**ENROLMENT INFORMATION FOR FAMILIES**

Dear Families,

If you wish to enrol your child at any of our three Outside School Hours Care (OSHC) Services, please register an account with our CCS Software provider Fully Booked, <https://mbpscouncil.fullybookedccms.com.au/family/login>, please ensure you complete all required fields.

The following forms will also need to be uploaded to your account:

* Australian Immunisation Register (AIR) record of completed immunisation for each child
* Asthma Plan
* Anaphylaxis Management Plan
* Medical Management Plan
* Court Orders
* Any other applicable plans.

If you are unable to upload these documents, please provide our Administrator Monica with a copy.

If you are not registered with Centrelink for Child Care Subsidy (CCS), you can submit a new Child Care Subsidy claim using your Centrelink online account through [myGov](https://my.gov.au/LoginServices/main/login?execution=e1s1). You should complete a claim as soon as possible as Centrelink will only backdate claims for 28 days. Further information regarding CCS can be found at <https://www.servicesaustralia.gov.au/individuals/online-help/centrelink/claim-child-care-subsidy>.

To book your child into OSHC, please use our online booking form <https://form.jotform.com/202797432439867>

You can access current copies of our policies, including the Enrolment and Payment of Fees Policies here: <https://drive.google.com/drive/folders/1W4vmByYcF7HtPxrbnXsnBswjhLakEuwY?usp=sharing>

If you require further assistance, please contact Kath on 0418 399 861 [Kathleen.Lewinson@education.vic.gov.au](mailto:Kathleen.Lewinson@education.vic.gov.au) or Monica on 0417 411 667 [Monica.Sanderson@education.vic.gov.au](mailto:Monica.Sanderson@education.vic.gov.au).

Regards



Kathleen Lewinson

OSHC Manager