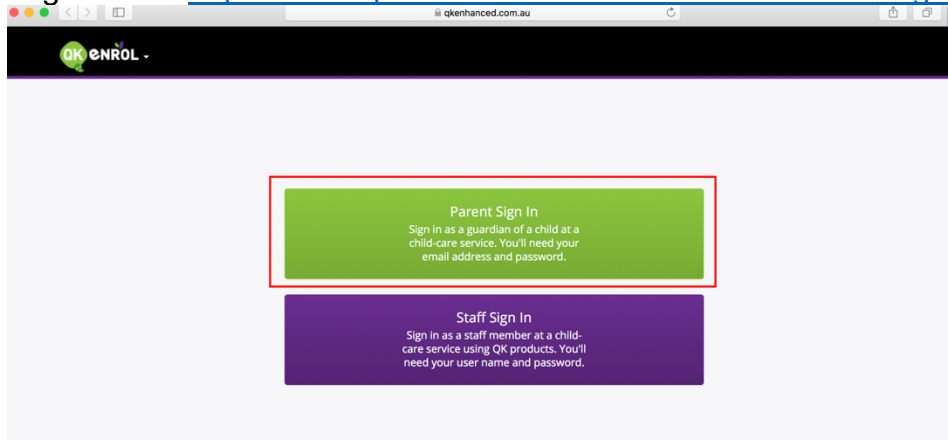


# OLA Families Enrolling for IRPS Vacation Care

As our Vacation care service for our OLA students operates out of Ironbark Ridge Public School, our families need to enrol with this service also.

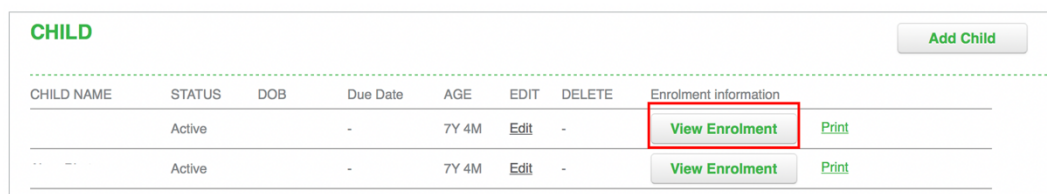
You can do this via your KT OOSH QK Enrolment Account online:

- Login online <https://www.qkenhanced.com.au/webui/Account/LogOn>



The screenshot shows the QK ENROL website interface. At the top, there is a navigation bar with the QK ENROL logo. Below the navigation bar, there are two main sign-in options: "Parent Sign In" and "Staff Sign In". The "Parent Sign In" option is highlighted with a red box. The text for "Parent Sign In" reads: "Sign in as a guardian of a child at a child-care service. You'll need your email address and password." The "Staff Sign In" option is a purple button with the text: "Sign in as a staff member at a child-care service using QK products. You'll need your user name and password."

- Click on View Enrolment next to child's name within the Child section



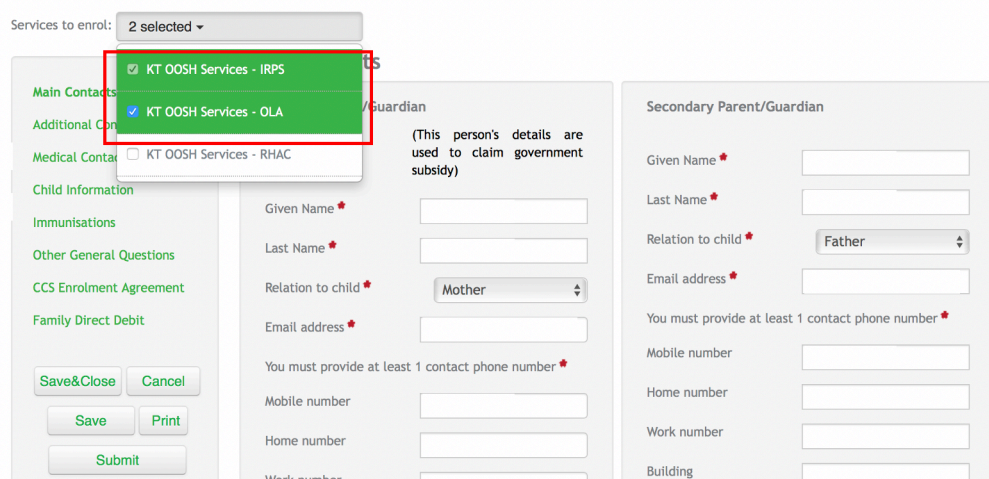
The screenshot shows the "CHILD" section of the website. It features a table with columns: CHILD NAME, STATUS, DOB, Due Date, AGE, EDIT, DELETE, and Enrolment information. There are two rows of data. The "View Enrolment" button in the "Enrolment information" column for the first row is highlighted with a red box. The "Add Child" button is located at the top right of the table.

- At the top of the form next to "Services to Enrol:" select the drop down and select "KT OOSH Services – IRPS"



The screenshot shows the logo for KT OOSH Services - Out Of School Hours Care. The logo features four stylized figures holding hands, with the text "KT OOSH Services" and "Out Of School Hours Care" below it.

## Enrolment Form for



The screenshot shows the "Enrolment Form for" section. It includes a dropdown menu for "Services to enrol:" with "2 selected" and a list of services: "KT OOSH Services - IRPS", "KT OOSH Services - OLA", and "KT OOSH Services - RHAC". The "KT OOSH Services - IRPS" and "KT OOSH Services - OLA" options are checked and highlighted with a red box. Below the dropdown, there are sections for "Main Contacts", "Additional Contacts", "Medical Contacts", "Child Information", "Immunisations", "Other General Questions", "CCS Enrolment Agreement", and "Family Direct Debit". The "Main Contacts" section includes fields for "Given Name", "Last Name", "Relation to child", "Email address", and "Mobile number". The "Additional Contacts" section includes fields for "Given Name", "Last Name", "Relation to child", "Email address", and "Mobile number". The "Medical Contacts" section includes a checkbox for "KT OOSH Services - RHAC". The "Child Information" section includes fields for "Given Name", "Last Name", "Relation to child", "Email address", and "Mobile number". The "Immunisations" section includes a checkbox for "KT OOSH Services - IRPS". The "Other General Questions" section includes a checkbox for "KT OOSH Services - OLA". The "CCS Enrolment Agreement" section includes a checkbox for "KT OOSH Services - RHAC". The "Family Direct Debit" section includes a checkbox for "KT OOSH Services - RHAC". The "Main Contacts" section also includes a note: "(This person's details are used to claim government subsidy)". The "Additional Contacts" section includes a note: "(This person's details are used to claim government subsidy)". The "Medical Contacts" section includes a note: "(This person's details are used to claim government subsidy)". The "Child Information" section includes a note: "(This person's details are used to claim government subsidy)". The "Immunisations" section includes a note: "(This person's details are used to claim government subsidy)". The "Other General Questions" section includes a note: "(This person's details are used to claim government subsidy)". The "CCS Enrolment Agreement" section includes a note: "(This person's details are used to claim government subsidy)". The "Family Direct Debit" section includes a note: "(This person's details are used to claim government subsidy)".

- Complete the Direct Debit information for the IRPS Service and Agree to the terms and conditions of the IRPS Service.

CCS Enrolment Agreement

Family Direct Debit

Save&Close Cancel

Save Print

Submit

Service Terms and Conditions

KT OOSH Services - IRPS

☒ I have read and understood the [Terms and Conditions](#) specified by this service. \*

Family Direct Debit Request (DDR) Service Agreement

KT OOSH Services - IRPS

✔ A Direct Debit account has been set up for this family.

Direct Debit Agreement Details

Frequency: Weekly

Terms: Your payment will be the balance you owe at the end of billing week plus 2 weeks payment in advance.

Bank Account commission fee: \$0 per transaction

Credit Card commission fee: 2.35% per transaction

American Express commission fee: 4.4% per transaction

Payment Method details

Payment method:

Account Name:

Account BSB:

Account Number:

Once your enrolment form is submitted you can update your Payment Details via the My Family Lounge mobile app.

If you have any questions, please contact the service directly.

- Select Save and Submit Enrolment.  
(ensure the child's second language is selected as either an option or "not stated")

CCS Enrolment Agreement

Family Direct Debit

Save&Close Cancel

Save Print

Submit

Service Terms and Conditions

KT OOSH Services - IRPS

☒ I have read and understood the [Terms and Conditions](#) specified by this service. \*

Family Direct Debit Request (DDR) Service Agreement

KT OOSH Services - IRPS

✔ A Direct Debit account has been set up for this family.

- Complete again for any subsequent children
- Once you have done this, this will link your account to the IRPS service. Once completed please let us know via email and we will add the Vacation Care roll and send the CCS enrolment request for your IRPS account.