Register a New Child

Once you have received your portal activation link from bestchance Enrolments, you can use your kindergarten portal to register your child for kindergarten. Follow the below instructions to register your child.

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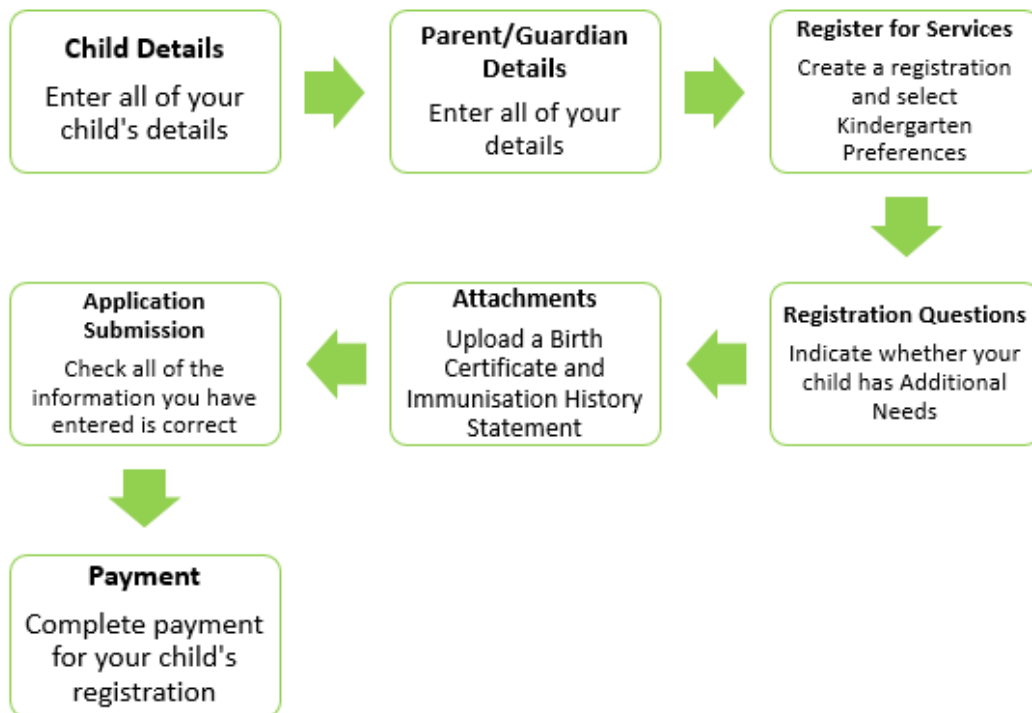
Before you get started, there is a NEXT button on the bottom of each page. You might notice at the start that this button is **grey** [NEXT] and you are not able to click on it. This is because you have not entered all of the required information. Once you have completed all of the required information,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

If you're ready, let's get started!
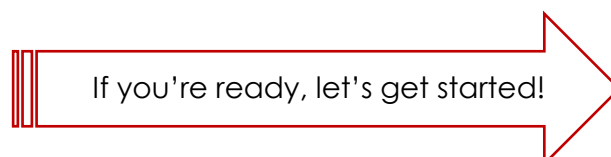
To get started, click on the _Register a New Child_ tab on the far left of your portal homepage.
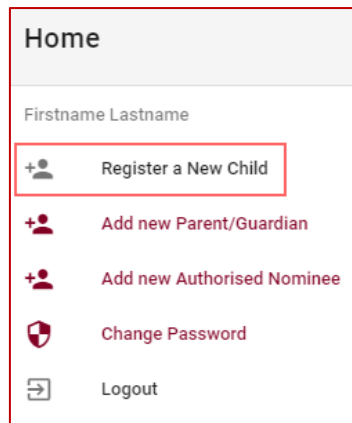
Child Details

Enter all of your child's details including;

- First name
- Last name
- Gender
- Birth Date
- Country of Birth
- Cultural Background

- Main language/s spoken at home
- Religion
- Subsidy Card
- Expiry Date
- Immunisation Status
- Next Immunisation Due Date or Exemption Expiry Date

Notes;

- If you do not identify with a religion, there is an option for _No Religion_

- If you do not hold a Subsidy Card, please select _None_ from the list

Subsidy Card

None

Commonwealth Health Care Card

Commonwealth Pensioner Concession Card

Department of Veterans' Affairs Gold Card or White Card

Refugee visa (subclass 200)

In-country Special Humanitarian visa (subclass 201)

Parent/Guardian Details

Enter all of your details including;

- Title
- First name
- Last name
- Mobile phone
- Home phone

- Residential address
- Country of birth
- Cultural background
- Main language/s spoken at home
- Relationship to Child

Notes;

- If you do not have a Home phone number, don't stress, you aren't required to enter one
- The Residential address box will search your address once you start typing it. When you address appears in the search box, click on it to add it to the box

Residential address (start typing to search)

254 Canterbury Road Servi

254 Canterbury Road Service Road, Bayswater North, Victoria, 3153

Register for Services

This page is where you can enter the details of your child's registration as well as enter your kindergarten preferences.

To add a new Registration;

Step 1. Select a Registration Type. This is either 3 Year Old Kinder or 4 Year Old Kinder

Registration type

3 Year Old Kinder

4 Year Old Kinder

Step 2. Select the Year Attending for your child

Year Attending

2019

2020

2021

2022

2023

Step 3. Select the Term that you child will begin at kindergarten

Term

1

2

3

4

Step 4. Once you have entered all of the details, the plus at the far right will turn

green ⁺ Click on this to add your child's registration

Registration type	Year Attending	Term	
4 Year Old Kinder	2020 ▾	1 ▾	**+**

Step 5. Once you click the **green** ⁺ , the below will appear. This means that you have successfully created a new registration for your child

4 Year Old Kinder, 2020, Term 1	REMOVE

To set your kindergarten preferences;

Step 1. Use the search box to locate your kindergarten preferences

Start typing to search
Wyndh

Wyndham Vale Primary School Kindergarten

Step 2. Once the kindergarten name has appeared, click on it to fill the box

Start typing to search
Wyndham Vale Primary School Kindergarten

Step 3. Click on the **red** ⁺ at the far right to add your kindergarten preference. This will automatically become preference #1

Start typing to search
Wyndham Vale Primary School Kindergarten ▾ **+**

(1) Wyndham Vale Primary School Kindergarten

Step 4. To add a second preference, follow the same process as above

(1) Wyndham Vale Primary School Kindergarten

(2) Upwey Pre-School

Notes;

- If you would like to remove a kindergarten preference, click on the **red** − at the right of the preference

| (1) Wyndham Vale Primary School Kindergarten | ⟶ | − |
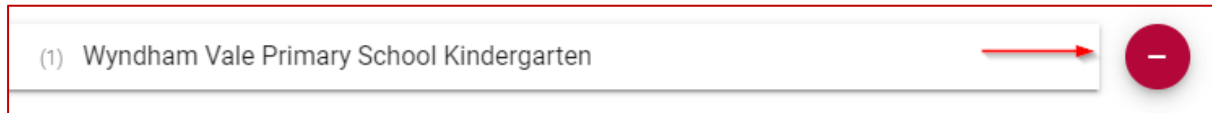
- If you would like to re-order your preferences, drag the preferences up or down to change the order. They will automatically change the preference number

Registration Questions

You are not required to answer any of the questions on this page however; they will influence your child's Priority of Access. The questions include;

1. _Child in Out of Home Care/Kinship Care or is known to Child Protection._ If you check this box, you will be required to provide further details
2. _My child has any additional needs._ If you check this box, you will be required to provide further details
3. _Please select checkbox if you have a demonstrated link to the service._ If you check this box, you will be required to provide further details
4. _Child identifies as Aboriginal or Torres Strait Islander_
5. _Child accesses Early Childhood Intervention Services (ECIS)/National Disability Insurance Scheme (NDIS)_

Attachments

In order for your child's registration to be finalised, you are required to provide a Birth Certificate and an up-to-date Immunisation History Statement.

To upload an attachment;

Step 1. Click in the box where you would like to upload an attachment

Step 2. Once you click in the box, a window will appear on your computer that you can use to navigate to locate the relevant document

Step 3. Once you have found the relevant document, click on it and click Open

Step 4. Once you have clicked Open, the document will attach to the box. The name of the document will appear meaning your attachment has been successful

Notes;

- If you would like to remove an uploaded document, click on the red cross on the right of the box

Application Summary 👀

Use this page to check all of the information you have previously entered. Please check that **all** information is correct.

If you find that you have entered something incorrectly, use the numbered list on the far left to navigate back to the relevant page to make the necessary changes. Click on the numbers to take you back to the page.

1 Child Details

2 Parent/Guardian Details

3 Register for Services

4 Registration Questions

5 Attachments

6 Application Submission

7 Payment

Payment and Submission

Use this page to complete the $25 payment for your child's registration.

You will need to enter the following information;

- Full Name
- Card Number
- Expiration Date
- Security Code

Once you have entered the details, a Make Payment button will appear. Click on this to make the $25 payment with the card details you have just entered.

Once your payment has been successful, a tick will appear beside the orange button

To complete your child's registration, click Registration Complete