



# Need a hand with enrolling at KidsCo? We've got you covered!



**Step 1.** Visit our website [oshc.kidsco.net.au/book-now](https://oshc.kidsco.net.au/book-now) and click **Book now** on your desired location.

**Step 2.** Please click **Enrol now!** and complete the online enrolment form for each of your children.

**Please note that we require the following information to approve your enrolment & to set up CCS. Otherwise we will call you to get the following:**

- Child's birth date
- Child's CRN and birth date
- Child's Medicare number including reference number and expiry date
- Child's school grade/year
- Parent's CRN and birth date
- Please make the same primary carer the same as the primary carer in Centrelink for CCS purposes
- 2 emergency contacts (that are not listed as parents) including their contact number & addresses

**Step 3.** Our team will be manually checking and approving your enrolment form.

If you need to make a booking for the same day please email [OSHC@kidsco.net.au](mailto:OSHC@kidsco.net.au)

**Step 4.** Once your enrolment is approved, you will receive a welcome email from **Xplor**. Please complete your Xplor account via the welcome email to successfully link your account.

**Step 5.** Download the **Xplor Home app** to manage and view your account, bookings and finances.

**Step 6.** Make casual bookings via the **Xplor Home app** for our team to approve or email [OSHC@kidsco.net.au](mailto:OSHC@kidsco.net.au) to make permanent bookings.

**Step 7.** Make a cancellation or report an absence by marking your child absent by tapping their booking on the **Xplor Home app**.

**NOTE:** Our team will call you once we've reviewed your enrolment form to answer any questions and help you make your first booking with us.

## Need more help?

For all OSHC enquiries please call 1300 976 304 or email [OSHC@kidsco.net.au](mailto:OSHC@kidsco.net.au)