss likely exemptions in the fifth week of Term 3. Change made to move version control to the beginning of the document. Updated 'Summary of responsibilities' for Community kindergartens table.
13 February 2025	1.3	<ul style="list-style-type: none"> Change made from 'Regional Executive Directors' to 'Directors of Education' to align with current nomenclature.
14 March 2025	1.4	<ul style="list-style-type: none"> Additions to the responsibilities and functions of teachers and linked school principal to ensure collaborative approach in allocating enrolled students into groups.
9 April 2025	1.5	<ul style="list-style-type: none"> Additions to group allocations (Approval David Wanstall D25/0338821)
8 July 2025	1.6	<ul style="list-style-type: none"> Minor edits made throughout to align to the Department's communications and style guide. Update the link to Working With Children (Screening) Act 2004 and add link to Criminal History Screening for Department of Education Sites Policy and Nationally Coordinated Criminal History Check to the responsibilities of Parent Management Committees. Adjustment made to the deadline of submission of the documents required for operational grant. Contact details should be submitted on the last Friday of Term 1. Financial statement audit and declaration of operational grant should be submitted on first Friday of Term 2. Added link to Manage enrolment records page on Ikon in Section 6 (Enrolment).

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		<ul style="list-style-type: none"> • Updated link to Teachers and Administrators General Agreement to the 2023 version in Section 8 (Resolving Issues). • Change made to the Summary of responsibilities for community kindergartens table to become Appendix 6. Additional statement to refer to this appendix is added to Section 3.1, 3.3 and 4.
7 August 2025	1.7	<ul style="list-style-type: none"> • Clarified that the payment from the Special Responsibilities Allowance is charges to the one-line budget (section 3.1) • Remove requirement for cleaners to meet the Working with Children Check is they attend the site only outside school hours (section 4)

2 Overview

Community kindergartens are an incorporated community-based service registered under Part 5 of the [School Education Act 1999 \(WA\)](#). The School Education Act 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 to support and manage Department staff (teachers and education assistants) and support 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. Parents pay a voluntary contribution consistent with voluntary fees and charges payable at public schools.

3 Responsibilities and functions

3.1 Teachers

Department of Education staff working in community kindergartens carry out their functions as required by the School Education Act 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)

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- inform parents of anticipated costs for the following school year (Appendix 2)
- allocate enrolments into groups, if there is more than one class, and liaise with the principal of the linked school as necessary
- 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
- 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 2 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
- 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 allocated by the principal of the linked school at the beginning of each school year. For assistance and advice, principals should contact Employee Relations.

Please refer to the Summary of Responsibilities table (Appendix 6), which outlines the tasks assigned to the linked school principal, teacher in charge, and parent management committees, along with any applicable deadlines.

3.2 Education assistants

Education assistants of community kindergartens:

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

3.3 Linked school principals

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

Principals of linked schools:

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- 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
- 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
- ensure that there has been a collaborative conversation with teacher-in-charge around enrolments and allocation of groupings 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 and the [Visitors and Dignitaries at Public Schools and Residential Facilities policy](#)
- enter community kindergarten enrolments on the school's external roll including student start dates in line with managing the school's enrolment records
- 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
- management or maintenance of the site.

Please refer to the Summary of Responsibilities table (Appendix 6), which outlines the tasks assigned to the linked school principal, teacher in charge, and parent management committees, along with any applicable deadlines.

4 Parent management committees

The parent management committee of a community kindergarten is a voluntary organisation and generally comprises 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 required to meet their obligations under the [Associations Incorporation Act 2015](#) and the School Education Act.

The parent management committee:

- members are to be familiar with the community kindergarten constitution and responsibilities under the Associations Incorporated Act
- 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

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- 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 \(Screening\) Act 2004](#) and [Criminal History Screening for Department of Education Sites Policy](#). Cleaners need to apply for screening through the Department's [Nationally Coordinated Criminal History Check](#). [Nationally Coordinated Criminal History Check](#) (Note: Cleaners do not require a Working with Children Check if they attend the site only outside of school hours.)
- 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
- may take part in the selection of teaching staff with the approval of the Minister as per s203(1) of the School Education Act.

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

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

Please refer to the Summary of Responsibilities table (Appendix 6), which outlines the tasks assigned to the linked school principal, teacher in charge, and parent management committees, along with any applicable deadlines.

4.1 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.

5 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. The grant is made to the community kindergarten in May and September.

The parent management committee is to provide the following by the last Friday of Term 1 to EarlyChildhoodEnquiries@education.wa.edu.au:

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

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

- a financial statement for the previous year (refer to Appendix 3)
- a completed declaration (refer to 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
- 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, support material (or both) for the child as required by their needs.

6 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](#). Directors of Education 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. Destroy copies once the child is no longer attending the community kindergarten. When a parent requires further information about their child's enrolment, the community kindergarten refers them to the linked school and does not provide them with a copy of the enrolment. For assistance, refer to [Manage enrolment records \(staff only\)](#) and [Manage records at your school pages \(staff only\)](#) on Ikon.

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The teacher and linked school principal should determine 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.

6.1 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 before 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.

Forward written requests for an extension to the enrolment deadline to EarlyChildhoodEquiries@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 wants to seek an exemption to the enrolment threshold from the Director General, the written request is to be forwarded to EarlyChildhoodEquiries@education.wa.edu.au by the end of Week 8, Term 3. The Department of Education (including the Primary Early Childhood and Education Support team and the Deputy Director General, Student Achievement) and Community Kindergarten Association are scheduled to meet in the fifth week of Term 3 to discuss any early likely exemptions.

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 may not attend a community kindergarten unless it is approved by the Director General.

Questions regarding the enrolment process can be directed to Early Childhood at EarlyChildhoodEquiries@education.wa.edu.au through the linked school principal or the teacher-in-charge (CC'ing the linked school principal).

6.2 Communication

At the time of application, the teacher-in-charge should make families aware 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 for children who are overseas fee-paying students to enrol at a community kindergarten
- children can only be enrolled in one kindergarten program.

6.3 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). To find guide, refer to [Access the Student Attendance Reporting application \(staff only\)](#).

The teacher, linked school principal or both report 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 the School Performance branch, community kindergarten teachers manually enter their Semester 1 attendance data into SAR using the SAR step-by-step guide for community kindergartens. To find the guide, refer to [Use the Student Attendance Reporting application \(staff only\)](#). The guide is also available within the SAR application select the 'Help' button.

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

7 Voluntary contributions

The School Education Act, 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. Advise parents of their financial obligations 2 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 \(staff only\)](#).

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 the child's parent of the costs of that component at least 3 weeks before the component is to be provided.

8 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 [Complaints and Notifications 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 directors of education).

Teachers who have grievances are to follow the process in clause 55 of the [School Education Act Employees' \(Teachers and Administrators\) General Agreement 2023](#). 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
- 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.

9 Relevant resources

- [Child Protection in Department of Education Sites policy](#)
- [Collect voluntary contributions from parents](#) (staff only)
- [Duty of Care in Public School policy](#)
- [Enrolment in Public Schools policy](#)
- [Excursions in Public Schools procedures](#)
- [Grievance Framework](#)
- [Records Management policy](#)
- [Student Attendance in Public Schools procedures](#)
- [Visitors and Dignitaries at Public Schools and Residential Facilities policy](#)
- [National Quality Standard resources](#)
- [Record Management Procedures](#)
- [Records Management in TRIM information](#) (staff only)

10 Relevant legislation

- [Associations Incorporation Act 2015](#)
- [Auditor General Act 2006](#)

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- *Financial Management Act 2006*
- *School Education Act 1999*
- *School Education Regulations 2000*
- *School Curriculum and Standards Authority Act 1997*

11 Contact information

Direct questions to the teacher or linked school principal in the first instance. Questions can then be directed to EarlyChildhoodEnquiries@education.wa.edu.au.

Appendix 1 – Community kindergarten annual budget submission

Prepare this submission to support the priority areas for the community kindergarten.

Period enter 'month year' to enter 'month year'

	Cost	Total
Outstanding order/s		
Operating expenses		
Total operating budget		
Prioritised new initiatives		
Total expenditure submission		
Parent management committee	Meeting date	
Approved/amended/decline		
Comment:		
Signed:		

Appendix 2 – Sample letter

The School Education Act 1999 and School Education Act Regulations 2000 state that parents must be informed of all anticipated costs for the following school year by 1 December. To follow is a schedule of the maximum contributions and charges for your child at [name of community kindergarten] Community Kindergarten for [year].

Contribution <ul style="list-style-type: none"> • Voluntary contribution for classroom resources and equipment required over the school year. • Due 20 February each year. 	\$60
Charges <ul style="list-style-type: none"> • Incursion charges (must be paid to participate in these activities, for example, performers or farm animal visits). • Due as incursions take place. 	up to \$5 each Term
Personal items <ul style="list-style-type: none"> • Individual and class photos (optional purchase). • Due on collection of photos. • Christmas concert t-shirt/shirt 	up to \$40 per package approx \$5
Additional Requests <ul style="list-style-type: none"> • Parent management committee 	voluntary
<ul style="list-style-type: none"> • 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 and signature block]

Appendix 3 – Sample of financial statement

[Enter name of community kindergarten]

Annual statement of income and payments for year ended [year]

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

PAYMENTS	AMOUNT
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	\$
Sub-total	
TOTAL PAYMENTS	
BALANCE (Total Income minus Total Payments)	

Appendix 4 – Declaration for operational grant

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.

Name of community kindergarten	
Name of president (print clearly)	
Signature of president	
Name of treasurer (print clearly)	
Signature of treasurer	

Appendix 5 – Community kindergarten committee contact details

[Insert name of community kindergarten] Community Kindergarten Committee contact details [Insert year]

Name	Contact email address	Preferred phone number
President		
Secretary		
Treasurer		
Committee member		
Community kindergarten email address		

Complete and return to EarlyChildhoodEnquiries@education.wa.edu.au by the first Friday of Term 2.

Appendix 6 – Summary of responsibilities for community kindergartens

Task	Due	Responsibility	Notes
Education of students			
Develop and implement educational program		Teacher in charge	
Ensure educational achievement of the students		Linked school principal Teacher in charge	Teachers are answerable for the educational achievement of the students to the linked school principal.
Attendance for Semester 1 is manually entered into SAR		Teacher in charge	Community kindergartens are only required to enter Semester 1 attendance data into SAR but can choose to do so for Semester 2.
Support students with special education needs		Linked school principal Teacher in charge	
Management of the community kindergarten			
Establish a plan for the management of the community kindergarten		Teacher in charge Parent management committees	Teachers establish plan for the community kindergarten management in consultation with the parent management committees. Teachers report to parent management committees on the achievement of the objectives.
Management of maintenance of the site		Parent management committees	
Financial management			

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Develop an annual budget (Appendix 1)		Parent management committees Teacher in charge	Parent management committees develop annual budget in consultation with the teacher in charge.
Inform parents of anticipated costs for the following year		Teacher in charge	
Manage financial affairs		Parent management committees	
Provide the Department with the contact details of current committee members (Appendix 5)	Term 1, Week 10, Friday	Parent management committees	
Provide the Department with the financial statement for the previous year (Appendix 3) and a completed Declaration for an operational grant (Appendix 4)	Term 2, Week 1, Friday	Parent management committees	
Staffing and human resources management			
Supervise education assistants		Teacher in charge	
Staff recruitment, selection and appointment		Linked school principal	Parent management committees may take part in the selection of teaching staff with the approval of the Minister.
Staff leave arrangements and performance management		Linked school principal	
Teacher's professional development		Linked school principal	
Enrolment			
Advertise the applications for enrolment and close them by the due date in the next column	Term 3,	Teacher in charge	To receive Part A of the enrolment pack

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	Week 1, Friday		
Finalise enrolments for the following year	Term 3, Week 4, Friday	Teacher in charge	To receive Part B of the enrolment pack: students have met the immunisation requirements parents have accepted a place and completed the enrolment form.
Provide complete enrolment information for the linked school principal	Term 3, Week 4, Friday	Teacher in charge	
Send written requests to EarlyChildhoodEnquiries@education.wa.edu.au for an extension to the enrolment deadline	Term 3, Week 4, Friday	Parent management committees Teacher in charge	Parent management committees in consultation with the teacher in charge
Send written requests to EarlyChildhoodEnquiries@education.wa.edu.au for an exemption to the enrolment threshold from the Director General	Term 3, Week 8, Friday	Parent management committees Teacher in charge	Parent management committees in consultation with the teacher in charge
Assess enrolment applications		Teacher in charge	
Allocate enrolled students into groups		Teacher in charge	In collaboration with the linked school principal
Ensure student meets immunisation requirements		Teacher in charge Linked school principal	
Allocate student enrolment into groups		Teacher in charge	In collaboration with the linked school principal
Enter community kindergarten enrolments in the school's external roll		Linked school principal	

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Duty of care and National Quality Standard Audit			
Manage duty of care obligations		Linked school principal Teacher in charge Parent management committees	
Include the community kindergarten in the National Quality annual audit		Linked school principal	