



artemis welcomes you

enrolment process for parents



artemis
early learning

ENROLMENT PROCESS

ONCE YOU HAVE COMPLETED A TOUR AND DECIDED TO ENROL YOUR CHILD/REN, WE WILL ASSIST YOU EVERY STEP OF THE WAY.

1.

Our enrolment process can be completed online.

The steps are:

- a) Create a family account in 'My Family Lounge' under the Register/Enrol tab
- b) Proceed to 'Booking Requests'
- c) Create a 'New Request'

2.

Pending availability, we will be in touch about two months before your requested start date to make an offer of enrolment. Once you accept the offer, you will be prompted to complete an Enrolment Form.



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3.

All information should be completed correctly. This is especially important if you are eligible for the government Childcare Subsidy (CCS) as all details provided must match the information held by Centrelink.

4.

Make sure you have obtained a CRN number for your child from Centrelink as this is used in processing your CCS. We are happy to help with any queries you may have regarding Centrelink procedures.

5.

It is vital that we have an up to date Immunisation History Statement (IHS) for each child. This is part of the 'No Jab, No Play' legislation. There is a six-week grace period for families arriving from overseas as they obtain an IHS through Medicare.



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6.

Payment of fees is via direct debit, due fortnightly in advance. Each family will complete and sign the Debit success form upon enrolment. Family accounts must always be two weeks in advance.

7.

We recommend at least 3 orientation sessions (which are not charged) prior to your child's start at Artemis. The orientation sessions normally last around one to two hours and are an ideal opportunity to discuss your child's routines with educators. This gives us time to get to know your child and allows time for them to adjust to their new surroundings.

8.

You are more than welcome to book casual additional days for your child, pending availability. This can be done by contacting the office.



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9.

Please notify us if your child is away sick or prior to going on holidays, for rostering and catering purposes.

10.

Two weeks' notice is required for any booking changes: change of days, reduction of days or cancelling care.

11.

It is important for families to sign in children inside of their room each day. This is done electronically with a notebook Kiosk located in each room. Parents are identified with their mobile number as user name and a unique 4-digit code as password.

12.

Each family has access to a parent handbook which provides more detailed information on our services and policies.

It is our sincere wish that every family, child and staff member enjoy their experience at Artemis Early Learning!

