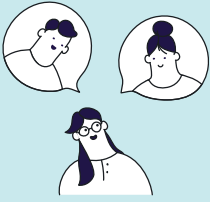
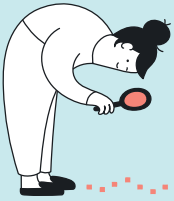


Checklist for new KIS applications



Actions required before submitting a KIS application

- ☐ hold a PSG meeting (refer to section 3.1 of the KIS Guidelines)
- ☐ prepare the KIS plan in conjunction with the PSG (disability stream only - refer to section 3.2 of the KIS Guidelines)
- ☐ obtain parent/carer/guardian signature on consent form (available to download from the department's [KIS program website](#))
- ☐ liaise with your Early Years Management (EYM) organisation (if applicable). Your EYM must be aware of and support the submission of the KIS application



Information to gather before submitting a KIS application

- ☐ the child's details (full name, DOB, demographic information)
- ☐ the child's educational history, including whether they have been supported by the KIS program previously and the type of support
- ☐ the Service Approval (SE) number for the kindergarten service (can be found by searching the service name on the [ACECQA National Register](#))
- ☐ details of your EYM organisation and the relevant representative's contact details (mandatory for all EYM managed services)
- ☐ details of any other KIS support and/or support through other programs currently approved for the group
- ☐ observations of the child within the kindergarten environment (or parent observations if this is the first time the child is attending an early childhood setting), including any functional limitations and/or identified medical supports - to complete the context of the child section
- ☐ information on the group dynamics

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Checklist for new KIS applications



Required documentation/evidence

- ☐ consent form signed by the parent, carer, delegated carer or officer, or informal carer

If the application is being submitted under Disability

- ☐ evidence of the child's disability or developmental delay (refer to section 3.3 of the KIS Guidelines for a detailed description of evidence that may be provided) or confirmation of ongoing assessment
- ☐ the child's KIS plan (template available to download from the department's [KIS program website](#))

If the application is being submitted under Complex Medical Needs

- ☐ evidence of the child's complex medical need (refer to section 3.3.2 of the KIS Guidelines for a detailed description of evidence that is required)
- ☐ the child's medical management plan
- ☐ the service's risk minimisation plan for the child

If requesting specialist training

- ☐ two specialist training quotes (refer to section 3.3.3 of the KIS Guidelines)

If requesting minor building modifications

- ☐ two building modification quotes (refer to section 3.3.3 of the KIS Guidelines)

If the group is participating in a bush kinder program

- ☐ provide the bush kinder risk minimisation plan

If the child will be turning 6 in the year they are completing the kindergarten program

- ☐ confirmation a school exemption has been submitted to the department

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