**Current Families and Siblings**

**Step by Step 2021 Re-enrolment**

* Re- enrolments for current families and enrolments for siblings will open Monday 17th August 2021 (Week 5 Term 3)

**To Re-enrol your child, follow the steps below:**

**1**. Go to <https://hubhello.com/> in the parent portal to confirm your enrolment details are still current and correct. Update information if necessary.

Please see document “Reviewing your Information on HubHello” for more details <https://newlambtondistrictoosh.com/re-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 3**

**2.** **To add a sibling**

Please click on the below link for the site in which your child will be attending. Please ensure you use the correct link for your site, *ie- for New Lambton South Public students and New Lambton Public students use the New Lambton South link. For New Lambton Heights Public students use the Heights link.*

Click on “ENROL” and complete your child’s details *(****Do not*** *click on “Login” –you can not add a new child from the log in button.)*

The Heights site to enrol- <https://newlambtonooshheights.hubworks.com.au/>

New Lambton South site to enrol- <https://newlambtonooshbasc.hubworks.com.au/>

*\* 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.*

*Do not add any bank details, as we don’t use an automatic deduction facility.*

**3**. Go to NLDOOSH website <https://newlambtondistrictoosh.com/re-enrolment/>and click on “Re-Enrol for 2021” to complete a Re-Enrolment form.

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

* Current permanent 2020 sessions as of Week 5 (week commencing 17th August 2020) will automatically rollover. If there is no change to your current booking an email will be sent to confirm your booking.
* If additional sessions are required you will be notified via email by the end of Term 3 if you are successful in securing these sessions. Any requested session that are not confirmed will be waitlisted.
* Siblings of current children will be notified via email by the end of Term 3 if you are successful in securing sessions. Any sessions not secured will be waitlisted.
* All of the above needs to be completed by the end of **Week 6 Term 3 (Friday 28th August 2020)**
* Families who are not returning please email the centre to notify us to ensure we take your child off our system.
* **Priority**

In accordance with our policy the priority of enrolment for NLDOOSH is as follows:

1. Existing families with a current enrolment.

2. New Lambton South families according to the centre’s waitlist and in accordance with NLDOOSH lease agreement.

3. New Lambton Public according to centre’s waitlist and bus considerations.