

HOW TO ENROL A 2ND OR SUBSEQUENT CHILD

This information sheet outlines the steps to enrol a 2nd or subsequent child for permanent sessions in before and after school care, casual or vacation care if you already have a child or children enrolled in our service

STEP 1: REGISTER YOUR WAITLIST INTEREST:

1. Log into your parent portal account and select REGISTER from the ENROL menu,
2. Scroll down to the Child Details section and select the [add new child](#) button.
3. Add your child's details, acknowledge the agreement and [submit](#) when ready.

This will complete the first step of your online enrolment for your 2nd or subsequent child. A service representative will check your application and approve it within approximately 24 hours. If approved, you will receive an email with an offer of a place.

STEP 2: COMPLETE YOUR ENROLMENT ACCEPTANCE FORM:

4. Click on the link in the email [View Enrolment Offer](#).
Alternatively, log directly into the parent portal using your username and password.

You have received an enrolment offer for **Sam Smith**

[Complete Enrolment](#)

5. Select [Complete Enrolment](#)
6. Complete the Enrolment Acceptance form and submit when complete. This will complete your online enrolment.

Thank you for enrolling with us!