



## **Parent Enrolment Procedure and Checklist.**

This is a quick list of the procedures for enrolling at Cribb Street Childcare Inc.

1. Notify centre of your decision and the date you would like to commence care.
2. Contact Centrelink on 13 61 50 to apply for the **Childcare Benefit** if you have not already done so. This also can be done online [www.humanservices.gov.au/customer/services/.../child-care-benefit](http://www.humanservices.gov.au/customer/services/.../child-care-benefit)
  - You may be required to have the following information when you ring is: your Centrelink CRN (Customer Reference Number) and your combined income for this financial year.
  - Centrelink will then advise you what your Childcare Benefit percentage will be and hours of care you are entitled to. Some Parents also opt to pay full fees due to uncertainty of income, self-employed, or contract worker etc.;
  - You may also be entitled to an additional benefit called Childcare Rebate. This is calculated on your gap fee after your Childcare Benefit has been calculated at 35% or 50% (Centrelink decide) and you can nominate this payment to be paid to the Centre to reduce your out-of-pocket fees.
3. Complete Ezi-debit, Enrolment form and 'I'm special' form
4. Complete the checklist below to ensure you haven't missed anything.
5. Return completed forms to the Centre with a copy of the child/rens vaccination record
6. Check when best to come for pre-start visits to familiarise your child/ren with the centre, their room and their Educators.

### **Information required for your enrolment from Centrelink is:**

7. Your CRN Number: \_\_\_\_\_
8. Your child's CRN Number: \_\_\_\_\_
9. Hours of care eligibility 24hr or 50hr per week
10. Your childcare benefit \_\_\_\_\_% this may vary depending on the number of children you have attending different forms of care in a week.
11. Am I entitled to the rebate? \_\_\_\_\_
12. How are you receiving the rebate? Paid direct to you or Paid direct to the centre

When you have completed the enrolment form please check the enrolment list below to assist in a smooth enrolment.

### **Parent checklist to return to centre**

<i>Item</i>	<i>Yes/No</i>	<i>Details</i>
Parents CRN		
Child CRN		
Childs Immunization Records Copy		
Birth Certificate		
Special Needs (Copy of action plan) if applicable		
Enrolment Fee \$70		
Ezi Debit form completed with payment start date		
Enrolment form completed with emergency contacts		
I'm Special form		