

# Waterfall OSHC Enrolment Checklist

1. Read the Family Handbook, it is strongly encouraged for all our families to read the handbook whilst enrolling, so you understand the way in which we operate to support the families, care for your children, and to make yourselves aware of the service policies and procedures.
2. Complete the [online enrolment form](#) with all necessary documentations attached and wait for confirmation from the centre.
3. The enrolment application will be reviewed by our centre and accepted, so long as all necessary documentation, medication and action plans (if required) are supplied. Once everything is received and approved, you will receive a welcome email from us along with an OWNA app parent information sheet that contains instructions on what you can do from the app.
4. The email sent by OWNA will include a login username and password, which you can use to log into the OWNA app. If you already have an account with them, you will need to add onto your current login details to the account.
5. In order to receive the childcare subsidy from the government, you will need to sign the app “CWA”, then log into MyGov. Please note you need to do this right before the start date of your booking.