FAMILY ENROLMENT PROCEDURE

- Obtain an enrolment pack from:
  - The centre
  - The school office
  - Online
- Parent/Guardian to visit the centre 9am-10am (after school commences) or 2pm-3pm (before school finishes) and hand to the centre:
  - Completed Enrolment Form
  - Copy of Birth Certificate
  - Copy of Immunisation Record
  - Copy of any court orders that affect the child
  - Copy of action plan/health care plans as appropriate
- An Educator will give Parent/Guardian a tour of the service and will be available to answer any questions and explain family responsibilities.
- The Parent/Guardian can arrange a time for the child/children to visit the centre with family members to meet Educators and become familiar with the centre if desired.
- An Educator will complete an Enrolment Checklist and ask the Parent/Guardian to sign for confirmation.
- Parent/Guardian can contact or call the centre to enquire on 9391 7016 or 0431 690 277