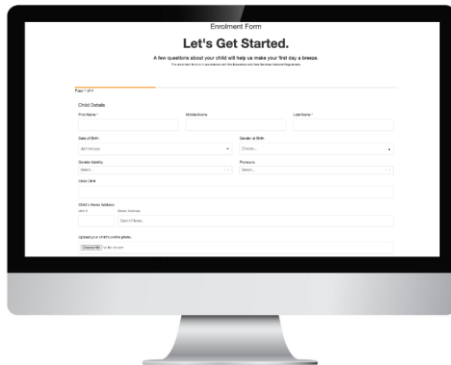# Digital Enrolment Form

The Digital Enrolment Form is created and sent to you by our centre in order to capture some details about your child and your family, in order to make the enrolment process simple!

Some things to consider:

- We recommend completing this form on a desktop computer or laptop. This ensures that you can see all elements of the form as designed by your centre and ensures you have access to any attachments you may need to upload, and in the right format

- Try and complete the form in one sitting to ensure you only have to enter yours and your child's information once and to avoid duplicate profiles being made at the centre

- If you already have children attending at the centre, please ensure you use the email address and mobile number already being used on their accounts to ensure the most recent enrolment is attached correctly

- The email address you enter will be used to create your Home account so make sure this is entered correctly

In order for your child to begin care at our centre, you will need to complete an enrolment form. This is a requirement in order to meet compliance requirements, as well as learn more about your child, your family and your CCS status. This will be a digital enrolment form.

This allows us to capture some of your details, including your email address, so that at a later date we will be able to send you instruction on how to set up your Home account.

Once you have the clicked the enrolment link you will see our form.

Enter in the required details

If you have entered in your email address, you will receive a confirmation receipt at your nominated address with yours and your child's information as entered on the form.
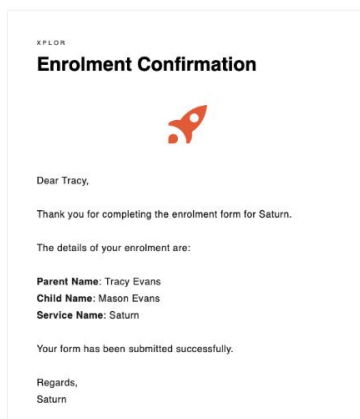
If you don't see this email, please check your junk/spam folders otherwise please **contact us directly** to ensure we have received your information and have it recorded accurately.

Please click on the below digital enrolment link to commence enrolment –

https://prodadmin.myxplor.com/enrollment_v2/centre/rySJGqBFZmDa8dU524356iFbfQ

Please read the below steps to ensure you are completing the enrolment correctly to avoid any errors and delay in commencement of bookings!