

Enrol your Child into OSHC

How do I enrol my child?

Enrolment forms are now available online from your school website.


Step 1: Click on **Parent info**.


Step 2: on the drop down, bar click on **After school care**.

Here you will find links to our enrolment form and waiting list.

After School Care

Dear Families,

 **ENROL HERE**

 **Vacation care program**
2 July - 13 July

Sunshine Harvester school offers Out of School Hours Care through a partnership with Sherpa Kids. The program is fully registered and eligible for Government support.

Services Available and Hours of Operation:

Monday – Friday
After School Care: 3:30pm – 6pm*

Bookings: Permanent (Full Time & Part Time) and Casual bookings.

School Term Holidays 1, 2 & 3.
Holiday/Vacation Care: 9am – 5pm*

ENROL HERE

You can ENROLL online [here](#). **WAITING LIST**
You also can use this link to put your child on the [waiting list](#).

For **Before School Care** please put your child on the waiting list.

Step 3: Fill in your details.

Sherpa Kids Sunshine

Enrolment Form

Let's get started.

A few questions about your child will help us make your first day a breeze.
This enrolment form is in accordance with the Education and Care Services National Regulations.

Child Details
Education and Care Services National Regulations 2011 (NSM) reg 160(3)

First Name (required)	Middle Name	Last Name (required)
Date of Birth	Child's Gender	

If your child has one of the following please attach the required documents or hand a copy in on their first day.

1. Required documents
 - a. Immunisation Record
 - b. Anaphylaxis Plan
 - c. Asthma Action Plan
 - d. Allergy – Medical report

Step 4: Click submit

Step 5: Create your account with Xplor

View Instruction sheets **Steps after Enrolment & Payments**.

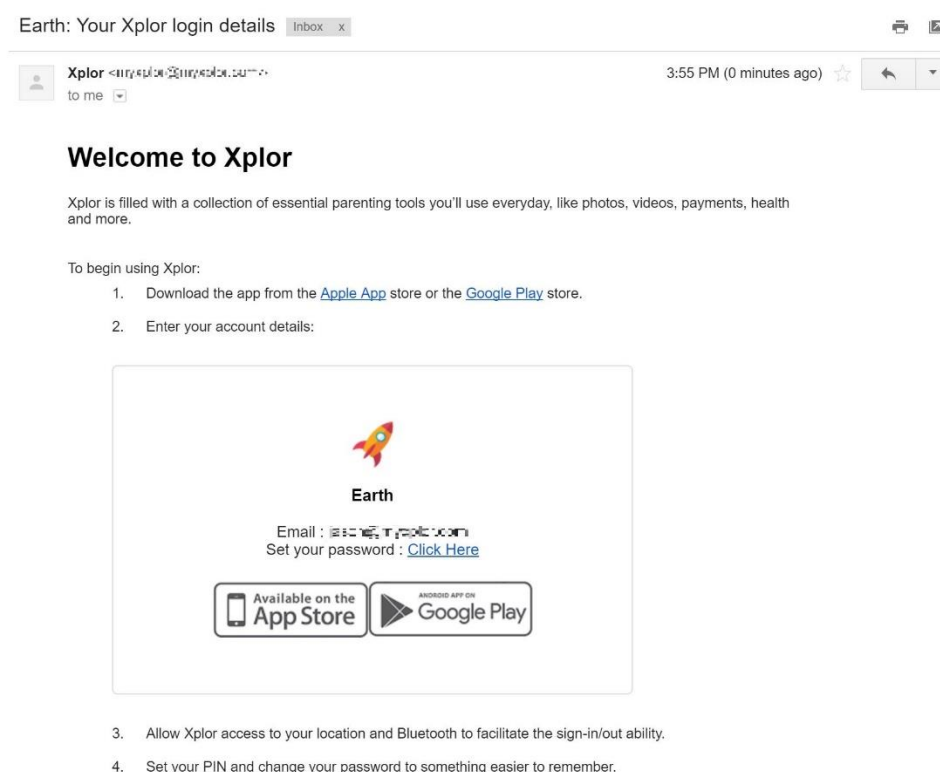
Steps after Enrolment...

Create your account with Xplor

Step 1: Access your email that you enrolled your child with for OSHC.

Step 2: Find your **'Welcome Email'** from Xplor. If you have not yet received this email please inform your OSHC management on 0425 672 136 or sunshine@sherpa-kids.com.au.

Step 3: Follow the 'Welcome Email' instructions on how to set up your account. Which should look similar to this:



Step 4: Once you have created a password for your Xplor account log in at <https://web.myxplor.com/> **OR** through the 'Xplor | Care' App downloaded from Google play store of App store.

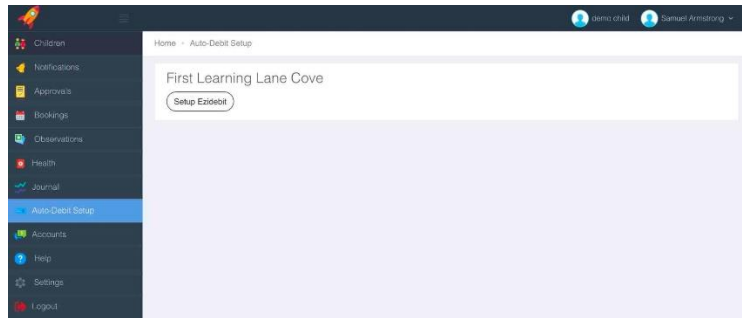
Once you have done this follow the **'PAYMENT'** instruction sheet to set up your DDR (Direct debiting request) with Ezidebit.

LASTLY, when you sign out your child from OSHC please ask for your **hub pin** to be set up.

PAYMENTS

How to set up Ezidebit?

1. Make sure you have access to <https://web.myxplor.com/> Use your email and password to login. This can be accessed through your phone 'safari or google.'
2. Click on 'Auto-debit Setup' on the left-hand side. The screen should look similar to this:



3. Please complete your details on the online form and submit. The page should look similar to this:

First Learning Australia Direct Debit Request

You are about to create a Direct Debit Request for First Learning Australia

Customer Details

Please enter your details, including the reference number given to you

Type Person	ParentID * 18024
First Name * Samuel	Last Name * Armstrong
Email * kudip008@bytes.com	Mobile No 0421584416
Address Line 1 * 	Address Line 2
Suburb * Glen Iris	State *
	Postcode * 3146

If you would like to modify your direct debit details in Xplor please:

Log in to your account > On the main menu, click 'Auto-Debit Setup' > Edit Account > Change bank details > Save.

The screen should look similar to:



PLEASE NOTE

Payments are deducted **fortnightly Thursday's** from enrolment start date unless another payment date is specified. Any late payments will incur a failed/late payment fee.

We encourage parents to avoid missing payments by generating payment statements online with their Xplor account on <https://myxplor.com.au> OR accessing quick statements on the XPLOR APP. This can be accessed 24/7 allowing parents to be aware of their outstanding amounts.

DO YOU RECEIVE CCS (CHILD CARE SUBSIDY) BENEFITS?

Have a CRN?

IF SO,

Step 1: Inform OSHC management via SMS on 0425 672 136 or email sunshine@sherpa-kids.com upon enrolment to request your submission of your parent & child CRN numbers and correct date of births. Your request will be updated within **24hrs**.

Step 2: You will then be informed to **APPROVE your CWA** (compliant written agreement) this is found in your **XPLOR account** <https://www.myxplor.com>. Login to your account under 'CCS AGREEMENTS' read your Parent & Child details if all details are correct click the 'I AGREE' blue button to approve your CWA.

If your details are not correct, please inform your OSHC management via SMS on 0425 672 136 or sunshine@sherpa-kids.com.au.

Step 3: Once your CWA is confirmed you will need to confirm your enrolment on your MYGOV account this links centre link with our service.

FAQ

1. How do I know whether I receive CCS?
 - a. Please contact Centrelink to find out your benefits.
<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>.
OR CALL 136 150
2. My CCS percentage is incorrect?
 - a. If you are unsure please contact Centrelink
<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>.
OR CALL 136 150
3. When will my CCS discount be effective?
 - a. CCS estimated discounts usually take 1 to 2 weeks to process
Therefore, it is important for parents to be prompt with CWA agreements & MYGOV approvals.
4. I have completed the above steps however, I have paid full fees now how do I receive a refund/back pay?
 - a. For any refunds due to Centrelink not covering remaining fees parent will need to contact Centrelink to receive a refund/back pay. Parents can find statements on the myxplor account/APP where they can have a copy ready to discuss it with Centrelink.
CALL 136 150

DOWNLOAD THE XPLOR APP OR ACCESS ONLINE TO ACCESS BENEFITS WITH XPLOR!

This new system allows parents to have many benefits at their fingertips.

Parents can access their child's record of development, learning and educator observations found in the APP and online.

Parents can access a record of their fees, payments, rebates and automates account statements.

Parents can also make emergency bookings online or through the app
Parents/guardians/emergency pickups can easily sign their child in and out through the HUB with their HUB PIN

ACCESS Online or APP (google play or app store)

<https://web.myxplor.com/>

HOW TO MAKE AN ONLINE BOOKING

Mobile bookings allow parents to view the available bookings for a service on a given day on the Xplor app and instantly book a session.

Create Booking

1. Touch or slide the menu bar located on the top left
2. Select Bookings
3. Select a date to view space availability (Only rooms with spaces available will be viewable)
4. Select Book and you be able to see all the booking details information
5. Once confirming the booking, you will see the booking in your calendar instantly.

