

# Your St. Catherine's OSHC Enrolment Checklist

- 1** Read your 2021 Family Handbook. We strongly encourage all of our families to read the handbook whilst enrolling so you understand the way in which we work to support your family, care for your children, and also so you understand the terms of service and centre policies.
- 2** Complete in full, the online enrolment form with all necessary documentation attached, and await confirmation from the centre.
- 3** Your enrolment application will be reviewed by our centre, and accepted so long as all necessary documentation and/or medications & action plans (if required) are supplied. Once everything is received and approved, a welcome email will be sent to you along with an Xplor info pack that contains instructions on how you may download and set up the Xplor app which will allow you to sign in and out of our service.
- 4** Kindly download the Xplor Home from the App store on your smart phone and we will send you a welcome invitation email so you will be able to create a password for the app. If your former child care centre used the same software/app, please refer to the Xplor info pack for specific instructions on how to merge your accounts.
- 5** You will then need to sign the "CWA" on the app and log into MyGov and confirm your enrolment in order to receive the childcare subsidy from the government. Please note you need to do this right before the start date of your booking.

