



# Xavier

# OutSide School Hours Care

## FAMILY ENROLMENT PROCEDURE

- **Obtain an enrolment pack from:**
  - The centre
  - The school office
  - Online
- **Parent/Guardian to visit the centre after school commences or 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**