

Enrolment Guide



STEP 1 – REGISTER

- Please go to our website:
www.childrensprogramms.ymca.org.au
- Click on the sign in button in the top right hand corner, then click on register. You will then be asked to set up an account with a username and password.
- Once you have registered you will be sent an email with a link to follow to complete your enrolment.



STEP 2 - ADD CONTACT

- Enter the primary contact details for the person who will be responsible for the account. This would be the parent/guardian registered for Centrelink benefits.
- Then add the secondary contact which is the additional parent/guardian.



STEP 3 - ADD CHILD

- For each child you are enrolling you need to do a separate enrolment form.
- Remember to add which centre/service you want to attend at the top right.
- Please ensure you provide any medical or dietary requirements and read all information thoroughly. This is where you can upload action plans, birth certificates and immunisation history statements. Alternatively we can photocopy these at the centre.

STEP 4 - BILLING INFORMATION

- Your child cannot commence care with us until a payment method has been set up.
- Click on the tab on the top right hand side of the main screen.

STEP 5 - DECLARATIONS AND CONSENT:

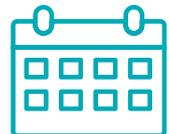
- Please read and agree to the terms and conditions of the YMCA and type your name in the box.

STEP 6 – SUBMIT:

- Click on the submit button when you have completed all of the above. Any areas still needing information will be highlighted read at the top of the page.

STEP 7 - MAKING A BOOKING REQUEST:

Recurring booking requests are for permanent bookings for early learning and before and after school programs.



- Once we have an available position we will send you an offer that you will need to accept.

Casual Bookings are available for families who need an extra day here and there.

- This can be done via the casual booking calendar.