

# How to Enrol Your Child

## Step 1:

Please ensure you contact **CentreLink on 13 61 50** between 8am and 8pm; Monday to Friday to ensure your child is registered for any childcare entitlements before accessing the Online HubWorks Enrolment Form. Please be aware that this process may take up to 28 business days.

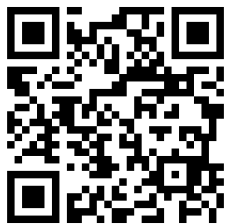
## Step 2:

Please type this address into your search bar on a computer please do not use your phone or tablet to do the enrolment as it does not work:

<https://athomefdc.hubworks.com.au>

## **OR:**

Scan QR Code:



## Step 3:

Click '**ENROL**' (no login required). Please ensure that you complete **ALL** areas of the enrolment form and include:

- Your CRN Number
- Your Date Of Birth
- Your Child's CRN Number
- Your Child's Date Of Birth
- Court Orders, Parenting Orders or Parenting Plans – Uploaded or copy provided to educator Emergency Contacts
- Health and Medical Information
  - Medicare Card Number & Card – Uploaded or copy provided to educator
  - Immunisation History Statement – Uploaded or copy provided to educator
  - Medication Action Plans – Uploaded or copy provided to educator
- Statutory Declaration Queensland for children attending Secondary School – Uploaded or copy provided to educator
- Your email address
- You do NOT need to fill the bank account details
- Please make sure you click on the SUBMIT button at the end.

You will receive an alert to go onto your my MYGOV account and accept the enrolment. You need to do this to receive the CCS payment from Centrelink. You will not receive any CCS until the enrolment has been accepted.

If you have any concerns or questions, please don't hesitate to contact the office on the number below.

If you have any problems with your MYGOV please contact Centrelink on the above number.