

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 2023 Census easier for you to complete:

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

Funded services will be able to run a report from their administrative systems (*after 6 August*) and download the required child information necessary for census reporting. You will then be able to directly upload this report into the 2023 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.



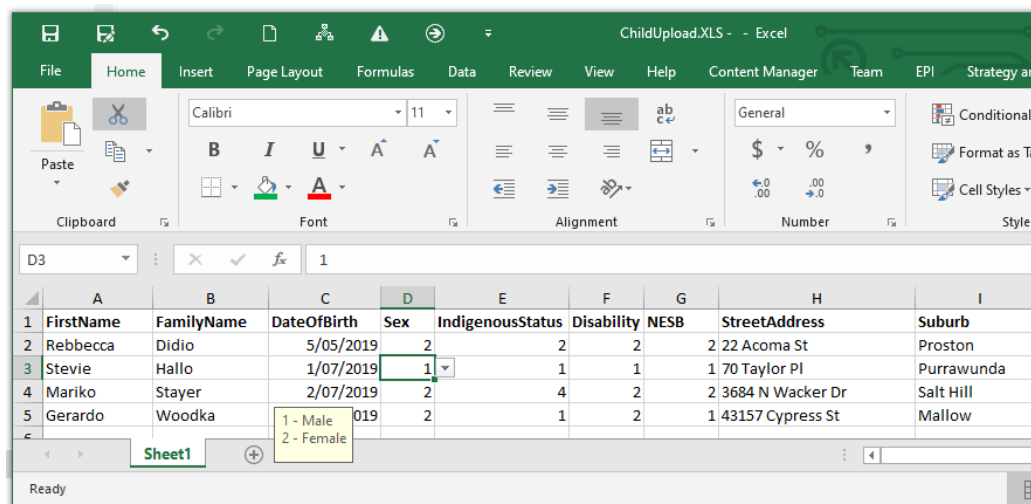
Step 1 – Read the Child Record Collection checklist

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 – 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.



	A	B	C	D	E	F	G	H	I
	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	1 70 Taylor Pl	Purrawunda
4	Mariko	Stayer	2/07/2019	2		4	2	2 3684 N Wacker Dr	Salt Hill
5	Gerardo	Woodka	019	2		1	2	1 43157 Cypress St	Mallow

3. 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.

4. Once you have completed all data you may then save your updated file as an **excel or csv file**.
5. 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 long-term medical condition
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 3– 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

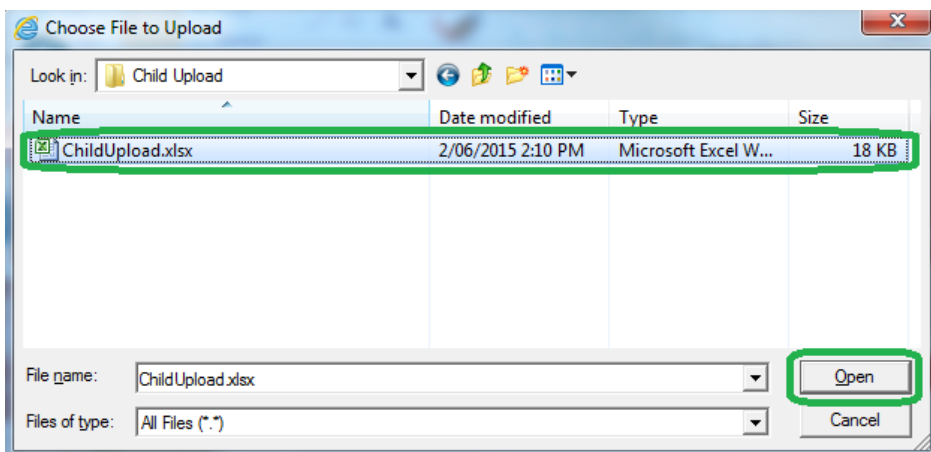
Please enter all children in your kindergarten program(s). You may use the upload facility if you wish to do so. This will save you time.

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

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.

The collection of this information is authorised by the Education and Care Services National Law (Queensland) Act 2011, or the Education and Care Services Act 2013. Deleted information about kindergarten participants including residential address is required either as a condition of your service agreement with the Department of Education or in accordance with the requirements of your Central Governing Body.

Please contact the Census Support Team on 1300 613 188 if you would like to discuss why the department requires this information, who will use it and how it is stored. You may also wish to refer to the [Frequently Asked Questions](#) or the [Privacy Notice for Parents](#).

Status	Surname	familyname	dateofbirth	sex	Indigenousstatus	disability	mesh	streetaddress	suburb	postcode	state	house/units
Imported with standard status	Wilmer	Johnson	5/06/2014 12:00:00 AM	2	[No]	2	[No]	97 Imes Place	Middle Park	4074	QLD	18
Completely imported	Bella	Smith	17/05/2014 12:00:00 AM	2	[Female]	2	[No]	27 Smith Street	Westlake	4074	QLD	18
Completely imported	Cameron	Higgins	11/04/2014 12:00:00 AM	2	[Female]	2	[No]	19 Black Road	Corinda	4075	QLD	18
Completely imported	Blair	Brown	7/02/2014 12:00:00 AM	2	[Female]	2	[No]	208 Whitehall Road	Chelmer	4068	QLD	12

Export summary OK

☐ HeartBeatsKids
☐ HeartBeats
☐ Xplor
☒ Kindy Manager
☐ NamePro
☐ Kibsoft
☐ DET provided spreadsheet
☐ Manual Data Entry
☐ Other

- 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.

There are three options for adding child details to the 2018 survey:

- Type details directly into the survey tool
- Upload a file generated by your compatible software. Click [HERE](#) for instructions
- Add details to a spreadsheet spreadsheet and upload to the survey. Click [HERE](#) for instructions

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.

After uploading, review the Child Summary below and delete any children who are not enrolled in a funded kindergarten program.

Valid #	Last Name	First Name	Actions
1	Adams	Bailey	Edit Print Delete
2	Bauer	Tracey	Edit Print Delete
3	Black	Sam	Edit Print Delete
4	Brown	Blair	Edit Print Delete
5	Brown	William	Edit Print Delete
6	Higgins	Cameron	Edit Print Delete
7	Johnson	Wilmer	Edit Print Delete
8	Smith	Bella	Edit Print Delete
9	White	Terry	Edit Print Delete
10	Williams	Shane	Edit Print Delete

What method did you use to enter your child records?

☐ OMARS
☐ HeartBeatsKids
☐ HeartBeats
☐ Xplor
☒ Kindy Manager
☐ NamePro
☐ Kibsoft

Delete

- 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.