OSHC enrolment instructions

Below is the enrolment link, you will need to complete one for each child you would like to enrol at Ruse OSHC. Please read through the email fully prior to clicking the enrolment link.

Documents Required For Upload During Enrolment From Completion:

Documents outlined below are a required to be uploaded while completing your enrolment form. We require these to meet our regulations set by Department of Education NSW. Children will not be able to attend the service until these documents are provided.

- Birth Certificate

- Immunisation Record

- Court Order Documents

- Parenting Order Documents

- Parenting Plans Documents

- Children's Medical Management.

If you wish, you may also upload photos of your child and yourself.

In the instance of Court Orders, Parenting Orders and Parenting Plans and/or Medical Management, discussions with the team will then occur where needed to ensure that quality care and child safety is ensured. If your child does have medical management plans additional forms will be need to completed. These will be requested after your enrolment form has been submitted.

Medical Management refers to children's medical documents (Action Plans and Support Plans) where they have a diagnosed medical condition or are undergoing assessment. E.g. Anaphylaxsis, Asthma, Allergy, Dietary Requirements, Diabetes, Autism, ADHD.

Xplor Enrolment Link:

Please click this link to complete your enrolment form for each child.

https://prodadmin.myxplor.com/enrollment_v2/centre/7c79EQ8K7i7QynntZgdygA

Account Team Contact Details:

Our accounts team specialist is Kerry; she can help with any account question you have. Kerry can be contacted via email; ooshaccounts@catholiccare.dow.org.au

Activating your Xplor Account (via email):

You will receive an invitation from Xplor to your email. To activate your account, you will need to click on the link provided in the email. This will connect your enrolment form to your new account. Once connected this will provide you access to manage your account, see your child/ren's details and their moments i.e. programming, and to add your billing details.

Download the App "Xplor Home":

One your account has been made active from the steps above please download our Xplor app for families. This app will allow you to manage your bookings, see documentation/programming, and moments occurring within each of our sessions. If you already have the app from a previous or current provider, and invitation will be send for you to connect St Thomas More Ruse OSHC to your app once your enrolment is made active.
You can download the app on the below links
For Android: https://play.google.com/store/apps/details?id=com.xplor.home&hl=en_AU
For Apple: https://apps.apple.com/au/app/xplor-home/id1479657396

The icon looks like this:

BASC Vouchers:

Vouchers for Ruse OSHC can be send to our OSHC accounts once your enrolment is confirmed. Currently we are waiting for a Service Approval from the transfer, after we receive that then we can create our account so family vouchers can be sent through or scanned. All our documents are submitted to the Department, we are just waiting for their response/confirmation before we can progress with the vouchers.

If you have any further questions or need any additional support upon your enrolment process, please feel free to contact the service email.