Enrolment Process

Thank you for taking the time to register your child with After The Bell Aus.

There are a number of ways to access and complete the Enrolment process, either online at www.afterthebell.com.au and select the Enrol Now link in the big purple box labelled "New to After The Bell" or you can access printable versions of all our forms on the website in the Resources sections. Some schools have printed copies of the forms, available at the Administration office. Please note: that you will require access to a printer, scanner or photocopier to complete a registration.

Option One-Completing a Registration online

An online Enrolment is generally the easiest way to complete a child's registration, you will need access to a printer, scanner and be able to scan and upload documents. There are a number of documents pertaining to your child that we require before we can accept a registration. Ensuring we have all these documents when you complete your child's registration is the best way to make sure we can process your request as quickly as possible.

To make this a little easier we have created a checklist of all the required documents we suggest you print this first and make sure you have access to all the documents prior to starting the registration process. It is even easier if you scan and save these documents into a folder prior to commencing.

Option Two-Print, Scan and Email

Alternatively you can print and complete the Enrolment Forms by hand. Once complete you will need to scan the completed registration and Direct Debit Form along with all the required additional forms and email back to our Enrolment Department
Make sure you print a copy of the checklist to keep track of the documents.

Option Three-Print, Copy and Mail

Once you have printed and completed the Enrolment Forms, photocopy all the required documents and send to PO BOX 7082 Upper Ferntree Gully, Victoria, 3156. We strongly recommend sending by Registered or Express Post mail. Being able to track these private and sensitive documents is important.
Make sure you print a copy of the checklist to keep track of the documents.

Additional Needs Form

Some children have additional needs that we need to consider and understand as part of our accepting your child's registration. In order to make sure we have the right qualified and experienced staff in the OSHC centre it is important that this information is provided to us. If however your child does not have any medical (or other) conditions then please disregard the Additional Needs section of the Enrolment Process.

Contact Numbers for Assistance

If you require any assistance at all completing the Registration Enrolment Forms then do not hesitate to contact our Enrolment Department on any of the numbers below.

Brisbane (07) 3181 4309   **Melbourne** (03) 9758 6744   **Sydney** (02) 92382218