



Oac Enrolment Information

Only About Children (Oac) is excited you are looking to join the Oac Family. To secure your position, you will need to complete the enrolment form via the online portal link in your email.

To help you through this process, we have provided this guide outlining all you need to know. It provides further details on each question asked and the information required from you to complete your child's enrolment.

Documents you will need to complete your Enrolment Form

In order to secure your enrolment at an Oac campus you will need to complete and upload the following documentation (please note that you can take a clear photo from your phone and upload the photo, rather than scanning the documents):

- Photo or scan of driver's licence, or other government-issued photographic ID of both parents (unless sole custody)
- Copy of your child's birth certificate. If your child's birth certificate is international, please provide an English translated copy showing all legal guardians.
- A copy of your child's medical management, anaphylaxis or risk minimisation plan (if applicable)
- Supporting documentation for sole parentage
- Immunisation exemption form or catch up schedule (if applicable)
- Direct Debit Request Form
- A copy of any court orders or parenting plans (if applicable)
- Current immunisation record from Medicare or the [Australian Immunisation Register \(AIR\)](#)



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'How to complete the enrolment form' step by step instructions

- Open email sent by the Oac enrolments team
- Click on the link to the parent portal
- Choose a password to be used to login to the parent portal
- Complete the enrolment form
- Please note all forms must be completed in English
- All questions marked in a red asterisk must be completed

Main Contacts

- Please complete the primary guardian details as the parent who will be claiming the Childcare Subsidy. Primary guardian details must state their legal name
- Please provide all contact details for primary guardian including relationship to child, CRN and date of birth
- Please tick what authorisations you would like the primary guardian to have (collection, excursion, emergency and medical)
- Please provide all contact details for secondary guardian including relationship to child and DOB
- Please tick what authorisations you would like the secondary guardian to have (Collection, excursion, emergency and medical)
- Please provide a photo or scan of your driver's license or other government-issued photographic ID
- Please indicate whether you are a sole parent. If yes, please upload the supporting documentation for sole parentage. If you do not have any documentation to show that you are a sole parent you must provide details of the second parent to ensure that they consent to the enrolment and so that we have their contact details for drop off/pick up and emergencies.

Additional Contacts

- Please provide all contact details for at least one additional contact.
- For each additional contact please tick what authorisations you would like to give them (collection, excursion, emergency and medical)
- If you require additional contact please click the (+) button to add

Medical Contacts

- Please provide at least one medical contact e.g. Doctor or family physician.
- If you have additional medical contacts please click the (+) button to add



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Child Information

- Given Name
- Last Name
- Gender
- Primary Language
- Secondary Language (if any)
- Date of Birth
- Cultural Background
- Who the child primarily lives with
- Child's Medicare number
- If the child has a CRN and if so, please provide this. A child will have their own individual CRN which will be different to the claimant and siblings
- Please confirm if your family permits photographs by selecting yes or no
- Please agree that if your child becomes injured, or becomes ill whilst at the service or otherwise in care, and if the Director/ coordinator thinks it is necessary, he/she will seek Urgent Medical, dental or hospital treatment or ambulance service
- Please give consent to the carrying out of appropriate medical, dental or hospital treatment
- Please provide a copy of your child's birth certificate. If your child's birth certificate is international, please provide an English translated copy

Medical Condition & Dietary Restrictions

- If your child has a medical condition, please tick yes and then confirm the Type, Title, Severity, Description in the space provided
- If your child is Anaphylactic? If yes, please upload a copy of the anaphylactic action plan
- Does your child have any diagnosed disability? If so please tick yes and confirm details in space provided

Court/Parenting Orders

- If there are any Court / Parenting orders, please upload the order/plan

Additional Information

- Please provide any information you feel the service should know about your child e.g. Language, religion, additional needs etc.



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Immunisations

- It is a regulatory requirement to obtain the immunisation status of each child. Please upload a valid proof of exemption if this applies to your child
- You are not required to manually fill in the table below. Please upload your child's immunization record - we do not accept the blue book. For information on what we can accept, please see this document [Click here](#)

Other General Questions

- Has your child been immunised or on a recognised catch up schedule? Before enrolling a child, early childhood services must obtain evidence that the child is: Fully immunised for their age OR on a vaccination catch up program OR unable to be fully immunised for medical reasons. If yes, please provide a copy of your child's immunization record. Copies of your blue book records and international immunisations are not accepted. You can access a copy of your child's immunisation details at any time: through Medicare Online Services or by calling the Immunisation Register on 1800 653 809. [Click here](#)
- Does your child have any allergies? If yes, please provide further details
- Does your child have Asthma? If yes, please upload copy of asthma action plan
- Does your child have any special considerations we need to take into account for their enrolment? If so please tick yes and confirm details in space provided
- Are you enrolled with an intervention service? If yes, please provide details on the Service / Frequency of attendance / Contact Person / Phone number
- Is this a FLEXI enrolment? Please indicate yes or no. If you require further information on the FLEXI services we offer, please [Click here](#)
- Use the link to download and complete the Direct Debit Request Form
- Upload your completed Direct Debit Request Form

For Families Enrolling in Victoria Only

- Please confirm that in the year before school, you give permission for Only About Children to apply for Universal Access Kinder funds by ticking Yes or No
- Please confirm if your child has ever received Universal Access Kinder funding by ticking Yes or No. If yes, please give details of when it was claimed and the name of the fund



Oac Enrolment Information

Terms & Conditions

- Please read through our terms and Conditions. You will not be able to continue your enrolment unless you agree that you have read and understood the Terms and Conditions, [Click here](#)
- You confirm that you have opened and read the Terms and Conditions.
- You have read and understood each of the Terms and Conditions specified above. You agree to abide by each of these Terms and Conditions without reservation or condition.
- You warrant that the information you have provided to Only About Children in the Child Enrolment Form and all other information I have provided with respect to your child is true and correct in every respect to the best of my knowledge and ability.
- You consent to Only About Children conducting Screenings for my child in areas such as sight, hearing and speech.
- You undertake to inform Only About Children immediately should there be any change to this information.
- You understand these Terms and Conditions are subject to change without notice to you, from time to time at Only About Children's sole discretion.
- Note you will not be required to acknowledge any changes provided that the updated Terms and Conditions are available to be viewed online [Click here](#)
- Collection Notice – You understand that by completing this form you are providing personal information to Only About Children. Only About Children collects personal information in order to provide early childhood and related services as set out in our privacy policy.
- Our privacy policy explains how Only About Children will collect, use, store and disclose your personal information and how you may access and correct personal information, complain about a breach of your rights, and how Only About Children will deal with such a complaint [Click here](#)
- Primary Parent/Guardian certifies that they have read and agree to the Terms and Conditions.
- Secondary Parent/Guardian certifies that they have read and agree to the Terms and Conditions.
- Please enter a date the enrolment form was completed and agreed to

Child Care Subsidy (CCS) Enrolment Agreement

- Please sign to confirm that all details in this enrolment form are correct for days of care, hours of operation, permanent and casual fees. N.B this will need to be printed, signed and dated by Guardian 1 and 2 (where applicable).