

## ENROLLING A 2<sup>nd</sup> or SUBSEQUENT CHILD

when you already have a child enrolled in our service

Please follow these steps to enrol your child in our service. If you require assistance at any time, please do not hesitate to contact us. A service representative will be happy to help.

### Step 1: Register your waitlist interest

- a. Log into your parent portal account and select “FIND A PLACE”.
- b. Complete your Waitlist application and submit. This will complete the first step of your online enrolment. A service representative will check your application and approve it in approximately 24 hours. Once approved, you will receive an email with an offer of a place.

### Step 2: Complete your enrolment Acceptance form

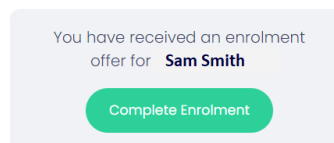
Please be ready with the following documents and information which will be requested in the enrolment process:

- Dates of birth for children, parents/guardians, emergency contacts
- Addresses, phone numbers, photo ID numbers for parents and emergency contacts
- Up-to-date immunisation history statements for children
- Medical Management Plans such as Asthma, Anaphylaxis (if applicable)
- Bank account details

You can upload documents via the iParent Portal or bring them in person to the service if you prefer. Please be aware that children will not be allowed to attend the service until all mandatory documentation has been provided.

- c. Click on the link in the email **View Enrolment Offer**. Alternatively, log directly into the parent portal using your username and password.

- d. Select **Complete Enrolment**



- e. Complete the Enrolment Acceptance form and submit when complete. This will complete your online enrolment.

Once your enrolment has been accepted at the service level, you will receive an email confirming that your child has been successfully enrolled.