Enrolment Checklist:

Before you begin your online enrolment, we recommend having your documents and information below ready to go.

Your enrolment is completed digitally, and supporting documents can be uploaded as clear photos or PDF documents directly through your enrolment link.

- [ ] **YOUR CHILD'S BIRTH CERTIFICATE**

  Have a clear photo or copy of your child's original Birth Certificate ready to upload.

- [ ] **YOUR CHILD'S IMMUNISATION HISTORY STATEMENT**

  Have a current copy of your child's Immunisation History Statement from Medicare ready to upload.

- [ ] **PARENT/GUARDIAN & CHILD CRN DETAILS**

  If you'll be claiming Child Care Subsidy (CCS), have the Customer Reference Number (CRN) and date of birth for both your child and the parent/guardian claiming CCS ready.

- [ ] **MEDICAL MANAGEMENT PLAN — IF APPLICABLE**

  If your child has a diagnosed medical condition, allergy or other health requirement that requires a Medical Management Plan, have a current copy ready to upload.

- [ ] **ANY OTHER RELEVANT MEDICAL OR SUPPORTING DOCUMENTS — IF APPLICABLE**

  Have copies of any additional documents relevant to your child's care that you would like our team to be aware of.

- [ ] **A COUPLE OF THINGS TO CHECK BEFORE YOU SUBMIT**

  Before completing your enrolment, make sure:

  - All uploaded photos are clear and easy to read
  - Documents are current and complete
  - Your enrolment details match the information held by Centrelink, where applicable
  - You've attached all documents relevant to your child