

## Tips to complete the enrolment form

### Creating an account with Kidsoft:

If this is your first time using kidsoft:

- Click Create a New Account
- Find the account activation in your inbox
- Activate your account and login


Please note required fields are marked in red 

**Step 1** Click on “Find a Place” and add the details of your child and then click submit

**Step 2** Finalise your Waitlist Entry

(we do currently have availability, and this is part of the online enrolment process)

**Step 3** Complete the Enrolment Form offer

TIPS		
1	Child Care Subsidy	Please provide your correct CRN details for the guardian and the child (i.e. if you don't have this handy, you can provide it on later stage)
2	Address	<p>Please type in the first letters of the suburb and select the suburb from the prepopulated drop-down, state and post code will be auto complete</p> <p><b>Address Details</b></p> <p>Address Line 1: <input type="text" value="Example"/> ✓ Address Line 2: <input type="text"/> ✓</p> <p>Country: <input type="text" value="Australia"/> ✓ Suburb: <input type="text" value="Waverley"/> ✓ Postcode: <input type="text"/> ✗ State: <input type="text"/> ✗</p> <p><b>Child Details</b></p> <ul style="list-style-type: none"> <li>Waverley NSW 2024</li> <li>Waverley QLD 4825</li> <li>Waverley TAS 7250</li> </ul>
	Select days/care type	<p>Please click the ‘Vacation Care’ button</p> <p>Priority of Access - Childcare only: <input type="text" value="3"/> ✓ <a href="#">Info</a></p> <p>Select the below care type you require. You must select at least one care type</p> <p><input type="button" value="Vacation"/> </p>
3	Booking at a later date	This is optional if you would like to complete your enrolment and choose the days of attendance at a later stage
4	Proof of date of birth	This attachment is not required
5	Immunisation records	Only required if your child is not yet enrolled at school (i.e. Kindergarten children only)
6	Medical conditions	If your child has any medical condition, you are required to supply details and provide the “Relevant Medical Management Plan”
7	Emergency contacts	Must be different from parents if listed (i.e. do not list parents as emergency contacts)