

Completing the Narnia Enrolment Form



**Narnia
Early Learning**
FOR THE WHOLE OF LIFE

For the most optimal experience, please use **Google Chrome on a computer or laptop when completing the enrolment form**. Mobile devices and other browsers may not support all features (e.g. digital signature).

Completion of the enrolment form does not guarantee you a position at Narnia. You must submit a waitlist request and pay the enrolment fee (you will be prompted to do this during the booking request) for the Service first. If a position is vacant, you will then be contacted by the Service via email from do_no_not_reply@qikkids.com.au with an offer for available days. You must accept and confirm this offer and then complete the enrolment form to be enrolled at the Service.

Go to the enrolment page of the [Narnia Website](#) to submit your waitlist request.

Before you start:

You will be required to upload your child/ren's birth certificate and Medicare Immunisation Summary during completion of the enrolment form so please ensure that you have these available to upload before you start.

If your child has a Medical or Health Condition you will be required to upload any relevant Health Care Plans or documentation from your Specialist so have these available to upload before you start. Once you have submitted your enrolment form, you will be contacted by the Service Director for more information relating to any identified medical conditions in the enrolment form. Your child's enrolment at Narnia will not be complete until you have provided any additional documents requested by the Service.

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1. Once you have accepted an Offer, you need to click on the **Finish Enrolment** button on the Dashboard.

CHILD +

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information
Dylan Brennan	Active	09-01-15	-	8M	Edit	✗	Finish Enrolment

CASUAL BOOKINGS +

Non repeating, instant booking is available for the enrolled children

No records found

OFFER

Legend
☒ Offered ☒ Not Offered ☐ Change to Existing Booking

CHILD NAME	START DATE REQ'D START DATE	STATUS	CARE TYPE	CENTRE NAME	DAYS	M	T	W	T	F	S	S	OFFER EXPIRY ACCEPTED DATE	
Dylan Brennan	28-09-15 S:28-09-15	Accepted pending Enrolment submit	LDC/KIN/PRE	Vicki's Wonder Emporium	2	✓	✓	✓	✗	✗	✗	✗	25-09-15	View Offer

2. The Enrolment form will be displayed ready to be completed by you.

Enrolment form preview X

Enrolment Form for [Child Name]

Services to enrol: Select Centre

Main Contacts

Primary Guardian (This person's details are used to claim government subsidy)

Given Name *

Last Name *

Relation to child * Select

Email address *

You must provide at least 1 contact phone number *

Mobile number

Home number

Work number

Building

Street Address *

Suburb *

State *

Secondary Guardian

Given Name

Last Name

Relation to child Select

Email address

You must provide at least 1 contact phone number

Mobile number

Home number

Work number

Building

Street Address

Suburb

State

Post Code

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3. Complete all the fields. Those marked with a red asterix are compulsory fields and you will be unable to submit the enrolment form unless these are completed.

Remember:

- Give yourself authorisation to collect your child and to be contacted in an emergency by clicking on the Collection and Emergency check boxes next to the Authorisation field.
 - The Emergency Contact/s need to be someone other than the Primary or Secondary Contact.
4. Once you have completed the above press **Save** then **Submit**. An email notification will be sent to you to confirm the enrolment form has been completed and submitted.
 5. If your child has a Medical or Health condition you will be contacted by the Service after submitting your enrolment form. You may be required to complete additional forms – please refer to Narnia Policy “Managing Medical Conditions”.

Common Problems Completing Enrolment Forms

Common errors when completing an enrolment form in QK Enrol (via the My Family Lounge parent portal) usually relate to device compatibility, missed mandatory fields, or digital signature issues.

Missed Mandatory Fields: If the form won't save or submit, mandatory information has been missed. Scroll through the form to find any

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questions highlighted in red and ensure mandatory documents (like birth certificates or immunisation records) are fully uploaded.

Cannot upload a birth certificate or other document – file must be 4MB or less.

Telephone numbers must be 10 digits (including landline numbers)

Direct Debit not completed – this is the mandatory form of payment for Narnia. You must complete the direct debit fields to submit the enrolment form.

DDR (Direct Debit Request) Service Agreement Errors: If a Direct Debit error occurs, it is best to contact the service centre. Administrators can temporarily disable the DDR section on the family's account, submit the enrolment, and then turn it back on.

Digital signatures cannot be generated on iPhone or iPads. Always use a desktop/laptop for this step.