



# Kindergarten Enrolment - New Family

## Before you start

1 Before you start completing the Enrolment form, we recommended that you gather the following documentation/information.

- Child's proof of birth date (eg. Birth certificate or child's immunisation history statement)
- Child's doctors' details
- Child's Immunisation History Statement
- Child's Medicare Number
- Guardian/Parent Health Care Card (if applicable)
- Child's Medical Management Plan (if applicable)
- School Exemption Letter (if applicable)
- Contact information for Nominee/s

2 Login to Xap



If you haven't done so, you must activate your Xap account by setting up a password. This can be completed through the email you received when you initially filled out the application form.

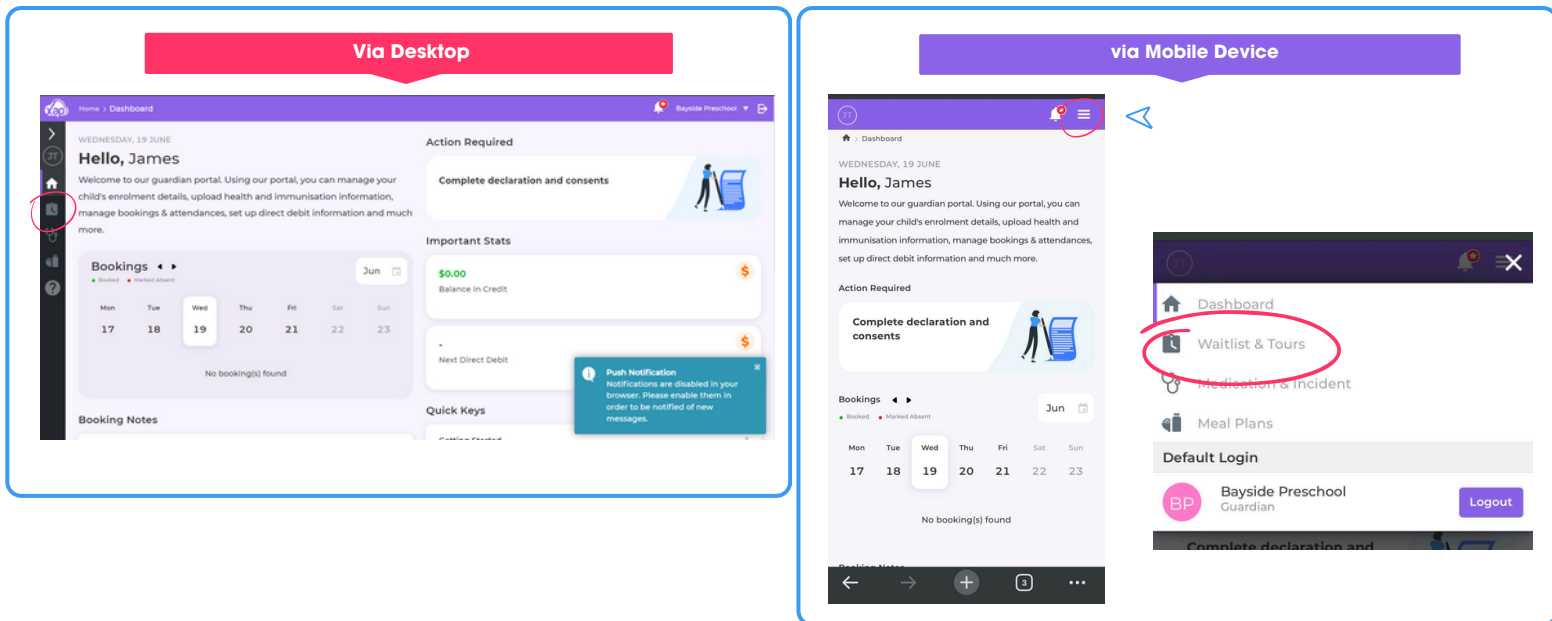


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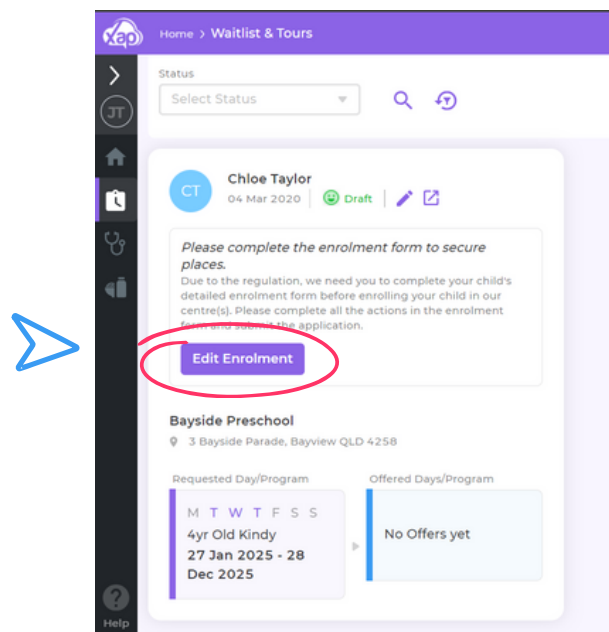
## Getting Started

- 1 Via the Dashboard, Select the square clock icon on the left hand menu. This will take you to your pending enrolment.

Alternatively, if you are logging in using your mobile device, you can select the menu in the top right hand corner and select Waitlist and Tours:



- 2 Please select edit enrolment and work through each section of your enrolment.





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## Completing your enrolment

Once you have selected Edit Enrolment, your enrolment form will open ready to complete. You will not be able to move through or submit your enrolment without completing every section and question.

Once a section is complete it will be marked with a green tick. ✓



★ **Important:** Each section must be completed and saved before moving onto the next. You will not be able to exit a section without completing all mandatory questions. If you do exit a section without completing in full, anything you have completed, will not be saved.