

Child Record Collection checklist

This checklist provides helpful information and tips on how to enter the child census records correctly. Following these instructions carefully will help to avoid data record errors in the Census collection tool and follow-up enquiries from the Census team.

Key items to check:

Have you included of the required child records? For example:

- Have you included all children who are enrolled in a kindergarten program at your service even if they are not individually eligible for funding?
- 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 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 answered each question correctly for every child?

- No blank values are permitted
- If a response in a child record is not valid please change it to a permitted value described in the table below.
- If you are correcting values in a spreadsheet file, please ensure that you *save* your changes before uploading the file into the system.



Helpful Hints:

Child's first name
Must enter the child's full first name. Do not provide initials only.
Child's last name
Must enter the child's full last name. Do not provide initials only.
Child's date of birth
Date of birth must be in the format of DD/MM/YYYY, eg. 23/12/2020
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 Refer to glossary for definition of a child with a diagnosed or suspected disability.

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

Non-English speaking background refers to Children who speak (or their parents/guardians speak) a language other than English at home on a regular basis.

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
- street numbers are entered for every child
- correct suburb names and
- correct suburb/postcode combinations.

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 3 days in week one and 2 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.

Please enter the number of hours per week (on average) that this child attended the kindergarten program?

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 3 days in week one and 2 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? Also includes Department of Veterans' Affairs Gold Card or White Card, or Australian Government Concession Card

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