

How to prepare guide

It is important that as much information as possible is collected through the Census to provide a comprehensive picture of Queensland’s early childhood education and care sector – every community, every service.

Key dates to remember

- 15 July – Confirmation of service details
- 29 July – Census opens
- 29 July – 4 August – Reference Period
- 18 August – Final due date for responses

The following checklist provides a guide to prepare for the Census.

JUNE 2024 - WEBSITE MATERIAL AVAILABLE FOR SERVICES	
<input type="checkbox"/>	<p>1. ACCESS CENSUS WEBPAGE FOR ALL AVAILABLE INFORMATION</p> <ul style="list-style-type: none"> ○ Frequently Asked Questions on the Census and privacy ○ Census question details (Data Collection Manual , Census glossary) ○ A privacy notice for parents ○ Staff acknowledgement of consent forms ○ Tips for kindergarten services on how to upload kindergarten enrolments
<p>15 JULY 2024 – PRE-SURVEY OPENS</p> <p><i>In this survey we ask you to confirm your service details and to provide a service contact person for the Census. You will receive confidential login details to complete the pre-survey.</i></p>	
<input type="checkbox"/>	<p>2. IDENTIFY A CENSUS CONTACT PERSON FOR YOUR SERVICE.</p>
<input type="checkbox"/>	<p>3. DOWNLOAD STAFF ACKNOWLEDGEMENT OF CONSENT FORMS.</p> <p style="margin-left: 20px;">CENTRE-BASED SERVICES</p> <p style="margin-left: 20px;">FAMILY DAY CARE</p> <p style="margin-left: 20px;">OUTSIDE SCHOOL HOURS CARE</p>
<input type="checkbox"/>	<p>4. DISTRIBUTE STAFF ACKNOWLEDGEMENT OF CONSENT FORMS TO ALL STAFF AT YOUR SERVICE. ALL STAFF ARE REQUIRED TO COMPLETE THIS FORM AND RETURN THE FORM BACK TO THE CONTACT PERSON FOR THE CENSUS.</p>

29 JULY 2024 – CENSUS OPENS	
<i>We will send you an email with a unique link to complete the Census online.</i>	
<input type="checkbox"/>	<p>5. COLLATE AND ENTER SERVICE LEVEL ENROLMENTS.</p> <p>ACCESS YOUR CHILD ENROLMENT RECORDS FOR THE CENSUS. PLEASE REMEMBER THAT WE ARE ASKING FOR THE CHILD'S AGE AS AT 1 JULY.</p>
<input type="checkbox"/>	<p>6. COLLECT ALL STAFF ACKNOWLEDGEMENT OF CONSENT FORMS FROM STAFF AND ENTER THEIR INFORMATION.</p> <p>USE THE FORMS DISTRIBUTED TO STAFF IN POINT 3.</p>
AFTER THE REFERENCE PERIOD (29 JULY TO 4 AUGUST)	
<input type="checkbox"/>	<p>7. ENTER OR UPLOAD THE KINDERGARTEN PROGRAM ENROLMENTS (IF YOUR SERVICE OPERATES A KINDERGARTEN PROGRAM).</p> <p>IF YOUR SERVICE OPERATES A KINDERGARTEN PROGRAM YOU HAVE THREE OPTIONS TO RECORD YOUR DATA:</p> <ul style="list-style-type: none"> • MANUALLY ENTER EACH CHILD'S DETAILS INTO THE CENSUS OR • USE THE SPREADSHEET PROVIDED AND UPLOAD YOUR CHILD'S DETAILS INTO THE CENSUS OR • USE A DOWNLOAD FROM YOUR ENROLMENT SYSTEM (QIKKIDS, KIDSOFT, XPLOR). <p>THE CHILD UPLOAD CHECKLIST WILL ASSIST YOU WITH THIS PROCESS.</p>
18 AUGUST 2024 – FINAL DUE DATE FOR RESPONSES	
<input type="checkbox"/>	<p>8. FINALISE YOUR DATA FOR SUBMISSION.</p>

The ECEC Census Team will be constantly running validation reports to ensure correct information has been entered. You may receive an email regarding your Census submission throughout the collection period.

Want more information?

Contact the Census Support Team during business hours on the following contact details:

Phone – 1300 613 188

Email – Census.ECEC@ged.qld.gov.au