Parent/guardian interested in enrolling their children, are invited to meet Childcare Educators and have a tour of facility and given a parent handbook.

If Parent/guardian decide to accept a place, required enrolment paperwork including a copy of child’s immunisation certificate must be completed before commencement.

If eligible, parent/guardian lodges a Child Care Subsidy claim with Centrelink.

Centrelink will assess the Child Care Subsidy claim and they will provide parent/guardian with a CRN Number

Parent/guardian and our childcare service will sign a CWA (Complying Written Arrangement)

Child Care service submits enrolment notice through the Child Care Subsidy system

Parent/guardian confirms the enrolment

This flowchart will be completed after

Child Care Subsidy submission is approved

Flowchart for Child Care Enrolment Process