



SUBMITTING AN ENROLMENT FORM

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Submitting Enrolment

- An enrolment form will need to be completed for each child.
- You can submit an enrolment form for each individual service
OR

Submit an enrolment form for one service, then email Kids Biz Admin (admin@kidsbizoshc.com.au) and they can replicate your submitted form into additional services. In the email to admin please make sure to add:

- Child's full name
- Service you have already submitted
- Name of the additional services

Mandatory Fields

Any field with an asterisk (*) is a mandatory field that you must provide an answer before you can submit the form. Fields with a 'red' message box directly under them must also be answered before you can submit the form.

Required information:

- Child Details (i.e. full name, gender, DOB, CCS, CRN, address, school)
- Primary Parent/Carer (i.e. full name, gender, address, email, contact number, DOB, birth country, child lives with you, relationship to child, CRN, consents)
- Cultural Consideration (i.e. does child speak English)
- Medical Information (i.e. practitioner/service name, contact number, address)
- Medical Acknowledgements
- Immunisation Details
- Transportation Authorisation
- Court Order
- First Emergency Contact/Authorised Nominee (i.e. full name, relationship to child, address, email, contact number, consents)
- Enrolment Agreement
- Confirmation & Signature
- Payment Details



SUBMITTING AN ENROLMENT FORM

Avoid Common Mistakes

- All mandatory (asterisk *) fields & fields with a 'red' message box are completed
- Ensure all date fields are in the format year-month-day (yyyy-mm-dd)
- Ensure Parent and Child DOB & CRN are different.
NOTE: If you are not claim CCS, enter '000-000-000' in the child & parent CRN fields.
- At least 2 contacts are listed (Primary Parent/Guardian & First Emergency Contact/Authorised Nominee). More can be added on the form or requested via email to Kids Biz admin (admin@kidsbizoshc.com.au)
- Ensure email address' are unique for each person
- Ensure attachments are no bigger than **3MB**. Larger/original attachments can be emailed directly to Kids Biz Admin (admin@kidsbizoshc.com.au)
- Wait for green tick after saying 'I am not a robot' before clicking the "Submit" button
- Ensure terms and conditions are ticked before submitting
- Emergency contacts need to be different to Parent 1 and Parent 2, and **cannot** have the same email address (parent name spelled differently)
- Only 2 submissions per IP address allowed per 24 hour period
- Enrolment form will request payment details