

# ENROLMENT REQUIREMENTS & PROCEDURES

Parent Handbook 2020

## ENROLMENT REQUIREMENTS

It is a requirement that every child who attends the Service has completed an Orana OSHC Enrolment Online Form, prior to commencing care. Enrolment packages can be found on the Orana Catholic Primary School website:

<http://www.orana.wa.edu.au/out-of-school-hours-care/>.

The online enrolment form must be filled in correctly before bookings for care are accepted and must include a copy of the following:

- Birth Certificate
- Immunisation Record
- Medical Information; including Current Action Plans from the child's Medical Practitioner
- Consent and Declaration's Agreement - Found in the Enrolment Package
- Court Order if applicable

Parents/Guardians are also required to provide on the online enrolment form, the CRN numbers for their child/ren and the claiming parent/family member before the commencement of care, in order to receive the reduced fees.

Parents/ Guardians must notify the Service if there are any Court Orders affecting residency or custody of their children and a copy is required for the Service. The same applies for any other legal considerations.

## ENROLMENT PROCEDURES

Once your online enrolment has been processed, you will receive two emails: a welcome email from our centre with information regarding further steps needed to be completed and an email from our software Service Xplor.

### WELCOME EMAIL:

Parents/guardians will receive a welcome email from our centre regarding important information that needs to be completed on your online enrolment. Additional information may also be included in the email:

- Risk Minimisation Form
- Nutrition policy
- Complying Written Agreement (CWA)
- MY GOV approval
- Mobile Booking information

### XPLOR EMAIL:

Parents/guardians will also receive an email from Xplor. The email will contain information regarding setting up a password to access your Xplor account and signing your child/ren in/out of the centre.

Once parents/guardians have set up a password for their Xplor account, Staff can assist them with creating a sign in on our electronic sign in system next time your child attends our Service.

For further information regarding our online enrolment form requirements and procedures, please see our Nominated Supervisor or staff members.