

Trinity Gardens OSHC Enrolments

160 Portrush Rd, Trinity Gardens SA 5068

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Our service uses HubHello/HubWorks to administer our records

New Enrolment

Enter link: <http://trinitygardensoshc.hubworks.com.au>

1. Click **enrol**
 2. Complete the details on the enrolment form
 3. Add another child at the end - if applies
 4. Complete the consent section on the last page
 5. Click **submit**
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- Once the enrolment has been submitted online, we will receive an alert advising us of your enrolment.
 - An email will be sent confirming if you will be claiming the Childcare Subsidy, and if you will require care on a permanent or casual basis.
 - Once we have received this information, we will accept the enrolment.
 - You will then receive an email advising your Parent Id. (This will be coming from HubHello/HubWorks, so please make sure you aren't ignoring those emails).
 - If you do not receive an email from HubHello/HubWorks - check your **junk** mail. If you still haven't received an email - please contact us for assistance.
 - After we have accepted your enrolment, you will need to log in to **MyGov** to confirm your estimated income and update your details. You will also need to confirm that your child attends our service (in the child care section)
 - Once you have updated your details in MyGov, we will be able to make you a Complying Written Agreement (**CWA**) on HubHello
 - You will then need to log-in to HubHello, using your Parent Id, and accept your child's CWA. This means that you agree with the bookings. This needs to be done regardless of whether you have a permanent on-going booking or a casual booking.

If you have any concerns or questions about the Government system, please see the following link

<https://www.humanservices.gov.au/individuals/services/centrelink/child-care-subsidy>

If you still have questions - feel free to contact us.

Thanks,

Ed

Director

Trinity Gardens OSHC