



## New OSHCare 4 KIDS Online Enrolment, Booking and Cancellation Process 2014

To all OSHCare 4 KIDS Families,

OSHCare 4 KIDS will be launching a new online enrolment, booking and cancellation system from the 20<sup>th</sup> December 2013. As part of the yearly re-enrolment process families will no longer be able to provide a paper enrolment form nor will they have to re-enrol every year.

All families will be asked to create an account and login through our website from the 20<sup>th</sup> December 2013. This will be the only way to enrol, make booking/s and cancellation/s. This will allow you to manage your child's OSHCare account with us. Families can contact Head Office via phone or email if the booking and/or cancellation is of urgency, if this is not the case the parent will be directed to their online account to make their required changes.

Once this is complete all information will be emailed through to our Head Office. Any changes a family makes to their child's account (i.e. enrolment form, booking/cancellation) will be emailed to our admin department.

All child enrolments and bookings will cease as of the 21<sup>st</sup> of December 2013. All families are then required to re-enrol through the online enrolment system by the 20<sup>th</sup> of January 2014. This will allow Head Office to process your child's enrolment form and booking and confirm acceptance of enrolment form, debit form and booking/s prior to school re-commencing.

If you have recently completed and enrolment form for your child/ren we are apologise for the inconvenience of re-enrolling in such short time.

**Please note:** If you enrol/book after the 20<sup>th</sup> of January 2014 we cannot guarantee a place in the program as time is required to process your enrolment and booking accurately.

Kind Regards

OSHCare 4 KIDS  
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