How to **enrol**

1. *ENQUIRE ABOUT CARE*

Submit an enquiry online using the link at the foot of this page. 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.

Families do not need to hold permanent bookings to enrol. Once enrolled, you can request available casual care and Vacation Care sessions through the St Nicholas App.

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 progress your enrolment. We'll keep you informed throughout the process.

3. *ACCEPT YOUR ENROLMENT OFFER*

Once we're able to progress your enrolment, we'll send you a letter of offer. The offer will outline any approved bookings, your proposed start date and any actions required to secure your place. Follow the instructions in the offer and respond within the timeframe provided. If an offer is not accepted in time, it may be withdrawn.

4. *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.

5. *STARTING OOSH*

OOSH services do not offer a formal orientation program. Where practical, families may arrange a visit before their child's first session. In some circumstances, we may recommend a visit or meeting before commencement to support your child's transition into care and help us plan appropriate support strategies.

We'll also provide access to the St Nicholas App (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

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

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.

BOOKING VACATION CARE

Children can be enrolled at St Nicholas OOSH without holding permanent bookings. Once enrolled, families can use the St Nicholas App to request casual care and Vacation Care sessions as needed.

Enrolment at an OOSH service does not automatically book Vacation Care sessions. Vacation Care bookings must be requested separately and are subject to availability, account requirements and any additional excursion permissions.

BEFORE COMMENCEMENT

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