

Child Upload Checklist

Before uploading your file into the Census please ensure you have referred to the checklist.

If a response to a question in your spreadsheet is not valid you can manually change the response to the appropriate value. Please see valid responses in the table below.

Remember to save the updated spreadsheet and then upload.

Things to remember:

- Have you included all children who are enrolled in a funded program even if they are not individually eligible for funding?
- Have you included each child's details only once? e.g. check for children enrolled under both parents separately, add hours enrolled and attending for both records together for reporting purposes and delete the duplicate record.
- Have you included all children aged 3-6 years as at 1 July and, if uploading from a computer generated report, deleted those not within this age range?
- Have you included children who were absent in the reference period but still enrolled at that time?
- Have you answered each question correctly for every child? No blank values.

Helpful Hints:

Child's first name
Must enter the child's full first name. Do not provide just initials.
Child's last name
Must enter the child's full last name. Do not provide just initials.
Child's date of birth
Date of birth must be in the format of DD/MM/YYYY, eg. 23/12/2015
Child's sex
The only valid responses for the sex of the child are: 1 – Male 2 – Female Values of "0", "9" or blank are NOT accepted
Is this child of Aboriginal and/or Torres Strait Islander descent?
The only valid responses for the Aboriginal and/or Torres Strait Islander descent of the child are: 1 – Aboriginal 2 – Torres Strait Islander 3 – Aboriginal and Torres Strait Islander 4 – Neither Values of "0", "9" or blank are NOT accepted





Does this child have a diagnosed or suspected disability?

The only valid responses for the diagnosed or suspected disability of the child are:

- 1 – Yes
- 2 – No

Values of “0”, “9” or blank are NOT accepted

Is this child from a non-English speaking background?

The only valid responses for child from a non-English speaking background are:

- 1 – Yes
- 2 – No

Values of “0”, “9” or blank are NOT accepted

What is the residential street address of this child?

Please ensure you have entered the **residential** address (street address) of the child.

The Census requires residential address. PO Boxes, Station Houses, etc. are not useful for this purpose. Also, please ensure the following:

- Correct spelling at all times
- Correct suburb names
- Correct suburb/postcode combinations and
- Street numbers are entered for every child

Across a typical week, how many hours is this child enrolled in a kindergarten program?

Please enter the number of hours per week (on average) that the child is **enrolled** in the kindergarten program.

Hours

If your service runs a two-week cycle, eg. 5 days per fortnight, then please add either the week before or after the reference week in addition to the nominated reference week to best reflect the usual pattern of attendance and then divide the total by two

For example: If a child is enrolled for three days in week 1 and two days in week 2 and each day operates for 6 hours per day then the child is enrolled for a total of 30 hours (5 days multiplied by 6 hours) over a two-week period. Therefore the average is 15 hours per week.





In the week of Monday 3 August 2020 to Sunday 9 August 2020, how many kindergarten program hours did this child attend?

Please enter the number of hours per week (on average) that the child **attends** the kindergarten program.

Hours of attending can never be greater than the hours that child is enrolled in the program.

Hours

If your service runs a two-week cycle, eg. 5 days per fortnight, then please use the week before or after the reference week which best reflects your usual pattern of attendance in addition to the nominated reference week and then divide the fortnightly hours by two.

For example: If a child has attended for three days in week 1 and two days in week 2 and each day operates for 6 hours per day then the child has attended for a total of 30 hours (5 days multiplied by 6 hours) over a two-week period. Therefore the average is 15 hours per week.

To the best of your knowledge, prior to this year was this child enrolled in a kindergarten program in this or another service?

The only valid responses for Preschool Program Repeat Indicator are:

- 1 – Yes, at this service
- 2 – No
- 3 – Yes, at another service

Values of “0”, “9” or blank are NOT accepted

To the best of your knowledge, is there a Health Care Card related to this child?

The only valid responses for child with a Health Care Card are:

- 1 – Yes
- 2 – No

Values of “0”, “9” or blank are NOT accepted

