

The following outlines the steps a parent / guardian must follow to complete the online enrolment process at OSHClub.

1. Creating an iParent Portal Account

1. Visit www.oshclub.com.au
2. Click **Register**
3. Select your **School** from the dropdown
4. Click **Register**
5. Click **Create New User**
6. Enter your **Name** and **Email**
7. Click **Create**

2. Finding a Place

1. Visit your **Email**
2. Click the **Link**
3. Create your **Password**
4. **Login** (parents.kidsoft.com.au)
5. Accept the **Terms and Conditions**
6. Enter either a **Suburb** or **Service**
7. Enter a child's **First name**, **Last name** and **Date of birth**
8. Click **Search**

3. Enrolling your Child

1. Select the **Service**
2. Click **Add to My List** (Bottom of list)
3. Click **Submit**
4. Complete the **First page** of the Enrolment Form
5. Select a **Session** (BSC/ASC/VAC)
6. Tick the **Program name**
7. Select a **Program, Year and Term** from the dropdown boxes
8. Select a **Start date** and **Days care is required**
9. **Acknowledge and Submit**

Available Locations		
Service Provider	Service Type	Location
<input checked="" type="checkbox"/> Harrison OSHClub http://www.oshclub.com.au	OSHC	Harrison Unknown

Add to My List

My List (Click Submit to add to Waitlist)			
Service Provider	Child's Name	Child's DOB	Action
Harrison OSHClub (OSHC)	Bob Marley	01-Jan-2010	Remove

Show Current Entries Submit

I acknowledge that I have read and understand the information above.

Cancel Submit

Long Day Care Before School After School

Adam Road OSHClub

*Program: Before School Care - Term 3 2018 (16-Jul-2018 to 21-Sep-2018)

*Year: 2018 Term: 3 *Start Date: 16-Jul-2018 Mon

Book at a later date

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Finalize Waiting List Entries

Guardian Details

*First Name: [input] Last Name: [input]

*Email: [input] *Phone (Mobile Preferred): [input]

*Gender: Male Female Do you or your child already go to school? Yes No

*Guardian CIN (from Centrelink): [input] *Other Guardian Work Status: [input]

Work or both parents (guardians) (tick in both parents' quarters)

How did you hear about us? [input]

Address Details

Address Line 1: [input] Address Line 2: [input]

Country: [input] Suburb: [input] Postcode: [input]

Australia Newspaper 2018 [input]

Child Details

*First Name: [input] Last Name: [input]

*Age: [input] *Gender: [input]

*Date of Birth: [input] *Relationship to Child: [input]

*Child CIN (from Centrelink): [input] *Guardian Relationship: [input]

4. Waitlist

1. Guardian submits **Enrolment**
2. Customer Service & Billing receives enrolment and offers place
3. Guardian **Accepts Offer** via Parent Portal (will receive email notification)
4. Guardian completes remainder of the **Enrolment form** which includes secondary Guardian, emergency contacts and medical information
5. Customer Service & Billing contacts Guardian to discuss bookings attached to enrolment. Bookings can be modified or removed.
6. Customer Service & Billing completed (imports) **Enrolment**
7. Child can now attend the **Service**

Parent/Guardian Two

No Secondary Guardian

*First Name: [input] *Last Name: [input]

*Gender: Male Female *Date of Birth: [input] *Relationship to Child: [input]

CIN (from Centrelink): [input]

Staff Member Number: [input]

Address

*Is your street address the same as this child's? Yes No

*Is your postal address the same as your street address? Yes No

Contact Information

Home Phone: [input] Mobile Phone: [input]

Email: [input]

Cultural Background: [input] Occupation: [input]