

Current Families and Siblings
Step by Step 2022 Re-enrolment

- Re- enrolments for current families and enrolments for siblings will open **Monday 16th August 2021 (Week 6 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, 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.)

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 2022" 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 2021 sessions as of Week 6 (week commencing 16th August 2021) will automatically rollover. If there is no change to your current booking an email will be sent to confirm your booking, by the end of Term 3.

- 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 the above needs to be completed by the end of **Week 7 Term 3 (Friday 27th August 2021)** For your current 2021 booking to roll over.
- **Current Families can still enrol after this date; however, their existing 2021 booking will not roll over, and there will no longer be a guarantee of any sessions.**
- 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.