



Aranda Afters Association Incorporated

Aranda Afters 2020 Information Sheet

Dear new and returning Aranda Afters Families

We have developed this information sheet for all families interested in the Aranda Afters program to assist you in preparing for your 2020 enrolment. This note provides you with information on:

- The 2020 enrolment process, and
- Important information to assist you in filling out your forms.

If you are not on the Aranda Afters email distribution list please email us at admin@arandaafters.com with the **subject line of Attention Director: 2020 enrolment interest – [Family name]** to request your name to be added. This will ensure that you receive all relevant updates about the 2020 enrolment process, including the enrolment form link on the day enrolment opens.

2020 Enrolment Process

- All families on our contact email list will be sent an enrolment form link at 10am on **Monday November 4th** (Term 4, Week 4).
- Enrolments will remain open until **6:00 pm on Friday 15 November** (Term 4, Week 6).
- Once you receive this link we would encourage you to immediately complete and submit your 2020 online enrolment form.
- You will be asked to order your preference for days of care from 1 up to 5. Please note that you cannot make all days preference 1.
- Aranda Afters Staff will contact you within two weeks of your application to confirm your enrolment and request further documentation to complete your 2020 enrolment. If you do not submit all required documentation by your due date your child's/ren's place(s) will be immediately withdrawn.
- From **Friday 13th December** (Term 4, Week 9) families will be offered places and/or informed of their position on the waitlist for 2020.
- If there any days that you are offered but don't require, please let us know as soon as possible so that we can offer these places to families on the waitlist.
- Please note that you are required to provide four weeks' notice if you wish to withdraw from any days of care.

Important notes

- You can enter all children you are enrolling in your family on the **one form**.
- To **add additional children, parents, or contacts** in any of these sections, please click on the blue link in the bottom right corner.
- In preparation for completing the enrolment form you will need:
 - CRN for each child
 - CRN for claiming parent

- Doctor's information
- Medicare numbers
- An authorised contact other than the primary carers
- Please ensure that you accurately complete all required sections of the form prior to submission.
- Any forms that are not complete will be sent back to the applicant and processed from the time the completed form is received.
- Please ensure that once you have completed the form you click on submit and you will receive an automatic confirmation that your form has been submitted.

If you have any questions regarding placements, please refer to the FAQ document on our website or contact us at admin@arandaafters.com.

We hope this information assists you with preparing for 2020.

Aranda Afters Committee