

GREENWICH OUT OF SCHOOL HOURS INCORPORATED

KINDERGARTEN ENROLMENT PROCESS 2024

EFFECTIVE Term 4, 2023

To complete your enrolment, you will need to do the following (**please note enrolment is not complete until all parts of the enrolment form are completed**):

- ✓ **Enrolments open for new families on**
- ✓ To complete a 2023 Family Enrolment Form online – **bookings open Monday 6th November 2023**
 1. Go to www.greenwichoshc.com.au
 2. Click on Webserver – **Parent Login**
 3. Type in the password **GW2024** in New Users – Register Here
 4. Fill out form
- ✓ Provide GOOSH with a copy of your child/ren's immunisation record from the Australian Children's Immunisation Register (ACIR) through Medicare.
- ✓ Include your Customer Reference Number (CRN) for child-care subsidy
- ✓ Nominate Authorised Nominees (*this is an emergency contact for medical permissions and our contact for when we cannot contact either parent*) and Authority to collect (*these can be either family members or family friends*)
- ✓ Complete a Bus Permission Form online (Infants can catch the bus to the primary site on special occasions – such as all school assemblies which happen each term)
- ✓ Complete all other permissions online including photo permission.
- ✓ Read through the provided copy of our Family Information Booklet
- ✓ Complete the Direct Debit Form online and read through the accompanying Ezi Debit Product Disclosure Statement
- ✓ To inform the Centre of any allergies that your child has. For severe allergies (e.g. anaphylaxis) a management plan must be provided and signed by the child's doctor, a risk minimisation plan completed, a medical communication plan signed and medication must be provided, which will be kept at the Centre in case of emergency.
- ✓ Inform the Centre of any other medical diagnosis that the Centre will need to aware of or if your child will be in the Support Unit for 2024

ENROLMENT IS ONLY ACCEPTED WHEN ALL PARTS OF THE ENROLMENT PROCESS ARE COMPLETED – THIS INCLUDES SUBMITTING IMMUNISATION RECORDS, MEDICAL ACTION PLANS, AUTHORISED NOMINEES & RISK MINIMISATION and COMMUNICATION PLANS.