

ACCEPTING YOUR ENROLMENT OFFER

1 We will contact you when a space is available

- You will receive an offer via email, and an SMS alert.
- Enrolment offers are made based on your child's age and when you submitted your waitlist.

2 Remember, offers expire

- All offers usually expire within 4 days. If we don't hear from you, we will offer your place to the next child on the waiting list.
- In some circumstances an extension may be possible. Please call your centre to discuss your situation.

TIP

Use a computer for best results or the Parent Portal App on your phone or tablet.

3 Accept or decline your offer

- Please follow the link in your email to accept or decline your offer. If you don't have access to a computer, phone or tablet, please call your centre and they can help you.
- When accepting your offer, please allow 20 minutes to complete the enrolment form.

4 Upload your documents and tell us about your family

- Once you've accepted your offer you will be asked to upload:
 - Proof of birth
 - Vaccination records
 - Concession card (if applicable)
 - Your direct debit details

NOTE

This is where we get to know more about you and your child's needs so we can provide you with the best experience

5 Pay the enrolment fee

- A non-refundable enrolment fee will be debited from your direct debit account within 14 days of your acceptance.
- To find out what the enrolment fee is please visit your centre's webpage (visit candk.asn.au and search for your centre).

YOUR ENROLMENT IS COMPLETE

Your Director will be in touch