How to **enrol**

1.
ENQUIRE ABOUT CARE

Submit an enquiry online using the link at the foot of this page or contact your preferred St Nicholas Early Education centre. Our team will review your enquiry and reach out to discuss next steps with you. We aim to respond to enquiries as soon as possible.

2.
COMPLETE A WAITLIST APPLICATION

Following your enquiry, we'll provide a link to complete a waitlist application. This helps us collect more information about your child and preferred care arrangements so we can assess availability and plan future enrolments. We'll keep you informed throughout the process.

3.
VISIT THE CENTRE

We encourage prospective families to visit their preferred centre. A centre tour is a great opportunity to meet our team, explore the learning environments, find out more about our approach to early education, and ask any questions that are important to your family's decision.

4.
ACCEPT YOUR ENROLMENT OFFER

When a suitable place becomes available, we'll send you a letter of offer. The offer will outline the proposed days of care, start date and any actions required to secure the place. Follow the instructions in the offer and respond within the timeframe provided. If an offer is not accepted in time, the place may be offered to another family.

5.
COMPLETE YOUR ENROLMENT

Once you accept the offer, you'll receive access to your online enrolment form. Complete all required sections, provide supporting documents and finalise payment requirements. Use the checklist on page 2 to help prepare your information. Your child's place cannot be confirmed until all required enrolment information and documentation has been provided and confirmed with our team.

6.
CONFIRM YOUR ENROLMENT AND PLAN ORIENTATION

Once your enrolment is complete, we'll confirm your booking, approved days and commencement date. We'll then work with you to organise orientation visits and discuss your child's routines, interests and transition into care. We'll also provide access to the St Nicholas App (powered by OWNA) to help you manage your enrolment and ongoing care arrangements.

DOES YOUR CHILD NEED ADDITIONAL SUPPORT?

Please let us know as early as possible if your child has a medical condition, disability, allergy or additional support need. We may require further information and planning before confirming an enrolment to ensure we can safely support your child.

Start your enquiry

Scan the QR code or visit
stnicks.org.au/enquire-now

Before your child's first day

YOUR ENROLMENT CHECKLIST

Please have the following information and documents ready to submit as part of your online enrolment form:

- A copy of your child's birth certificate, passport or other approved identification.
- A current Immunisation History Statement.
- A recent photo of your child.
- Contact details for parents, guardians, emergency contacts and authorised nominees.
- Relevant medical, Medicare and healthcare provider details.
- Information about any medical conditions, allergies, dietary requirements or additional support needs.
- Current medical management plans, reports or supporting documentation, where required.
- Copies of any parenting, family law or court orders that apply to your child's care arrangements. Original documents may need to be sighted.

Please note that information and documents you provide are treated confidentially and stored securely in accordance with our privacy policy.

ARRANGE PAYMENTS

Set up direct debit for ongoing fees. As part of your online enrolment, enter your bank account or card details and authorise us to automatically deduct your ongoing fees.

Pay your enrolment bond. Your bond is $100 per enrolled day, capped at $400 per child. Your bond must be paid within two weeks of receiving your enrolment offer, or before your child starts if sooner. It is refundable when care ends, after any outstanding fees are settled.

CLAIMING CHILD CARE SUBSIDY (CCS)?

If you're eligible, apply through Centrelink via myGov and provide the relevant CRNs and dates of birth during enrolment. Once we submit your enrolment, you'll need to confirm it in myGov.

ORIENTATION VISITS

Before your child's first day, we'll work with you to plan orientation visits that suit your child's needs. A family member must remain onsite during orientation visits and sign in and out as a visitor. During these visits we'll get to know your child's routines, interests, communication style and preferred settling strategies. Together, we'll develop a plan to support a positive start.

BEFORE COMMENCEMENT

Review your Family Handbook and let us know if any enrolment details change before your child's start date.