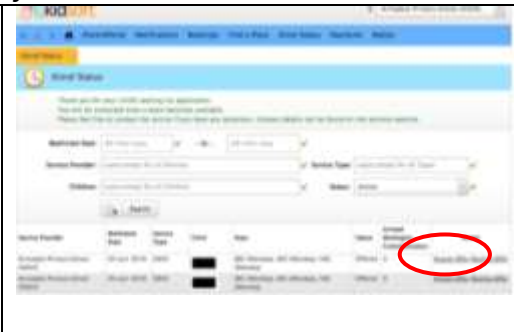




Step 2: Enrol your child

1	<p>You will receive an email from OOSHC offering you a place. From the email, click on 'View Enrolment Offer'</p> <p><i>Please note, you will receive a separate email for each child.</i></p>
7	<p>Log into the iParentPortal and click 'Accept Offer' next to your child's name</p> 
2	<p>You will now need to complete the FULL enrolment for your child in order to register them to use the services.</p> <ul style="list-style-type: none"> • You must enter all required fields with a  • You do not need to enter fields with a  <p>You may be asked to complete the following sections:</p> <ul style="list-style-type: none"> • Child's Details • Getting to know your child (family, interests etc) • Parent / Guardian Details (Parent 1 and Parent 2) • Emergency Contact Details (up to 2 emergency contacts who are authorised to collect your child from OOSHC) • Doctor and Dentist details • Medical Conditions (Note - if you tick yes for any of the medical conditions, please provide a copy of the management plan requested) • Dietary requirements • Immunisations (You will be asked to provide a copy of your up to date immunisation schedule) • Additional needs • Living & Care Arrangements • Declarations and consent • Payment Details <p><i>Note: You will be required to comply with all new government requirements in order to complete your enrolment, including providing a scanned copy of your child's birth certificate or passport, immunisation history etc</i></p>
3	<p>When you have completed all required fields, submit your enrolment form. You will receive an email confirming that your enrolment is finalised. The email will also include 2 attachments for your records:</p> <ol style="list-style-type: none"> A copy of your enrolment form Direct Debit Request Service Agreement Terms and Conditions <p>This email will also include any forms you need to provide to OOSHC in order to use the service.</p>