

DARLO PLAY CENTRE

130 WOMERAH AVENUE DARLINGHURST NSW 2010

[P] 02 8283 0025 [M] 0457 156 709 [E] admin@darloplaycentre.com.au [W] www.darlolplaycentre.com.au

ENROLMENT PROCESS

Dear Parents and Families

Thank you for choosing to apply in Darlo Play Centre (DPC).

To enrol at our centre, please follow the enrolment process below :

- If your child(ren) is **NEW** and **the first time to enrol at DPC with NO DPC account in Xplor before**, please follow **section A**.
- If your child(ren) is **Returning** and **has been enrolled at DPC with DPC account in Xplor before**, please follow **section B**.

A) NEW CHILD Enrolment	
For NEW child - the first time to enrol at DPC.	
1	Please complete the online enrolment form in Xplor via the link below : https://prodadmin.myxplor.com/enrollment_v2/centre/0If6gEUUxTnEcwPFzRZwQ
2	Please ensure ALL of the following documents and Information are attached/provided to the application :
	Child's birth certificate/identity documents
	AIR Immunisation History Statement
	Child Customer Reference Number (CRN)
	Parent Customer Reference Number (CRN) and Date of Birth
	ASCIA Action Plan (Anaphylaxis) Action Plan (Asthma) – (if any)
	Copies of medical documents- Medical Management Plan, Risk Minimisation Plan, Communication Plan (if any)
	Copies of any family law or other relevant court Orders and/or legal documents (if any)
	Photo identification of all emergency contacts (Recommended)
3	Once completed the online enrolment, please email us at admin@darloplaycentre.com.au to confirm the enrolment by stating : - Your child's full name, and the grade in the new enrolment year (2026)
4	Non-refundable registration fee (\$55 per family) will be applied to registered family when booking starts. <\$45 per family if submit by 14 Nov2025>

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B) <u>RETURNING CHILD</u> Enrolment (RE-ENROLMENT)	
For RETURNING child who has been enrolled at DPC <u>before</u> .	
1	Please request by sending us email at admin@darloplaycentre.com.au and stating : - Your child's full name, and the grade in the new enrolment year (2026)
2	The online Re-Enrolment link will then be sent by our Xplor system to the requested <i>parent/carer*</i> . * <i>This system email will only be sent to the primary parent/carer's email registered in the system.</i> <i>(If the email has changed, please inform us and get the new re-enrolment form)</i>
3	By following the link, basic information that have been previously recorded in the system will be shown up in the online Re-enrolment form for family to update. However, the following details <u>cannot be updated/edited</u> . (Thus, please contact us to update the changes, if needed) : - Child information : Date of Birth (DOB) and CRN - Primary carer : First Name, Last Name, DOB, CRN, Email and Mobile number - Emergency Contacts : <i>(only the first two contact will be shown up)</i> Name, Address, Email and Phone number
4	Please ensure ALL of the following documents and Information are attached/provided to the application :
	Child's birth certificate/identity documents
	AIR Immunisation History Statement
	Child Customer Reference Number (CRN)
	Parent Customer Reference Number (CRN) and Date of Birth
	ASCIA Action Plan (Anaphylaxis) Action Plan (Asthma) – <i>(if any)</i>
	Copies of medical documents- Medical Management Plan, Risk Minimisation Plan, Communication Plan <i>(if any)</i>
	Copies of any family law or other relevant court Orders and/or legal documents <i>(if any)</i>
	Photo identification of all emergency contacts <i>(Recommended)</i>
5	Once completed the online enrolment, please email us at admin@darloplaycentre.com.au to confirm the enrolment by stating : - Your child's full name
6	Non-refundable registration fee (\$55 per family) will be applied to registered family when booking starts. <\$45 per family if submit by 14 Nov2025>

Should you have any further queries, please feel free to contact us. Thank you.

Warm regards,

Darlo Play Centre team

130 Womerah Ave, Darlinghurst NSW 2010

E: admin@darloplaycentre.com.au

E: darloplaycentre@gmail.com