

# Enrolment Guide



## Step 1 – Register

- ✓ Please go to our website: [www.childrensprogramms.ymca.org.au](http://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

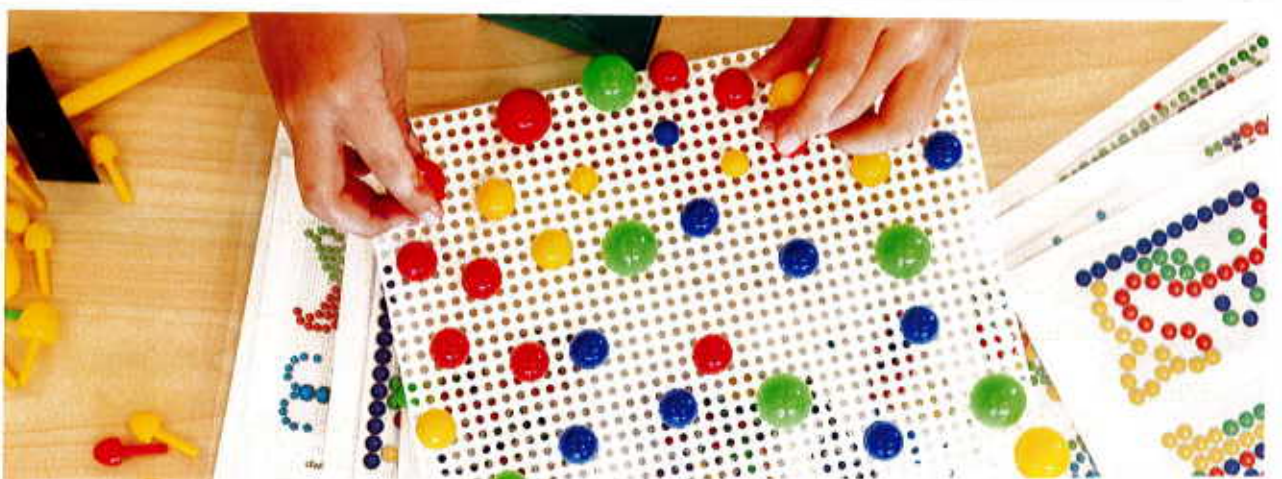
- ✓ Enter the primary contact details for the person who will be responsible for the account. This would be the parent/guardian registered for Centrelink benefits.
- ✓ Then add the secondary contact which is the additional parent/guardian.

## 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.
- ✓ Tick the box to be eligible for the Child Care Subsidy (CCS)

## 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 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 before and after school programs and are how you book into the school holiday programs. This can be done via the casual booking calendar.

**Please let us know if you have any questions or need any help!**

✉ [armstrongcreek@ymca.org.au](mailto:armstrongcreek@ymca.org.au)

📍 [childrensprogram.ymca.org.au](http://childrensprogram.ymca.org.au)

☎ 03 8371 0550 (Children's Programs Accounts Team)

☎ 0418 195 782 (Armstrong Creek Program)



# ARMSTRONG CREEK **BEFORE & AFTER SCHOOL PROGRAM**



YMCA Children's Programs are about more than childcare and education. We focus on enriching childhood and helping the children develop bright and inquiring minds in a safe and secure environment.

## Before & After School Program

The Before and After School program is a terrific solution for busy families.

We cater to the needs of all children and offer a range of enjoyable indoor and outdoor play activities, including:

- ✓ Sports, ball games and team games;
- ✓ Arts and crafts;
- ✓ Cooking;
- ✓ Creative and expressive arts such as drama, singing and dancing;
- ✓ Board games and puzzles;
- ✓ Homework time; and
- ✓ Gardening and recycling.

## School Holiday Program

YMCA Children's Programs takes a holistic approach to education and care and our holiday programs are designed to entertain children and young people but also actively enrich their childhood.

They are designed for primary school aged children aged five to twelve and include a mixture of excursions, incursions and Headquarters days.

Our programs are available 5 weeks before the end of term.



For more information, please contact our friendly team at:

☎ 0418 195 782

✉ [armstrongcreek@ymca.org.au](mailto:armstrongcreek@ymca.org.au)

📍 100 Central Boulevard,  
Armstrong Creek 3217

Opening hours:

Before School Program: 6:30 – 9:00am

After School Program: 3:30 – 6:30pm

School Holiday Program: 6:30 – 6:30pm

We are a government approved service which means you can save on fees if you're eligible for CCS entitlements. Casual Bookings incur an additional fee.

