

Child Record Collection upload instructions

Overview

The Queensland Department of Education has been partnering with the following child care subsidy system software providers to make the 2024 Census easier for you to complete:

- Child Care Central
- Harmony Web
- HeartBeat4Kidz
- HubWorks! (HubHello!)
- Kangarootime
- Kidsoft
- Kindy Manager
- OWNA
- Qikkids
- Storypark Manager
- Xap and
- Xplor

Funded services will be able to run a report from their administrative systems (*after 4 August*) and download the required child information necessary for census reporting. You will then be able to directly upload this report into the 2024 Census collection tool.

Your software company will provide information about how to find and create this report. Once you have located your report, please follow steps 1 and 3 of the instructions below which show you how to: check your report against the Census requirements and upload your report directly into the Census collection tool.

If you do not use any of the software listed above or if your software provider does not provide this report: you can submit this information using the DoE supplied template spreadsheet by following the instructions in **step 2** below or you can enter the records manually in the Census collection tool.

Step 1 – Read the Child Record Collection checklist

Before you complete or generate your child record collection file please ensure you have referred to the [child record upload checklist](#) on the Census webpage. This checklist provides helpful information and tips on how to enter the child records correctly.

Step 2 – Creating your upload file

Services have a number of ways to enter their child information in the Census. These are:

1. Directly enter child records straight into the Census tool, one child at a time;
2. Download your data from your enrolment system and upload the file into the Census tool;
3. Enter your child information into the DoE spreadsheet and upload this file into the Census tool.

For the purpose of this document is to explain how to upload your completed data into the Census tool.

2.1 Download your child data from your enrolment system

Most childcare management software providers have developed a report that will allow services to upload kindergarten program enrolments into the Census collection tool.

A number of childcare management software providers have supplied the location to download your kindergarten file. Please ensure that all children aged 3 to 6 who are enrolled for at least one hour in your kindergarten program are included in this file. If your software system is not listed then we ask that you contact them directly to locate this file.

Reference period is **29 July to 4 August 2024**

Kidsoft Software:

- Go to Reports
- Go to Other
- Go to Child Record Collection Report
- Enter the reference period

Qikkids software:

- Go to Reports
- Go to Miscellaneous
- Go to QLD Government Census Report
- Enter the reference period

Xplor software

- Go to Reports
- Go to QLD Kindy Census Report
- Enter the reference period

OWNA software

- Go to Reports
- Go to Children
- Go to QLD Census Report
- Enter the reference period

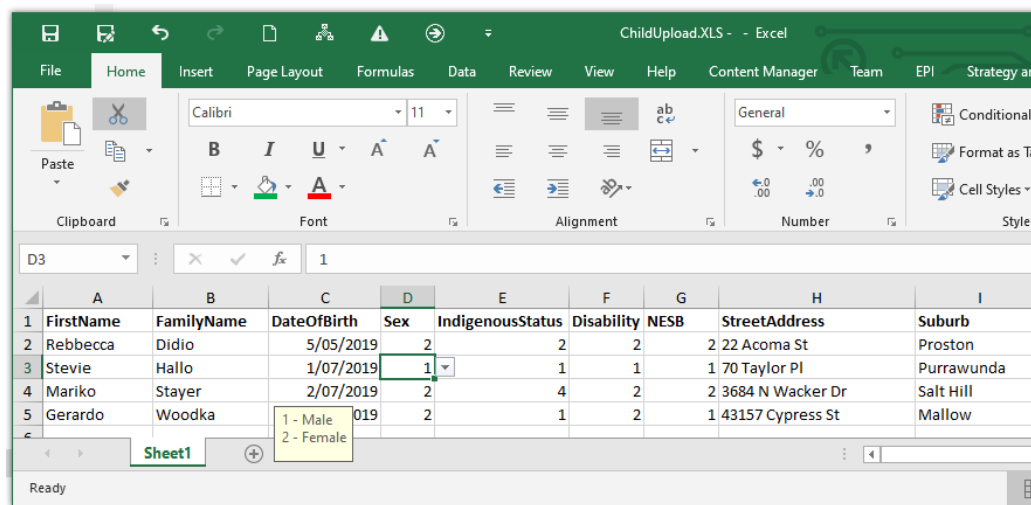
This file will either be created or emailed to you depending on your enrolment system.

2.2 Using the DoE excel template

Download and complete the excel template spreadsheet

For those services using the DoE supplied spreadsheet, please complete this step. Those who already have a report exported out of their software system can skip to step 3.

1. [Download](#) and save the excel template spreadsheet to your desktop from the Child Record Upload section of the Census webpage.
2. Enter all information for all children aged 3-6 years who are enrolled in a kindergarten program at your service. Please note: You will be required to use codes rather than text to record this information. E.g. Male should be recorded as 1 and Female as 2. Please refer to the spreadsheet for all data entry requirements.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I
1	FirstName	FamilyName	DateOfBirth	Sex	IndigenousStatus	Disability	NESB	StreetAddress	Suburb
2	Rebecca	Didio	5/05/2019	2		2	2	22 Acoma St	Proston
3	Stevie	Hallo	1/07/2019	1		1	1	70 Taylor Pl	Purrawunda
4	Mariko	Stayer	2/07/2019	2		4	2	3684 N Wacker Dr	Salt Hill
5	Gerardo	Woodka	019	2		1	2	1 43157 Cypress St	Mallow

A dropdown menu is open for cell D5, showing options: 1 - Male and 2 - Female.

Step 3 – Checking your upload file

1. Please ensure that all names and address details are spelt correctly, particularly the suburb where the child resides. This will reduce the number of errors that will need to be corrected later. Ensure that all cells have been entered with the appropriate response. Please consult with the [child record upload checklist](#) on the Census webpage to assist you..
2. Once you have completed all data you may then save your updated file as an **excel or csv file**.

3. To assist in entering data, the table below shows the information needed in each column.

Column	Description
FirstName	The child's first name
FamilyName	The child's family name
DateOfBirth	The child's date of birth (in the format DD/MM/YYYY)
Sex	The sex of the child
IndigenousStatus	Is this child of Aboriginal and/or Torres Strait Islander descent?
Disability	Is the child diagnosed with a disability or suspected disability or long-term medical condition requiring assistance?
NESB	Is this child from a non-English speaking background?
StreetAddress	The residential street address of this child's parent/guardian
Suburb	The suburb for the residential street address of this child's parent/guardian
PostCode	The postcode for the residential street address of this child's parent/guardian
State	The state for the residential street address of this child's parent/guardian
HoursEnrolledPreSchool	The number of hours this child is enrolled in a kindergarten program in a typical week
HoursAttendedPreSchool	Please enter the number of hours per week (on average) that this child attended the kindergarten program?
PreschoolProgramRepeat Indicator	To the best of your knowledge, prior to this year was this child enrolled in a kindergarten program in this or another service?
HealthCareCard	To the best of your knowledge does this child have a Health Care card? Also includes Department of Veterans' Affairs Gold Card or White Card, or Australian Government Concession Card.

* All columns **MUST** contain a response

Step 4 – Upload your data into the Census collection tool

Once you have produced and checked your report, you can upload the file directly into the Census collection tool. Please note that file must be in **CSV, XLS or XLSX format**.

1. Open the Census, navigate to the “Child Details” page and click on the “Import” button as shown below.

Child Details

Please enter all children in your kindergarten program(s). You may use the upload facility if you wish to do so. This will save you time.

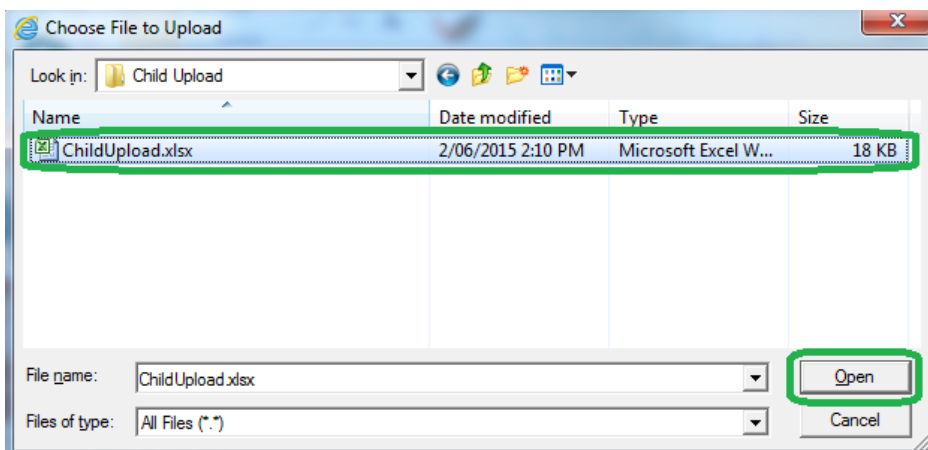
Once uploaded, any child that has a red cross next to their name will require attention before submitting your Census.

+ Add ✓ Validate **↓ Import**

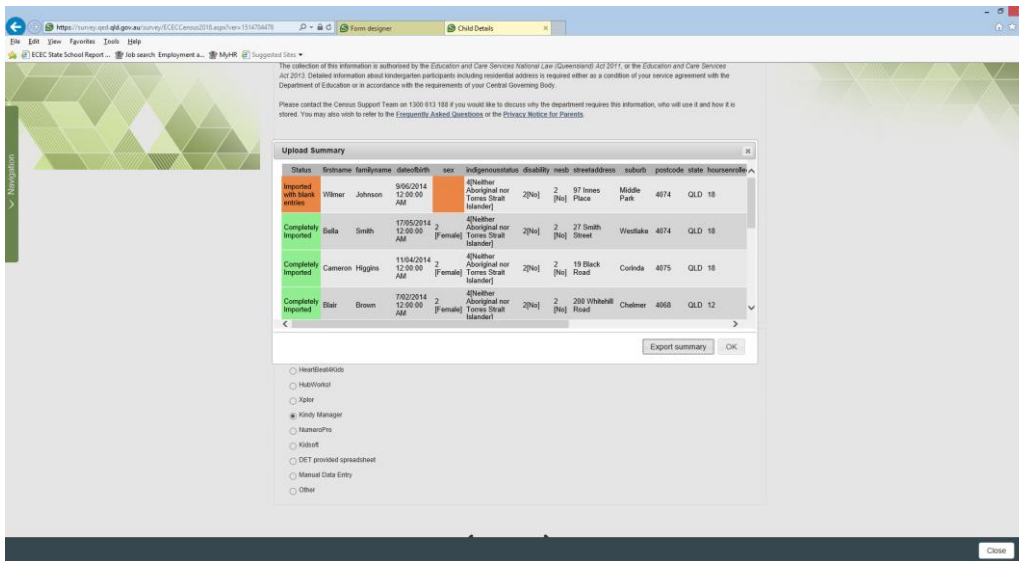
There must be a minimum of 1 entry.

Valid	#	First Name	Last Name	DOB	Address	Enrolled Hours	Attending Hours
No records found.							

2. You will now be asked to locate the relevant file on your computer and select “Open”.



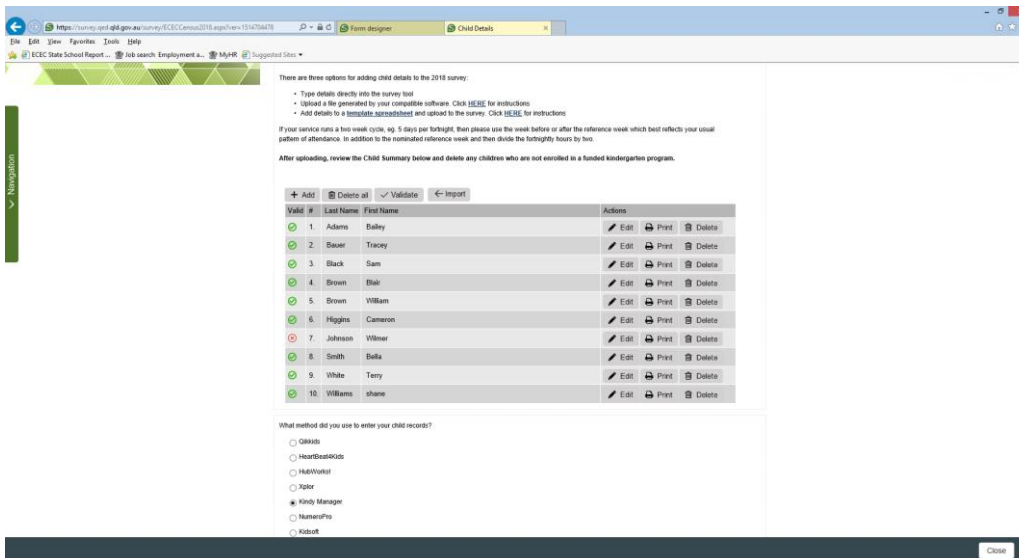
3. Once you click open, the collection tool will automatically read the child records into the system and produce an Upload Summary. You may export this information to a file and investigate any issues or import the data and fix the problems in your Census directly.



- If an error has occurred with a particular child record, a red cross will appear next to that child's name. See below.

You will be required to resolve these issues before submitting your Census. These issues may include missing information or incorrect information.

You can correct data for any child simply by clicking on the "Edit" button for that child.



- You also have the ability to delete a single child simply by clicking on the "Delete" button for that child.
- You may also delete all children and start the upload process again by clicking on the "Delete all" button.