

ENROLLING YOUR CHILD AT TANDERRA OOSH

If you are enrolling your child in our before, after school care on a permanent basis or if you wish to use the service for vacation care or on a casual basis, this information sheet will help you to understand the process.

All enrolments are undertaken online via our secure Kidsoft iParent Portal.

Please note that iEnrolling is a 2-step process. The first step is to register your waitlist interest. The second step is where you complete your enrolment acceptance form. Below are step-by-step instructions.

Before you start, please note that if you plan to claim CCS, the iEnrolment process must be set up using the email address, name and CRN of a parent who is linked to the child for CCS purposes.

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. Please email us at tanderra@sccc.org.au to let us know you are interested in enrolling your child. Please advise us in the email of your full name, your date of birth, the email address you intend to use to access the parent portal and your phone number. A service representative will respond shortly and you will receive an email with an invitation to access the iParent Portal Web interface.
- b. When you click on the link with the invitation, you will be taken to the iParent Portal where you will be prompted to create an account. (Please note the link you receive will remain active for 24 hours. If you are not able to access it within this time frame, please contact the service to request an updated invitation).
- c. Once in the parent portal, select "FIND A PLACE". This will take you to a page where you can complete your waitlist application.
- d. 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.



Create Account

Tanderra Out of School Hours

First Name:

Last Name:

Email Address:

Confirm Details



Step 2: Complete your enrolment Acceptance form

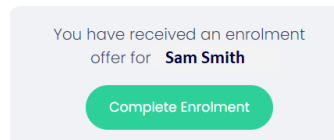
Please be ready with the following documents and information which will be requested in the enrolment process:

- 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.

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

- f. Select **Complete Enrolment**



- g. 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. Your orientation pack will be attached to the email. You will now be able to visit your iParent Portal account at any time to check how much is owing, to mark your child absent from care, update payments plans, make bookings, send communications and more. Please note that you will not be able to make or change permanent bookings via the portal at any time. To make permanent changes to bookings, you will need to contact the service.

If you need further assistance with any of the above, please contact us at the service.