

# Accepting an Enrolment Offer at Geebung Kindergarten and Preschool

Q: How do I accept my enrolment offer?

A: In the enrolment offer email you have been sent, click on 'View Enrolment Offer'. You will be directed to Geebung Kindy's Kidsoft Parent Portal to create an account or log in as an existing user.

Q: How do I login to Parent Portal to view my enrolment offer?

A: If you already have an account you can 'Log In Here' using your email address. If you have forgotten your password, click 'I forgot my password' to reset. You can click on 'Complete Enrolment' on the home page, or click on the 'Enrolments' menu and click on 'Accept Enrolment Offer'

Q: I need to log into the Parent Portal to finish completing the enrolment book but the link that was in my enrolment offer email isn't working?

A: Once you have clicked on the link in your enrolment offer email, and created an account, you will not be able to use this link to log into the Parent Portal again. You need to log in to the Parent Portal through your web browser:

Q: Do I have to complete all the questions on the enrolment book?

A: To accept and submit your enrolment book, all mandatory fields, those marked with a \* are required to be completed. To help us better support you and your child, we appreciate if you could provide as much information at the time of completing your enrolment book.

Q: What documents will I need to provide to complete my enrolment?

A: You will need to provide the following documents, which you can upload via your Parent Portal:

- Proof of Birth: this could be a Birth Certificate, passport, immunisation record
- Immunisation Record: this can be obtained by accessing the Australian Immunisation Register via Medicare website or app.
- Medical Action Plans: upload relevant medical action plans and information.
- Health Care Card, Pensioner Concession card or Veterans Gold or White card, Visa.
- Court order, parenting orders or plans: if applicable

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Q: Do I need to complete the enrolment book all at once?

A: You have until your enrolment offer expires to complete your enrolment book. If you need to stop and come back to the enrolment form, click "cancel" and the information you have entered will be saved. When you are ready to complete the enrolment book, log back into your Parent Portal account, click on "Enrolment" and click on the offer to continue. If you do require additional time, please contact us to have the expiry date extended.

Q: How do I pay my enrolment and membership fee?

A: The non-refundable \$100 enrolment fee (if applicable) and \$11 membership fee can be paid by bank deposit (details below) or by cash or card in the kindy office.

National Bank

BSB - 084 209

Account - 508 479 702

Name - Geebung Kindergarten and Preschool

Reference - Your Child's Name

Q: Do I need to have additional contacts for my child's enrolment?

A: We recommend all children have at least 2 additional contacts in the event of an emergency and we are unable to get hold of you.