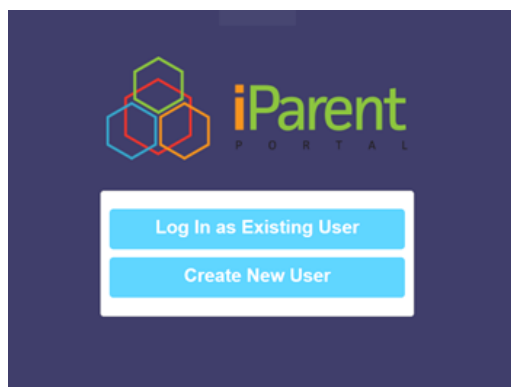


HOW TO ENROL/RE-ENROL TO LPS OSHC

IF YOU ARE CURRENTLY ENROLLED AT LPS OSHC

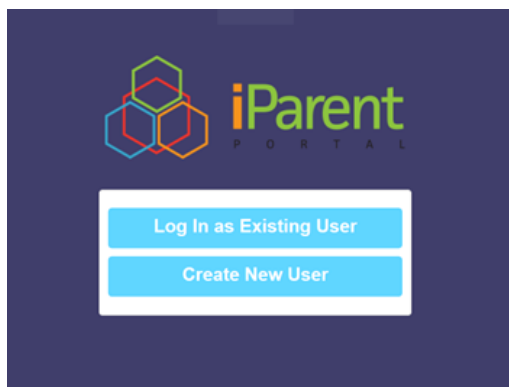
Click on the enrolment link on the Laurimar Primary School website (OSHC page). This page should appear. If not, try logging out of the iParentPortal and click on the link again.



1. Click on **‘Log in as Existing User’**.
2. Sign in using your current kidsoft iparent email address and password
3. Click on ‘Find a Place’.
4. Select ‘LPS OSHC’ and click on ‘Book at a later date’. *You do not need to identify which days you want at this stage. Select one option of care (before/after/vacation care). Start date = same date that you are completing the waitlist entry. End date = the last day of the year. Complete waitlist section and ‘Submit’*
5. LPS OSHC will then offer your child a place. Look out for the waitlist confirmation email :)
6. Once the waitlist confirmation is received. Log back into iParentPortal and go to ‘ienrol’ (found on the right hand side under ‘notifications’. Double click on the link and ‘Accept Offer’
7. Select the pre-filled option for Guardian/Child. (If the same child needs to be re-enrolled as the previous year, make sure you select the correct option on the drop down box). If you wish to enrol a new child, pre-populate the Guardian’s details only.
8. Read through ALL pages to ensure that all details are completed and correct.
9. ‘Submit’ the enrolment form

IF YOU ARE NOT CURRENTLY ENROLLED AT OSHC

Click on the enrolment link on the Laurimar Primary School website (OSHC page). This page should appear.



1. Click on '**Create New User**'
2. Type in your first name and surname (this must be the name of the parent who the OSHC enrolment will be under and who receives the child care subsidy rebate)
3. Type in your email address - your invoices and parent communication will be sent to this email address in the future. Click 'Create'
4. You will then be emailed a link to activate your kidsoft account. **You have 24hrs to activate the link before it expires**
5. Click on the link and it will take you to the page where you can create a kidsoft password. You will then be asked to log into kidsoft for the first time.
6. Click on 'Find a Place'.
7. Select 'LPS OSHC' and click on 'Book at a later date'. *You do not need to identify which days you want at this stage. Select one option of care (before/after/vacation care). Start date = same date that you are completing the waitlist entry. End date = the last day of the year.*
8. Complete waitlist section. It is here that you will need to input all CRN's. (The number at the end must be a capital letter).
9. 'Submit'
10. LPS OSHC will then offer your child a place. Look out for the waitlist confirmation email :)

PART 2: COMPLETE THE WHOLE ENROLMENT FORM (after waitlist offer is accepted by LPS OSHC)

1. You will receive a link (to your email) and asked to complete the whole enrolment process for EACH CHILD.
2. Log back into iParentPortal and click on '**Accept Offer**'. This will need to be done separately for each child.
3. The enrolment form is made up of 3 sections:
 - a. Guardian 1 and Child Medical info
 - b. Guardian 2 and Emergency Contacts (Emerg Contact must be a different person to the Parent/Guardian)
 - c. Direct Debit

Direct debit section:

This section must be completed to be able to submit your enrolment form.

Account name = the name of the parent who the child is enrolled under with LPS OSHC.

Account holder = is the name of the person who owns the bank account number

<u>Item</u>	<u>Action Required</u>
Customer Reference number (CRN) of Child/ren and parent who receives the child care subsidy	Must be provided - cannot be left blank
Birth Certificate: Upload if you have it. If not, you can leave blank	Not required (already held on file at school)
Immunisation History Statement: This must be provided. You can download it off mygov	Must be provided - upload during enrolment
Medical Forms: Anaphylaxis, Asthma, Allergy plans It is preferred that this be uploaded on your enrolment. If not, this must be provided to LPS OSHC prior to your child attending our service	Must be provided Upload during enrolment or provide before bookings are made
Guardian and Emergency contact section: - Guardian 1: is the person who the enrolment is linked to - Guardian 2: the other parent/guardian Emergency Contacts: cannot be the parent/guardian. 2 other names are required. You must provide their address and phone number. We need this to ID your emergency contact upon pickup of your child.	For all guardians and emergency contacts, it will ask for a Driver's Licence number. If this cannot be provided, you can put 9 x 0's.
Staff member number - leave blank	Not required

PLEASE NOTE: IF THERE ARE ANY MEDICAL CONDITIONS/DIETARY REQUIREMENTS, WE WILL CONTACT YOU TO COMPLETE ALL RELEVANT FORMS. NO BOOKINGS WILL BE MADE UNTIL ALL FORMS ARE PROVIDED.