



Parent Enrolment Procedure and Checklist.

To make your transition to our community we have compiled a checklist/ procedure to make the process as easy as possible.

1. Contact Centrelink on 13 61 50 to apply for the **Childcare Subsidy** if you have not already done so.
 - This can be done online <https://www.humanservices.gov.au/>
 - You may be required to have the following information when you ring:
 - You're Centrelink CRN (Customer Reference Number) and your combined income for this financial year. As well as the number of hours the lowest income earner works.
2. Complete the Childs enrolment form and other documentation given on enquire.
3. On returning the enrolment form and documentation an enrolment fee is payable of \$70. You will receive a smelly bag as a part of this enrolment. You will also require to pay a bond of \$250 per family.
4. I will then enter your information into the software and on completion I will message you with the instructions of the next steps of enrolment. There are a further 3 steps
 - Down load your family APP
 - With the details that was emailed to you from Xplor enter into the APP (email and password) when creating the password please ensure you have an upper lowercase, number and special icon.
 - When you have set up your Xplor APP you can then log in to Xplor through a browser I.E Chrome web.myxplor.com
 - Go to menu bar and go to CCS Agreements, Read it and all and if you agree to the written agreement agree and press confirm. This is then sent through to Centrelink to link.
 - Before getting out of the desktop (Xplor) please go to payment agreement click on this and complete the required fields. This is setting up your direct payments details. When completed log out.
 - Log into your MyGov account to complete your enrolment confirmation.
 - When this is completed please let Bern know.

On your first time of signing in you will require your Xplor password and email. We require you to register for the sign in hub. Bern or the Lead educator will be able to assist you with this. Both parents are required to complete this on your first time being signing in OR out. Additional people can be set up (grandparents, friends etc. if they are regularly collecting children from centre and you agree that they see your child daily posts. Please talk to Bern and Ill link you the instructions on out families CLOSED FB page.



Prior to commencement

1. We encourage you to come in for as many visits as possible prior to commencing to allow for yourself and child to become familiar with educators and environment. This is a great chance to ask as many questions and set you up to Centres CLOSED families Facebook page, and going through child's room forms documents (I'm special, transition form family photo x 2,
2. You may like to drop completed forms, copy of your vaccinations, birth cert, nappies, bottles / Formula, dummies off to lessen the stress of the first day.

Parent checklist to return to centre

<i>Item</i>	<i>Yes/No</i>	<i>Details</i>
Childs Immunization Records Copy must be from Medicare.		
Birth Certificate		
Special Needs (Copy of action plan) if applicable		
I'm Special form		
Transition form (first page)		
Family photos		
Paid Bond		
Paid enrolment fee (non-refundable)		