## How to enrol – Kindergarten Programs

- 1- Click the link- <u>https://www.xap.rocks/waiting-</u> list?organisationId=b5742bec-6d54-4fad-a8ac-436d664f190b
- 2- The page will appear like the below, complete all the details and click create account. You will then need to check your emails and set up your account (check your junk folder as well)

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		Glenelg Shire Council		
	CLEAR CLEAR	PO Box 152, PORTLAND, VIC, 3305		
		0 03 5522 2211		
	Welcome to our Wait-list			
	If you would like to enrol your child	If you would like to enrol your children at our centre(s), please complete our Wait List form below.		
	We will contact you as soon as a pla	ice becomes available.		
	Due to our imited number of space your earliest convenience so that yo finding the perfect match for your	is, and demand, we recommend that you tour our centre at ou can meet our team of Educators and start your journey on early learning and childcare needs.		
	Let's create an account to get	Let's create an account to get you started		
	Currenting First Margaret	Councilian Last Name 1		
	Guardian First Name	Guardian Last Name *		
	Guardian Date of Birth *			
	Email Address *	Email Address *		
	Email Address	Email Address		
	Mobile Number *			
	Mobile Number			
	Child First Name	Child Last Name*		
	Child's Date of Birth/Expected Date	•		
	services Please only select the service in which you	would like to be on waitlist.		
	Service 1 *			
	Select Service	•		
	Service 2			
	Select Service	*		
	Service 3			
	Select Service	Ψ.]		
		Create Account		

3- You will now need to log back into XAP. Use this link https://id.xap.rocks/Account/Login 4- The below screen will appear. You must hit the waitlist button to complete your enrolment. Click edit enrolment and go through all the tabs and ensure they all have a green tick next to them (this means they are complete, and you can proceed). The enrolment will not be allocated unless all required information is completed and uploaded.

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5- Ensure you select the program you would like to enrol in and put in the correct start date being 29 January – end date 22 December 2024 as it wont put bookings in without this. Please refer to the Facebook post for days and times. Families who attend Kathleen Millikan Centre can put any day from Mon-Fri. All families need to ensure they click the correct Session/Program – 2023 3-Year-Old Kinder or 2023 4-Year-Old Kinder. Click save until you have completed all details.

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Help				Back	Save & Next

**Completing Forms –** Once your enrolment is complete you will be required to complete the below forms. <u>If these</u> forms are not complete your enrolment will be incomplete.

## ALL FAMILIES

- Parental Education & Occupation Form <u>https://au.openforms.com/Form/9d91298c-af67-41ea-8da8-0db9ad26c9c8</u>
- Enrolment Declaration Form -<u>https://au.openforms.com/Form/21a4440f-96bf-4174-9728-67fddeba0742</u>
- Dental Consent Form Emailed to families with the enrolment information
   Kindergarten Background Form 3YO Families – <u>https://au.openforms.com/Form/f38cb030-f199-421a-91af-eafdad27e7fe</u>
  - 4YO Families https://au.openforms.com/Form/dc5a9460-3016-4f3e-9235-b6537ab0f7fc
- Free Kindergarten Form <u>https://au.openforms.com/Form/6e982395-5a11-4b87-a767-a15cb3b2c744</u>
- Authorised Nominees and Child Permissions <u>https://au.openforms.com/Form/57d24180-e210-4e1e-9a43-83d3da5cfd32</u>

## PORTLAND CHILD AND FAMILY COMPLEX FAMILIES ONLY

• Food & Allergies Form - https://au.openforms.com/Form/984cc951-9170-4669-937f-d264e92498f1