

OSHC ENROLMENT PROCESS

STEP 1. Scan QR code to complete enrolment



Enrolment is completed online.
Please make sure all information is completed. Including:

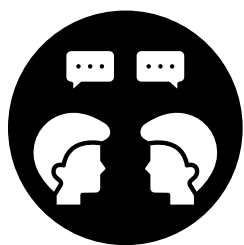
- Names, date of birth, CRN
- All collection persons
- Medical conditions, dietary etc

STEP 2. Receive email to organise a meeting



You will receive an email from the Director to organise a meeting and a tour

STEP 3. Service Tour



Meet with Educators, collect extra information and have a tour of the service

Receive handbook and complete other forms:

- Child Information sheet
- Direct Debit Authority
- Image/Media Consent form
- Medical conditions /Dietary

STEP 4. Your enrolment will be accepted



You will receive a confirmation email once your enrolment is finalised

STEP 5. Download the Spike app to make bookings



Follow the instructions sent in Enrolment accepted email.

Username: email on enrolment forms
Password: mobile number on forms

Download app and make bookings