



How to enrol



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What You'll Need:

- Centrelink Customer Reference Numbers (CRNs) for yourself and your child if you would like to claim Child Care Subsidy (CCS). Note that the person completing the enrolment must be the same person linked to the child for CCS
- Bank account details or card for direct debit
- One or more emergency contacts
- Doctor's contact information, management plan for any relevant medical conditions and your child's immunisation record

Steps:

- 1** Scan QR Code above or head to helpinghandsnetwork.com.au/ register and click on Get Started to register as a new Kidsoft user
- 2** Validate your registered email address (you will receive an email)
- 3** Create your account password
- 4** Select your service in 'Find a Place'
- 5** Complete the 'Waitlist' form by adding your child's details (separate one for each child)
- 6** Complete the enrolment form and your local service team will be in touch

Tips:

- Please allow 10-15 minutes to enrol, so it's a great time to grab a cuppa!
- Your email address will be your username and the main point of contact.
- Download the Kidsoft app on your mobile to manage your bookings!

We're here to help!

Our friendly customer service team is here to assist with any enquiries.

✉ accounts@helpinghandsnetwork.com.au

☎ 1300 612 462

For service specific information and contact details, head to helpinghandsnetwork.com.au and search for your school.