

ENROL YOUR CHILD INTO OUTSIDE OF SCHOOL HOURS CARE (OSHC)

If you have not yet enrolled your child, please visit your school website under the **PARENT** tab and navigate to 'outside of school hours care' please follow instructions.

OR

Enter the link below in your browser

https://prodadmin.myxplor.com/enrollment_v2/centre/X93LsMDNs7gNOxcoTQ24356jPQ

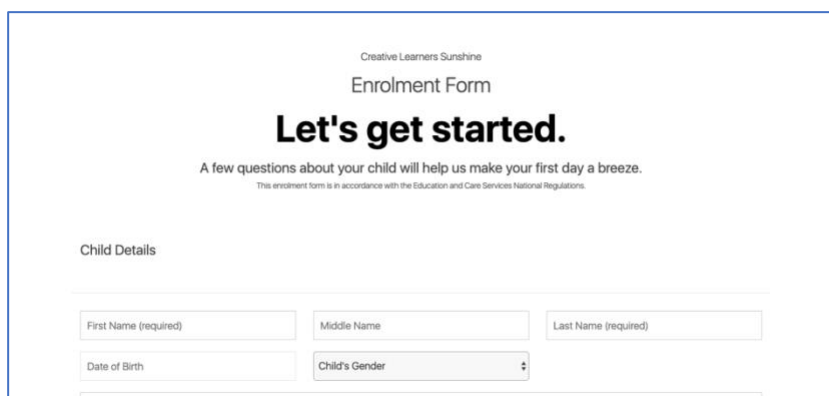
PARENTS HAVE THE RESPONSIBILITY TO READ OUR **PARENT HANDBOOK** PLEASE FIND THIS ON YOUR SCHOOL WEBSITE.

STEP 1: fill in your child/parent details.

Please note 1 enrolment form per child.

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



Creative Learners 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

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

STEP 2: When your enrolment form is completed CLICK SUBMIT.

STEP 3: 'Welcome email from XPLOR' please check your email address that you have used to enrol your child. Please follow the instructions demonstrated on this email below.

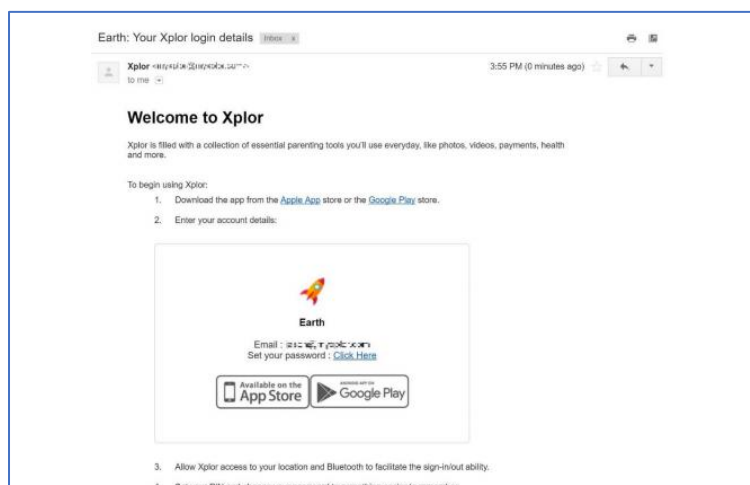
STEP 4: Once you have created a password for your Xplor account log in at <https://home.myxplor.com/> **OR** through the APP downloaded from google play or APP store 'XPLOR'

Once logged in,

1. CLICK DASHBOARD
2. CLICK YOUR CHILD'S NAME
3. CLICK CWA'S confirm your CWA's

You will need to confirm your CWA form, this is **high priority** for parents who claim

CCS 'CHILD CARE SUBSIDY.' CWA's are formal agreements between the government, Child



Earth: Your Xplor login details

Xplor - Welcome to Xplor


3:55 PM (0 minutes ago)

Welcome to Xplor

Xplor is filled with a collection of essential parenting tools you'll use everyday, like photos, videos, payments, health and more.

To begin using Xplor:

1. Download the app from the [Apple App store](#) or the [Google Play store](#).
2. Enter your account details.



Earth

Email: [info@myxplor.com](#)
Set your password: [Click Here](#)

Available on the [App Store](#) | [Get it on Google Play](#)

3. Allow Xplor access to your location and Bluetooth to facilitate the sign-in/out ability.
4. Set your PIN and change your password to something easier to remember.

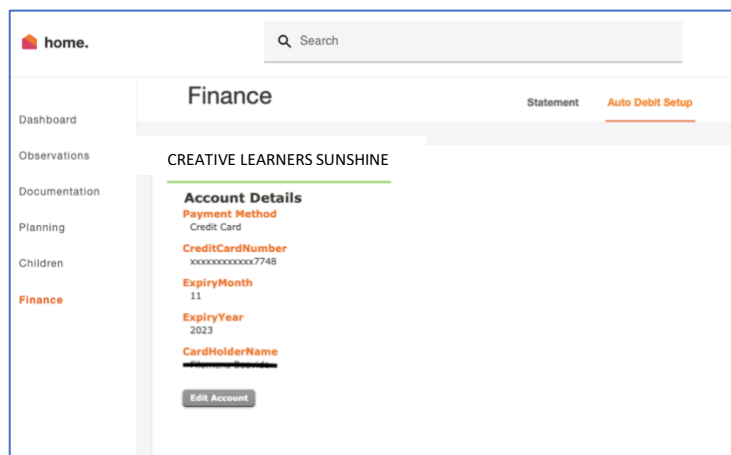
Care service and Parent. If you do not have any CWA's to confirm please notify the office on 0425 672 136 to ACTIVATE your enrolment.

LASTLY,

ADD YOUR FINANCE DETAILS TO SET UP 'AUTO DEBIT SETUP'

Our service requires payments through direct debit to ensure all accounts are paid on time to avoid late fee's. You will need to add either a BSB/ACCOUNT NUMBER or a CARD. You can edit your account details at any time.

Once completed your page should look like this:



New enrolments must confirm all booking VIA SMS/TEXT MESSAGE on 0425 672 136.

PARENT INFORMATION OR QUESTIONS ABOUT CHILD CARE SUBSIDY

1. How do I know whether I receive CCS?
Please contact Centrelink to find out your benefits.
<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>.
OR CALL 136 150 2.
2. My CCS percentage is incorrect?
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?
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. How do I receive a refund/back pay? 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 XPLOR account/APP where they can have a copy ready to discuss with Centrelink. Parents have a responsibility to pay all fees during this process.