

Portal for G...

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How to accept an offer and complete the enrolment form

How to accept an offer and complete the enrolment form

If you have requested a booking at the Service and have been placed on the waitlist, the Service will offer you a place when it becomes available.

###Logging into the Guardian Portal

When the Service has a position available they will send you an Offer.

The Offer will provide you with access to the Guardian portal to accept the Offer and complete your child's Enrolment form.

Web Portal for Guardians &
Carers - Managing Casual
Bookings

How to view your Child's
CCS Enrolment

- 1 You will receive a welcome email to allow you to create your Password. Select** Create your Password**



Activate Your Xap Account

Hello Candace Carter,

Your account is created in Xap. Welcome!

Junior Discoverers ELC uses the Xap system to keep you and your family updated with daily activities and learning of your child. We can't wait to show you what we've got.

Through our mobile app, you will be able to receive daily photo/video, sleep, food and other updates about your child, view your statement & invoices, receive important information about events, and much more. You will also be able to register if your child has the day off or is ill.

In order to use our app, you need a Xap account, which we have already created for you. We have been asked to send you your Xap account login detail.

You just need to create a Password. Simply click on the button below to create a password.

[Create Your Password](#)

If you have trouble clicking the link above, right click on button 'Create your

- 2 Create and confirm your Password, then select **Activate your Account**

Create Password

It'll need to contain at least 8 characters, including one or more numbers

Password

Confirm password

Activate your account

- 3 Login with your Username (email address) add in your Secure password and select **Log In**



Welcome

Email

candace.carter@mailinator.com

Password

Log In

Remember me

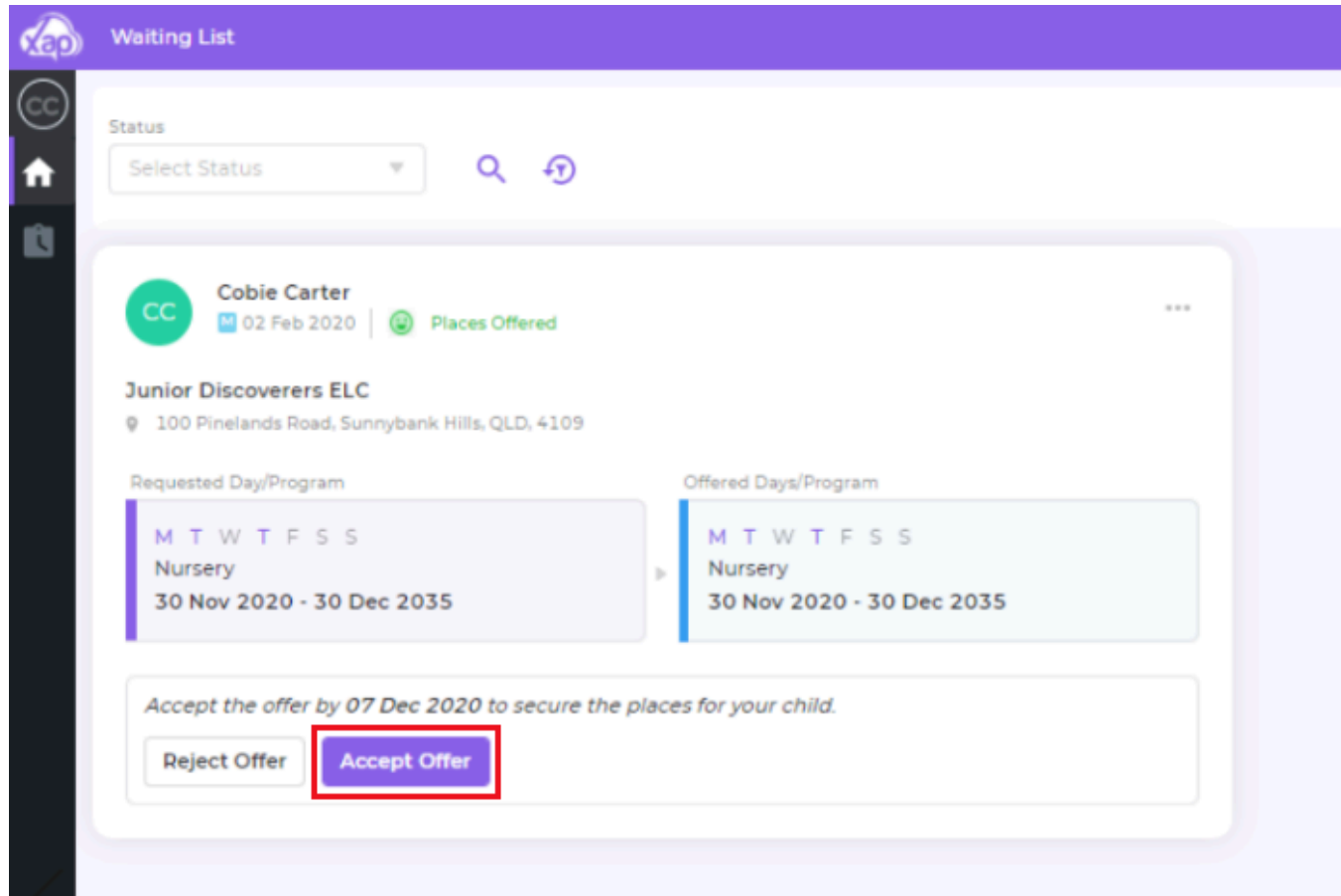
[Forgot Password](#)

Once you have successfully logged in, you will be directed through to the Waitinglist screen

Viewing the Offer

- 1 Select **Accept Offer**

Note: The Service may have set an Offer Expiry Date. If the offer has an expiry, you must accept or reject the offer prior to the expiry date.



2 The Confirm Offer screen will display, Select **Confirm**

The Service will receive a notification of the Accepted Offer


Accept - Offer



Application Summary

Child Cobie Carter	Child's Date of Birth 02 Feb 2020
Child's Gender Male	Guardian Candace Carter
Guardian's Mobile 0411 222 333	Priority Score -
Application Status Places Offered	

Offer Details

 **Junior Discoverers ELC**
📍
100 Pinelands Road,
Sunnybank Hills, QLD, 4109
✉
juniordiscoverers@mailinator.com
📞
07 5 115 1525

Booking Type Permanent	Offer Expiry Date 07 Dec 2020
---------------------------	----------------------------------

Requested Days/Programs

Program Nursery	Booking Period 30 Nov 2020 - 30 Dec 2035
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Days
M T W T F S S

Offered Days/Programs

Program Nursery	Booking Period 30 Nov 2020 - 30 Dec 2035
--------------------	---

Days
M T W T F S S

Comments

Comments

Cancel Confirm

Once the Offer has been accepted, you will be directed through to the Enrolment form.

Completing the Enrolment Form

The Enrolment form is broken into different sections:

- Guardian
- Authorised Nominees
- Child Details including:
 - Cultural Details
 - Doctors and Insurance Details
 - Health and Immunisation information
- Guardian Consents
- Court Appointed Orders
- Priority of Access
- Days and Program

Direct Debit Details

****Guardian Details****

The Guardian details that have already been added into the Initial inquiry will be automatically populated. Add in any further details, including mandatory fields.

- Guardian 1**
- Nominee 1
- Child Information
- Days/Programs
- Direct Debit Authority
- How did you hear about...

Parent/Guardian Information

A Guardian includes parent of the child and/or a person with parental responsibilities for the child under a decision or court order.

Parental responsibility is a term defined under section 61C of the Family Law Act 1975, which means all the duties, powers, responsibilities and authority which, by law, parents have in relation to children.

First Name *	Middle Name	Last Name *
<input type="text" value="Candace"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Carter"/>

Known as (Preferred Name)	Date of Birth *	Relationship to Child
<input type="text" value="Known as (Preferred Name)"/>	<input type="text" value="15/08/1974"/>	<input type="text" value="Select Relationship"/>

Make this default name

CRN

Primary guardian in the family
 Primary guardian is the child care subsidy(CCS) claimant and the person who is responsible for paying the child care fees for the children in the family. Please note; if you wish to claim CCS, you must provide CRN for both primary guardian and the child.

Contact Details

You must enter at least one contact number

Email Address *

Mobile Number	Phone Number	Work Number
<input type="text" value="0411222333"/>	<input type="text" value="Phone Number"/>	<input type="text" value="Work Number"/>

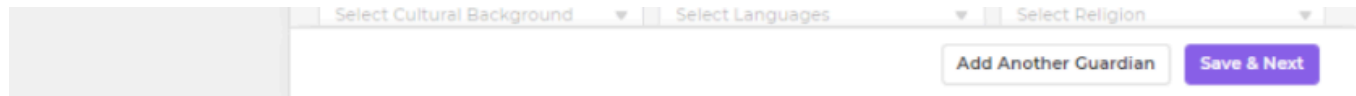
Home Address *

Suburb *	State *	Postcode *
<input type="text" value="Meadowlands"/>	<input type="text" value="QLD"/>	<input type="text" value="4125"/>

Cultural Details

Aboriginal Status	Nationality
<input type="text" value="Select Aboriginal Status"/>	<input type="text" value="Select Nationality"/>

Cultural Background	Languages Spoken	Religion
---------------------	------------------	----------



The image shows a horizontal header bar with three dropdown menus: "Select Cultural Background", "Select Languages", and "Select Religion". Below these menus are two buttons: "Add Another Guardian" and "Save & Next".

Scrolling down allows further Guardian details to be added, including Education and Occupation details as well as Identifications.

Another Guardian can be added or select Save and Next to continue

Guardian 1

Nominee 1

Child Information

Days/Programs

Direct Debit Authority

How did you hear about...

Home Address *

55 Meadowview Road

Suburb *

Meadowlands

State *

QLD

Postcode *

4125

Cultural Details

Aboriginal Status

Select Aboriginal Status

Nationality

Select Nationality

Cultural Background

Select Cultural Background

Languages Spoken

Select Languages

Religion

Select Religion

Education & Occupation Details

Is the guardian currently self-employed, studing or working?

Yes

No

Other Details

Driver's Licence



Attach a document

Or Drag Drop Here

Health Care Card



Attach a document

Or Drag Drop Here

Health Care Card Number

Health Care Card Number

Exp. Date of Health Care Card

DD/MM/YYYY



Authorisation

This guardian is authorised to:


- authorise the centre to seek medical treatment from a registered medical practitioner, hospital or ambulance service, including transportation of the child by an ambulance service.
- authorise the centre to administer medication to the child.
- authorise the centre to take the child outside the centre on excursions or outings, with the centre's educators
- Be contacted in an emergency concerning the child(ren) below.
- drop off/pick up the below child(ren) to/from the centre.

Add Another Guardian

Save & Next

***** Authorised Nominees**

Add in the Nominees for your child including any Authorisations. Select Add Another Nominee or **Save & Next** to continue.

Guardian 1 

Nominee 1

Child Information

Days/Programs

Direct Debit Authority

How did you hear about...

Nominee Information

First Name *

Courtney

Middle Name

Middle Name

Last Name *

Carter

Relationship to Child

Aunt

Email

Email

Mobile Number *

0455777777

Address

Street Address

Suburb

Suburb

State

State

Postcode

Postcode

This nominee is authorised to:

- This person is an emergency contact for my child
- This person is authorized to deliver or collect my child to or from the child care centre
- This person has authority to authorize an educator to take my child on external excursions or outings
- This person should be notified if a medical event involves my child and guardians are not contactable

Back

Add Another Nominee

Save & Next

Child Information

Any details already added for your child will be automatically populated. Add further details and select **Save & Next**

Guardian 1 ✓
Nominee 1 ✓

Child Information
General & Cultural D...
Doctor & Insurance ...
Health & Immunisati...
Consents & Court Or...
Priority of Access

Days/Programs
Direct Debit Authority
How did you hear about...

Child Information

First Name *	Middle Name	Last Name *
<input type="text" value="Cobie"/>	<input type="text" value="Middle Name"/>	<input type="text" value="Carter"/>
Known As (Preferred Name)	Date of Birth *	Gender
<input type="text" value="Known As (Preferred Name)"/>	<input type="text" value="02/02/2020"/>	<input type="text" value="Male"/>
<input type="checkbox"/> Make this default name	CRN ⊗	Child Resides With
	<input type="text" value="CRN"/>	<input type="text" value="Both Parents"/>
Address where child resides *		
<input type="text" value="55 Meadowview Road"/>		
Suburb *	State *	Postcode *
<input type="text" value="Meadowlands"/>	<input type="text" value="QLD"/>	<input type="text" value="4125"/>
Please list your child's favourite activities and interests		
<input type="text" value="Please list your child's favourite activities and interests"/>		

Cultural Details

Aboriginal Status	Country of Birth	
<input type="text" value="Not Aboriginal nor Torres Strait Islander"/>	<input type="text" value="Select Country of Birth"/>	
Nationality	Cultural Background	Languages Spoken
<input type="text" value="Australian"/>	<input type="text" value="Australian"/>	<input type="text" value="English"/>
Religion		
<input type="text" value="Select Religion"/>		

Back

Save & Next

Doctors and Insurance

Add in your child's Doctor and Insurance information, then select Save & Next

Guardian 1 ✓

Nominee 1 ✓

Child Information

General & Cultural D... ✓

Doctor & Insurance ...

Health & ImmunisatL...

Consents & Court Or...

Priority of Access

Days/Programs

Direct Debit Authority

How did you hear about...

Doctor & Insurance Details

Medical Clinic Name

Family Medical Practice

Doctor's Name

Dr Saunders

Clinic/Doctor's Contact No.

Clinic/Doctor's Contact No.

Medical Clinic Address *

Meadowview Road Plaza

Suburb *

Meadowview

State *

QLD

Postcode *

4125

Maternal Health Clinic

Maternal Health Clinic

MCH Nurse Name

MCH Nurse Name

MCH Nurse/Clinic Contact No.

MCH Nurse/Clinic Contact No.

Child's Medicare Number

Child's Medicare Number

Medicare Expiry Date

DD/MM/YYYY

Ambulance Subscription No.

Ambulance Subscription No.

Subscription Expiry Date

DD/MM/YYYY

Private Health Insurance

Private Health Insurance

Insurance Membership No.

Insurance Membership No.

Back

Save & Next

Health & Immunisation

Add any Medical details for your child. If selecting yes to some options eg. Is your Child Immunised, or if they have any Health Conditions. You will be prompted to upload supporting Documents or add immunisation details.

Select **Save & Next**

Guardian 1

Nominee 1

Child Information

General & Cultural D...

Doctor & Insurance ...

Health & Immunisati...

Consents & Court Or...

Priority of Access

Days/Programs

Direct Debit Authority

How did you hear about...

Health & Immunisation Details

Immunisation

Is the child immunised?

Yes No

Does the child suffer from any of the following health conditions?

Anaphylaxis

Yes No

Asthma

Yes No

Allergies

Yes No

Diabetes

Yes No

Does the child has any of the following additional needs?

Will the child require medication (other than indicated above) whilst attending the centre?

Yes No

Does the child have any dietary restrictions?

Yes No

Does the child have a diagnosed disability?

Yes No

Is the child accessing any specialist services or on a waiting list for such services?

Yes No

Does the child has any other additional needs?

Yes No

Is the child currently in an out of home care arrangement? (including kinship care)

"Out of home care" refers to children living away from their parents due to significant harm. Kinship care is the care provided by relatives or a member of child's social network when a child cannot live with their parents.

Yes No

Back

Save & Next

Consents & Court Orders

Select any of the noted Consents and Court Orders if applicable. Select Save & Next'

Guardian 1 ✓

Nominee 1 ✓

Child Information

General & Cultural D... ✓

Doctor & Insurance ... ✓

Health & Immunisati... ✓

Consents & Court Or...

Priority of Access

Days/Programs

Direct Debit Authority

How did you hear about...

Guardian Consent

Participation

Does the parent/guardian give the permission for the child to participate in cultural or religious celebrations or events? (such as Christmas and Easter)

Yes No

Sunscreen Authorisation

Junior Discoverers ELC follows Sunsmart health recommendations. Please apply SPF 30+ broad spectrum water resistant sunscreen to your child before attending the centre. In the event that your child has not had sunscreen applied, we ask you to complete the authority for a staff member to apply sunscreen

Authority for centre staff to administer sunscreen

- Parent/Guardian gives permission for centre staff members to apply a suitable sunscreen to the child.
- Child is sensitive/allergic to some sunscreen brands. Parent/Guardian will provide a suitable sunscreen brand for child and give permission for centre staff members to apply this sunscreen.

Photographs/Publicity

Does the parent/guardian give permission for the child's name and photographs to be used in the centre (centre display's)?

Yes No

Does the parent/guardian give permission for the child's name and photographs to be used for the centre's promotional events including media?

Yes No

Does the parent/guardian give permission for the child's name and photographs to be included in group posts that are distributed to the centre's other guardians?

Yes No

Court Appointed Orders

Are there any court/parenting/intervention orders or parenting plans relating to this child?

Yes No

Back

Save & Next

Priority of Access

Set any priority of access and select **Save & Next**

Guardian 1 ✓

Nominee 1 ✓

Child Information

General & Cultural D... ✓

Doctor & Insurance ... ✓

Health & Immunisati... ✓

Consents & Court Or... ✓

Priority of Access

Days/Programs

Direct Debit Authority

How did you hear about...

Priority of Access

Places are allocated according to priorities set by Department of Education and Training with includes:

- Priority 1: a child at risk of serious abuse or neglect
- Priority 2: a child of a single parent or parents who satisfy the work/training/study test under Section 14 of the 'A New Tax System (Family Assistance) Act 1999'
- Priority 3: any other child.

Within these main categories, priority should also be given to the following children:

- Children in Aboriginal and Torres Strait Islander families.
- Children in families which include a disabled person.
- Children in families which include an individual whose adjusted taxable income does not exceed the lower income threshold of \$45,114 for 2017-18, or who or whose partner is on income support.
- Children in families from a non-English speaking background.
- Children in socially isolated families.
- Children of single parents.
- Child in a family with siblings attending the care during the same period.

Following additional criterias are also considered when priority score is calculated.

- Family requesting respite or child social interaction
- Parent/guardian with a commonwealth healthcare card
- Parent/guardian with a commonwealth pensioner concession card
- Child in a family with triplets and/or quadruplets attending preschool in the same year
- Parent/guardian with a Dept. of Veterans Affairs Gold Card
- Parent/guardian is on Asylum Seeking bridging Visas A - F
- Parent/guardian is on Temporary Protection/Humanitarian visas 447, 451, 785
- Parent/guardian is on Refugee and Special Humanitarian visas 200-217
- Parent/guardian is on Resolution of Status (RoS) visas, Class CD, Subclass 851.
- Child with additional needs
- Application is referred from a third party agency

Priority Score for this application is: 4

Back

Save & Next

Days/Programs###

Days and Programs will display the Offer information for the upcoming bookings, Select **Next**

- Guardian 1 ✓
- Nominee 1 ✓
- Child Information ✓

Days/Programs

Direct Debit Authority
How did you hear about...

Days/Programs



Junior Discoverers ELC
📍 100 Pinelands Road, Sunnybank Hills, QLD, 4109
✉ juniordiscoverers@mailinator.com
☎ 07 3115 1523

Booking Type *

Permanent Casual

Select the Program you want to enrol *

Nursery

Booking Start Date *

30/11/2020

Booking End Date *

30/12/2035

Select Preferred Days (Minimum 1 days required) *

Weekdays

Mon Tue Wed Thu Fri Sat Sun

I am flexible with days

I can accept less days

Add New Program



Back

Next

Direct Debit Authority

If your Child's Service has enabled Direct Debit as a payment option, you can complete your details, selecting either Credit Card or Bank Account. Select Save & Next.

- Guardian 1 ✓
- Nominee 1 ✓
- Child Information ✓
- Days/Programs
- Direct Debit Authority**

Direct Debit Authority

We offer direct debit facility through credit/debit card or bank. The payments are processed electronically through the secure payment gateway Quickpay.

Debit From *

Card Bank


Card Holder Name *

Candace Carter

Card Number *

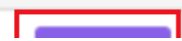
Expiry Date *

CVV *

4111111111111111  12/22  123

- I authorise Quickpay Pty Ltd ABN 62 649 941 997 , acting on behalf of the Junior Discoverers ELC to debit payments from my specified bank account/credit card above, and I acknowledge that Quickpay will appear on my bank account/credit card statement.
- I also agree that I have read and accept the Quickpay Terms and Conditions.

How did you hear about...



Back

Save & Next

How did you hear about us

The last screen will allow you to provide information to the Service on how you heard about them. Select **Submit**. The Service will receive a notification of your child's submitted Enrolment form.

- Guardian 1 ✓
- Nominee 1 ✓
- Child Information ✓
- Days/Programs
- Direct Debit Authority ✓

How did you hear about...

How did you hear about us?

How did you hear about us?

- Facebook
- Instagram
- Twitter
- Community Newspaper
- Word of mouth
- Other