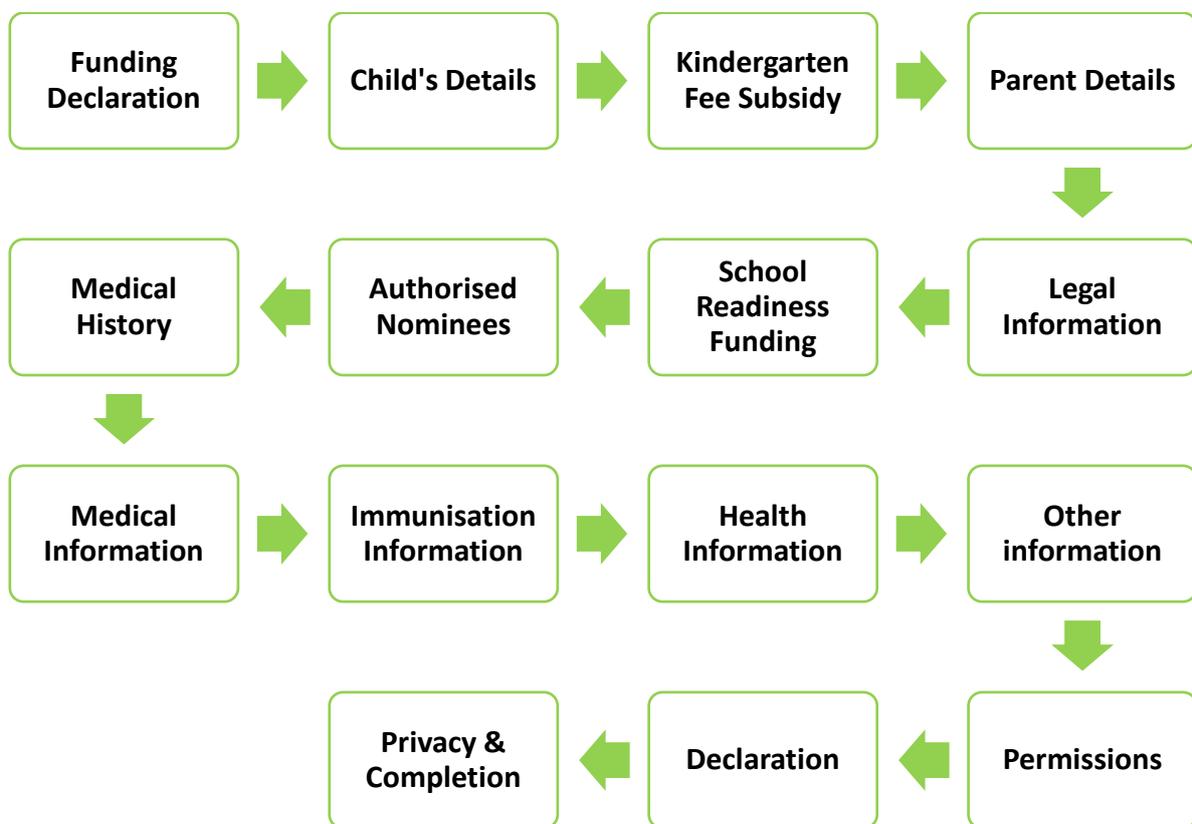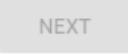# Complete an Enrolment

Once you have received notification of your child's group allocation from bestchance Enrolments, you will be able to commence your child's enrolment via the Kindergarten Portal.

To enrol your child, you will need to complete all of the information on the following pages;

Funding Declaration	→	Child's Details	→	Kindergarten Fee Subsidy	→	Parent Details

Medical History	←	Authorised Nominees	←	School Readiness Funding	←	Legal Information

Medical Information	→	Immunisation Information	→	Health Information	→	Other information

Privacy & Completion	←	Declaration	←	Permissions

Before you get started, there is a NEXT button on the bottom of each page. You might notice at the start that this button is **grey** NEXT and you are not able to click on it. This is because you have not entered all of the required information. Once you have completed all of the required information, the button will turn **red** NEXT and you will be able to click NEXT.

→ If you're ready, let's get started!

Saving your progress ✅

Once you start your child's enrolment, you might notice that there is a **green** save

button 🔒 in the top right hand corner of the page. This allows you to save your progress in the enrolment and start again at any point.

Commencing Enrolment ✏️

Step 1. Click on your child's name under the Children heading on your portal homepage

Step 2. Once you've clicked on your child's name, you'll be able to see your child's enrolment

| Enrolment | 07/05/2019 | a3bO0000000w4wPIAQ | Not Started | → | **COMPLETE/SUBMIT ENROLMENT** |

Step 3. To commence enrolment, click on the COMPLETE/SUBMIT ENROLMENT button

Funding Declaration

Read the information and select which of the below applies to your child;

- Select checkbox if your child is currently attending or has previously attended a funded 4 year old kindergarten program
- My child is enrolling in 3 Year Old Kindergarten and I acknowledge that 3 year old kindergarten does not receive funding
- Select checkbox if your child is currently attending another 4 year old funded service

Notes;

To proceed with the enrolment, you will need to select I Acknowledge and type your name in the box below.

☐ I Acknowledge

Required.

Type your full name to indicate that you have read the above

Required.

Child Details ✏️

All of your child's details have already been entered here as per the information you provided in your child's registration.

Step 1. Click on UPDATE CONTACT to check your child's details are correct

UPDATE CONTACT

Step 2. From here, you will only be able to edit the below information;

- Gender
- Country of Birth
- Cultural background
- Main language/s spoken at home

Step 3. If your child has accessed or is accessing any additional programs, please select this from the dropdown list.

Has your child accessed or is accessing any additional programs?

- [ ] Three year old kinder
- [ ] Three year old kinder (Early Start Learning / Access to Early Learning)
- [ ] Occasional Care
- [ ] Early Childhood Intervention
- [ ] Long Day Care
- [ ] Others

Kindergarten Fee Subsidy 💁💵

Only answer the questions here if they are applicable to you.

If you do not hold a subsidy card or are not attending a 3 year old program, this page does not apply to you; you are not required to complete anything.

If you do hold a subsidy card and your child will be attending a 4 year old program, follow the below steps;

Step 1. Select the Kindergarten Fee Subsidy Option from the list. Please note, this will default to None; if you hold a subsidy card, you are required to select which option that applies to you


Step 2. Select whether your child identifies as either Aboriginal and/or Torres Strait Islander Descent from the list

Step 3. Select the issue/start date for your Kindergarten Subsidy Selection from the calendar. Select year first, then month, then date.

Step 4. Upload a copy of your subsidy card. Click in the box and a window will appear. Use this to locate the appropriate document on your computer. Once you have found the document, click on it and click Open. The document will then attach to the box. You must wait for the upload to complete (100%)
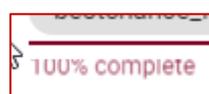
Parent Details ✏️

This page will automatically fill with the information you entered while completing your child's registration.

However, you will need to include additional information. The **red** exclamation mark ❗ will indicate this.

Step 1. Click on UPDATE CONTACT to add more additional information for yourself

UPDATE CONTACT

Step 2. From here, you will be able to edit the below information;

- Title
- First Name
- Last Name
- Mobile Phone
- Home Phone
- Email Address
- Residential address
- Country of birth
- Cultural background
- Main language/s spoken at home

You will need to enter your email address in order to proceed.

Details

| Title ▾ | First name | Last name |
| | Kate | Howard |

Mobile phone

Home phone

Email address

Residential address (start typing to search)
254 Canterbury Road, Victoria, 3153

Country of birth (start typing to search)
Australia

Cultural background
Australian

Main language/s spoken at home
English

CANCEL   SAVE CHANGES

Notes;

- If you have previously entered a Parent 2, select their name from the list I the Parent 2 box

- If you need to enter a Parent 2, click Create New under the Parent 2 box

Legal Information

Only answer the questions here if they are applicable to you.

Notes;

- If you check the box next to either of the below, you will be required to attach a document in order to proceed with the enrolment
  - Please select if there is a court order in place for this child
  - Please select if there is a parenting plan in place for this child

☑ Please select if there is a court order in place for this child

📎 Court Order information/documents

School Readiness Funding

If you do not know what School Readiness Funding is, no stress! This page contains all of the information you will need in order to complete this stage of the enrolment.

To reveal the information, click on the dropdown boxes under the FAQ heading.

FAQ

- What's school readiness funding? (Click to reveal)
- How much will each kindergarten receive? (Click to reveal)
- When will the funding start? (Click to reveal)
- This information will help inform the funding your kindergarten receives (Click to reveal)
- What does this mean for you? (Click to reveal)
- What if i don't want to give this information? (Click to reveal)

FAQ

What's school readiness funding? (Click to reveal)

Kindergartens will receive additional funding from 2019 to help ensure that all children start school ready. This helps kindergartens to invest in services and interventions that help the children who need more support. This could include bringing in a speech therapist or social worker; building the skills of staff in language, literacy and numeracy teaching; or increasing the numbers of staff so they can spend more time in one-on-one teaching.

- How much will each kindergarten receive? (Click to reveal)
- When will the funding start? (Click to reveal)
- This information will help inform the funding your kindergarten receives (Click to reveal)
- What does this mean for you? (Click to reveal)
- What if i don't want to give this information? (Click to reveal)
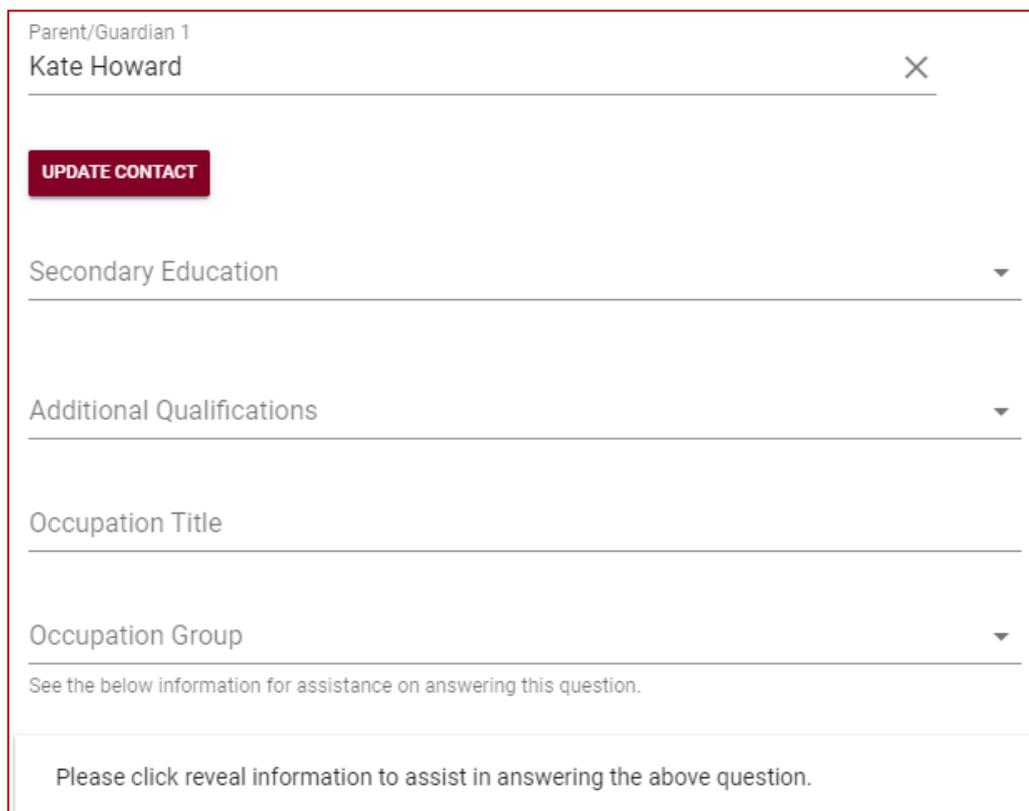
To complete this stage, please follow the below instructions;

Step 1. Click on Parent/Guardian 1 and select the contact from the dropdown list

Step 2. From here, four more questions will appear below your name

- Secondary Education
- Additional Qualifications
- Occupation Title
- Occupation Group

Step 3. Click in the boxes to display a dropdown list to choose from

Step 4. For the Occupation Group, click on *Please click reveal information to assist in answering the above question.* This will assist you in identifying which Occupation Group you are in.

Authorised Nominees

This page will assist you in nominating Authorised Nominees that have authority to collect your child from the service on your behalf.

You must provide **at least one** authorised nominee in order to proceed with the enrolment.

To add a NEW authorised nominee, please follow the below instructions;

Step 1. Click on CREATE NEW to create a contact for your authorised nominee

To add permissions for an EXISTING authorised nominee, please follow the below instructions;

Step 1. Click in the Authorised Nominee 1 box to select a contact from the dropdown list
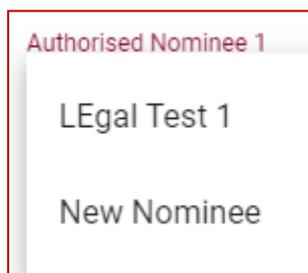
Step 2. Once you select a contact, a list of checkboxes will appear with questions for you to select

Step 3. Tick the checkbox for all the apply

Authorised Nominee 1
New Nominee   ✕

UPDATE CONTACT   **CREATE NEW**

☑ Is the Authorised Nominee authorised as an emergency contact?

☑ Is the Authorised Nominee authorised to collect the child?

☐ Is Authorised Nominee 1 authorised for notification of an accident, injury, trauma or illness?

☐ Is Authorised Nominee authorised to consent to the administration of medication?

☑ Can the Authorised Nominee authorise for educator to take the child outside the education and care service premises?

☐ Is the Authorised Nominee authorised to consent to medical treatment from a registered medical practitioner, hospital or ambulance service for the child?

☑ Can Authorised Nominee consent to transportation of the child by an ambulance service?

Medical History

Please check all boxes that apply and include additional details as required.

If you select any of the below, you will need to upload the relevant documentation;

- Does your child have any allergies?
- Has your child ever been diagnosed at risk of anaphylaxis?
- Has your child ever been diagnosed with asthma?
- Auto Injection Device?

Medical Information

Please identify your child's regular doctor or Medical Service.

Please include the below information;

- Name of the Child's Doctor and/or Medical Service
- Medicare number (if applicable)
- IRN Child's Individual Record Number
- Residential address
- Telephone
- Ambulance cover – check the box
- Ambulance Subscription Number

If you do not have any of the above information, please check *I do not have any current medical information to supply.*

Immunisation Information

You will need to complete **all** of the information on this page in order to proceed with your child's enrolment.

Follow the below steps to complete the information;

Step 1. Click in the Immunisation Status box and select the applicable option from the dropdown list

Step 2. If your child's Immunisation History Statement (from Medicare) has a Due Date or Expiry Date, please click in the box to add this date. Select the year, then the month, then the day.

Step 3. Upload a copy of the Immunisation History Statement. Click in the box and a window will appear. Use this to locate the appropriate document on your computer. Once you have found the document, click on it and click Open. The document will then attach to the box. You must wait for the upload to complete (100%)

Health Information

Please check all boxes that apply and include additional details as required.

If you need to include either of the below, click in the relevant box to type the details;

- Maternal/Child Health Nurse Name
- Telephone

Other Information 👀

Please check all boxes that apply and include additional details as required.

Permissions ✅

Please read the questions carefully and check all boxes that apply.

You **must** check the box for *I agree that I will not redistribute or post electronic media (e.g. Facebook) any photographs given to me or taken by me which contain other children* in order to proceed with your child's enrolment.

Declaration ✅

Please read the questions carefully and check **all** the boxes. You will not be able to proceed with your child's enrolment until you have checked all the boxes.

Step 1. Read the questions and check the boxes

Step 2. Sign your name on the declaration by click in the Declaration Name box and typing your name

Declaration Name
_____
Required.

Privacy Statement ✅

Please read Privacy Statement carefully before clicking SAVE AND SUBMIT FORM.