

PARENTS & CARERS

ENROLMENT CHECKLIST



To ensure the highest quality care and to comply with all government and legislative requirements, Parents and Carers are asked to provide copies of a variety of documents relevant to your child's care

Enrolment is a detailed process, but once completed the fun can begin. We look forward to seeing you at the Currumbin Kids Club soon.

NB: Checklist includes government and OSHC best practice components. Completion of enrolment may not be possible without them. Our Coordinator is available to discuss any queries or concerns.

Enrolment Authorisation Forms

COMPLETED	ITEM DETAILS
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| <input type="checkbox"/> | <p>Enrolment: Family enrolment completed online through the My Family Lounge APP. Access the link through the currumbinkidsclub.com.au webpage</p> <p>To complete online enrolment, you will be asked to provide soft copies of the following:</p> <ul style="list-style-type: none">• Immunisation records• Medical action plans• Additional needs or diagnosed disability details• Custody orders• CCS details |
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| <input type="checkbox"/> | <p>Authorisation: Print, sign and return hard copy of the completed enrolment form</p> |
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| <input type="checkbox"/> | <p>Payment: complete and return the debit authority form. Download form from the currumbinkidsclub.com.au webpage or request a hard copy from the Coordinator</p> |
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| <input type="checkbox"/> | <p>Bookings Admin: Download the My Family Lounge APP to manage absences, vacation care and casual bookings. APP store details available on the currumbinkidsclub.com.au webpage</p> |
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Child Specific Forms

COMPLETED	HARD COPY REQUIREMENT (available from Coordinator or download)
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| <input type="checkbox"/> | Child Profile |
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| <input type="checkbox"/> | Homework Club |
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