

Step by Step Enrolment & Re-enrolment Process

CURRENT FAMILIES

To re-enrol your child, follow the steps below:

Step 1.

HubHello Registration

Go to <https://newlambtonooshbasc.hubworks.com.au/> to confirm your enrolment details are still current and correct. Update information if necessary.

Please see document "Reviewing your Information on HubHello" see website for more details
<https://newlambtondistrictoosh.com/enrolment/>

*****VERY IMPORTANT*** Please only make additions/changes to Emergency Contacts on the Parent Profile/My World page.**

IF YOU ARE NOT ADDING A SIBLING, PLEASE GO TO STEP 2

To add a sibling

Go to <https://newlambtonooshbasc.hubworks.com.au/> click on "ENROL" and complete the siblings details (**Do not** click on "Login")

* Please note:

To add second parent details, please click on "2nd parent- Yes" after completing Parent 1 details.

In the "Emergency Contacts and Authorisations" section, please click on "add person" to enter more contacts after you have completed details for the first contact person.

Step 2.

Application for Care

Go to NLDOOSH website <https://newlambtondistrictoosh.com/enrolment/> and click on "Application for Care" button for relevant year.

*** All details must be completed along with acceptance of the centres' "Terms and Conditions" <https://newlambtondistrictoosh.com/policies/>**

NEW FAMILIES

To enrol your child/children, follow the steps below:

Step 1.

HubHello Registration

Go to <https://newlambtonooshbasc.hubworks.com.au/> click on "ENROL" and complete the your child's details (**Do not** click on "Login").

If you are enrolling more than one child please repeat this process again for additional children

* Please note:

To add second parent details, please click on "2nd parent- Yes" after completing Parent 1 details.

In the "Emergency Contacts and Authorisations" section, please click on "add person" to enter more contacts after you have completed details for the first contact person.

Step 2.**Application for Care**

Go to NLDOOSH website <https://newlambtondistrictoosh.com/enrolment/> and click on “Application for Care” button for relevant year.

*** All details must be completed along with acceptance of the centres’ “Terms and Conditions”** <https://newlambtondistrictoosh.com/policies/>