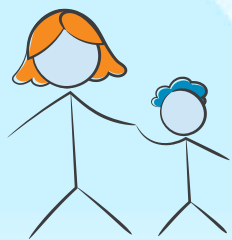


# Get ready to enrol your child into early learning

## Step-by-Step Enrolment Checklist



### prepare

All documents and information you need to access government funding and for enrolment.

### find

What kind of centre suits your child and family, search for a centre, and book a tour.

### visit

Explore a number of early learning centres to find out which one will best suit your child's needs.

### enrol

Officially enrol your child and apply for government funding, using the information collected.

### settle

Attend two to three orientation sessions so that you and your child can get comfortable with how the centre works.

Supported by



#### Language

If you need help in your language you can access resources via Services Australia. Click [here](#).



#### Aboriginal & Torres Strait Islander

If you are an Aboriginal and Torres Strait Islander family you can access additional help [here](#). (Different activity test)



#### Residence Status

To be eligible for government funding, you must meet the residence rules. Click [here](#) for further details.

# prepare

In the prepare phase, you'll pull together all of the documents and information needed to access government funding. You can ask a caseworker (if you have one) to help you with these tasks.

**BEFORE  
YOU  
START**

Open the  
*Links List*



Before starting, scan the code to open the **Links List** with all pages mentioned.

If you familiarise yourself with all of these processes and collect the information required, you'll be well prepared to enrol when you find an available place. Feel free to write your details on this sheet so it's all ready when needed.

What  
you  
need

1



## Your Customer Reference Number (CRN) Your Child's Customer Reference Number (Your Child's CRN)

Education and care can be expensive. Luckily there is government funding. In order to claim funding for your child, you'll need both yours and your child's CRN.

### How to do it?

If you receive Centrelink payments for your child you will already have a CRN. If not, you can get a CRN by proving who you are with Centrelink.

### Where to start? *Links List*

Check the up-to-date process listed on the Services Australia website.

2



## Child Care Subsidy (CCS)

The CCS is a payment that helps with the cost of approved early learning. Services Australia pays the subsidy to your early learning provider to reduce the fees you pay. You'll need to apply for a CCS using your child's CRN.

### How to do it?

You need to complete an online CCS assessment through their online Centrelink account through the MyGov website or app. CCS funding might take two to three months to be approved and can be backdated up to 28 days from the approval date. Once approved your funding is valid for 12 weeks and you must claim against it during this time otherwise you will have to re-apply.

There may be a **gap fee** – please check with the centre or use the estimator provided in the *Links List*. You need to verify this.

### Where to start? *Links List*

- First access the NSW Government page with information on what the CCS is and how to get it.
- You can then check the Child Care Subsidy Estimator on the Services Australia website. (Potential *gap fee*)
- Read Services Australia page for details about your child's attendance at early learning.

### Additional Child Care Subsidy (ACCS)

This is a temporary funding on top of the CCS that provides fee assistance to families facing barriers to accessing early learning. If needed, a caseworker will help you with a letter of support. It can take up to six weeks to apply for. Access the NSW Government page with information on what the ACCS is and how to get it.

Alt



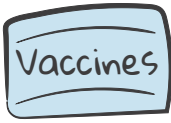
## Support for Community Preschools

Did you know that community preschools are supported by the NSW Government and offer around two days a week for children between three and five years of age at a subsidised rate? If you're on a Temporary Visa, this might also be a great option for you.

The early learning centre will require the following documents or information, so it's good to get them ready in advance.

What you need

3



### Immunisation Status

You'll need to provide your medicare details as part of the CCS application so that the government can see your child's immunisation status.

#### How to do it?

You'll need your Medicare card number and Individual Reference Number – this is the number next to your child's name on your Medicare card. You can also download your child's immunisation status from the Medicare app.

#### Where to start?

Check the Services Australia page explaining what the Immunisation requirements are.

4



### Banking Details

You'll need to provide your bank account details, even if you are eligible for ACCS funding.

**How to do it?** Your details are available in your bank statement or banking app.

Account Name (First & last name):

BSB Number:        Account Number:

5



### Emergency Contact Details

You'll need to provide all details of an emergency contact.

**How to do it?** Please speak to your emergency contact and let them know in advance so that they understand the situation.

Full Name:

Phone Number:             Relationship to you:

Address:

6



### Proof of Birth for your Child

You'll need to provide this information as part of the enrolment process.

**How to do it?** You'll need to provide one of the following:

- A completed Blue Book
- Birth certificate
- Passport
- Statutory declaration

Document Type:

7



### Doctor's Details

Please provide details of your child's general practitioner (GP)

**How to do it?** From your GP's website, via Google or by calling them.

Doctor's Name:

Phone Number:           Name of practice:

Address:

Email:

### Possible Extra Documents

(Only if suitable)



### Court Orders, Apprehended Violence Order (AVO), Domestic Violence Order (DVO)

If you have any court orders covering your parenting arrangements, the centre will need a copy.



### Medical Management Plans (Example provided in Links Lists)

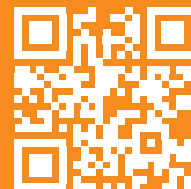
The early learning centre will need a copy of this document in case your child needs medical attention. You can ask your GP for a copy or download a sample template from ASCIA.

# find

In the find phase, you'll think through what kind of early learning centre would suit your child, search for centres that meet your needs and book tours. You can ask a caseworker (if you have one) to help you with these tasks

**BEFORE YOU START**

Open the *Links List*



Before starting, scan the code to open the *Links List* with all pages mentioned.

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What you need

1



## Your Preferences

Making a list of what you need from an early learning centre will help you to target your search.

Ask yourself these questions:

- What location suits you best?
- How many days/which days and times would you prefer?
- What kind of environment would suit my child better?

Where to start? *Links List*

Read the article on the NSW Government page to help you prepare for your visit.

2



## Shortlisting Early Learning Centres

Search online or ask friends and family to find an early learning centre that you want to contact.

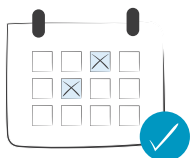
How to do it?

Use these online search tools to find out who is in your area so that you can shortlist those you want to speak to.

Where to start? *Links List*

- Starting Blocks
- Service NSW
- Care for Kids

3



## Booking Tours

Book online, make a phone call or email the centre. They'll arrange a suitable time and date for you and your child to tour the centre and meet the staff.

Tours Booked

Tour 1:

Tour 2:

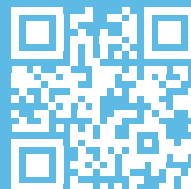
Tour 3:

# visit

In the visit phase, you'll attend a number of early learning centres so that you can find out which one will best suit your child's needs. You can ask a caseworker (if you have one) to help you with these tasks.

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YOU  
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What  
you  
need

1



## Questions to Ask

To help you prepare for a successful tour of the early learning centre, here are some questions you can ask to make sure it's right for your child.

### How to do it?

Example questions can be:

1. What does a typical day look like?
2. What do I need to bring on the first day?
3. What happens when my child is ill?
4. What's provided, what's not?
5. What educational programs do you run?
6. What can you tell me about the educators who would be looking after my child?

2



## Waiting List

Not all early learning centres will have vacancies so you may need to put your child on a waiting list.

### How to do it?

We recommend that you put your child's name down on waiting lists as soon as you can. Waiting periods are different for each centre, so make sure you know how long the wait is for a place at your preferred centre.

# enrol

In the enrol phase, you'll use all of the information you collected earlier to fill in the enrolment form that will be given to you. You can ask a caseworker (if you have one) to help you with these tasks.

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What  
you  
need

1



## Enrolment Forms

Your early learning centre will provide you with one of these.

### How to do it?

Depending on the provider, this will either be an online or paper-based form.

2



## Accepting Enrolment

Once the offer of enrolment has been made, you'll need to accept, decline or seek more information.

### Processes:

Most early learning centres will make you a verbal offer that will then be followed up with an email with a link to your offer, for you to accept or decline.

Once you've enrolled your child, you will have to confirm the enrolment through your Centrelink account (using MyGov) if you're claiming the Child Care Subsidy or Additional Child Care Subsidy.

### Where to start? *Links List*

The Services Australia article "*Confirm Enrolment*" explains the process for doing this.

So far

# settle

**BEFORE  
YOU  
START**

Open the  
*Links List*



Before starting,  
scan the code to open  
the **Links List** with all  
pages mentioned.

In the settle phase, you'll attend two to three orientation sessions so that you and your child can get comfortable with how the centre works.

Taking the time to prepare your child and family can make a difference in how your child settles into care. Feel free to write your details on this sheet so it's all ready when needed.

What  
you  
need

1



## Orientation Sessions

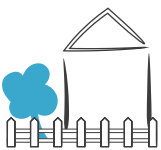
These will help you and your child to transition to feeling comfortable at the early learning centre.

### Processes:

Centre staff will talk to you about when these sessions are and how they work – there may be two to three sessions of up to two hours duration.

You **must** be present for the whole of the orientation session.

2



## First Day

To make the first day a success you'll need to prepare the following:

### Processes:

The early learning centre may ask you to bring a snack or some fruit for your child.

If your child requires any medication, please bring them and ensure that the brand and dosage matches whatever is described in the medical management plan.

### Where to start? *Links List*

The Care For Kids article "*Checklist for starting Childcare*" has some great advice for parents preparing their child for a first day at early learning.



A new chapter starts

