



ENROLLING YOUR CHILD AT TANDERRA FOR 2021

Dear Parents and Carers

It's time to re-enrol your child for 2021. The process will be different from previous years as from now on all enrolling will be done online. Please read below to find out how to complete the process.

To ENROL YOUR CHILD FOR 2021:

1. Press the ENROL ONLINE button below.
This will direct you to create an iParentPortal account with our software provider.

ENROL ONLINE

2. Once you have created an iParentPortal account, you will be able to select the days of care that you need. Please choose the **next date of care** needed for your child for **this year**. You will then be able to use your iParentPortal account immediately to make changes to your enrolment information, to check your bookings and to check your account status at any time.
3. If you have a new child who needs a place next year, you can add his/her details now. Please use the expected start date for his/her care (we can always change it at a later date if you are unsure).
4. Once we have received your booking request, we will accept it at our end. You will then receive a notification asking you to complete your online enrolment. This is where you can check all your details and make any changes needed to your booking information (work phone numbers, authorized nominees, dietary requirements etc). Please complete all mandatory fields.
5. Once we have received your completed online enrolment, we will assume that you would like the same days for 2021 as currently and will reserve these days for your child. If you need different days, please let us know by email and we will reserve those days instead.

6. You will be prompted to upload your child's AIR Immunisation History Statement. This is a mandatory requirement and we will need to sight the original at the Centre. If you are unable to upload it, we can photocopy it when you come in. If your child is not immunized, he/she may still attend Tanderra but we need to note his/her immunization status.
7. You will also need to complete a REGULAR TRANSPORT AUTHORISATION FORM on our website and return it to us *as soon as possible*. This is a new government requirement from 1st October 2020. Please complete a form for each child you have at Tanderra. You only need to complete page 1 - we have completed pages 2 and 3. Please select the form below which applies to your child:

Regular Transport Authorisation for a child attending Ellison P.S.

Regular Transport Authorisation for a child attending Springwood P.S.

Regular Transport Authorisation for a child attending St Thomas Aquinas P.S.

We have hard copies of the Regular Transport Authorisation forms at the Centre if you prefer. We will need these to be completed and returned to us ASAP please.

To NOTIFY US THAT YOUR CHILD WILL NOT BE RETURNING in 2021:

Please reply to this email and let us know that you won't need a place next year. You can still create the iParentPortal account if you would like to have immediate online access to your account. We will finalise your child's account at the end of this year.

I hope you will enjoy your new iParentPortal access. If you have any questions, don't hesitate to let me know.

Kind Regards,

Suzanne Allnutt

Nominated Supervisor



Springwood Neighbourhood
Centre Co-operative Ltd