

## Jabiru Moorooka OSHC Enrolment

### Two Helpful Guides



The Jabiru Crew are excited to become Moorooka State School's Outside School Hours Care (OSHC) provider. We're delighted to welcome your family and look forward to commencing care from **9 March 2026**.

We understand that some of you have encountered some difficulties with the enrolment process. To assist you, we've attached two helpful guides that step you through the process.

- As a first step, we recommend updating your provider to **Jabiru** in XAP. The attached guide titled “*Switching Services in XAP*” explains how to do this.
- If you continue to experience any issues or have questions along the way, please don't hesitate to contact us.

You can reach us via email at [office@jabiru.org.au](mailto:office@jabiru.org.au) or by phone on **(07) 3269 0044 (Option 3)** — we're here to help.

Kind Regards,

The Jabiru Crew.



Jabiru Service Support Community Annex, 77 Bracken St, Bracken Ridge QLD 4017



07 3269 0044



[office@jabiru.org.au](mailto:office@jabiru.org.au)

[www.jabiru.org.au](http://www.jabiru.org.au)



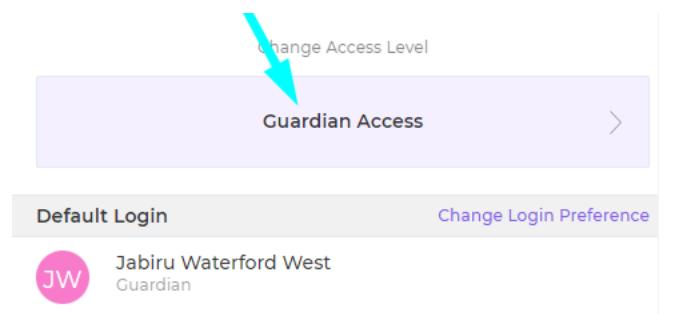
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## Switching Services in XAP For the Xap Website

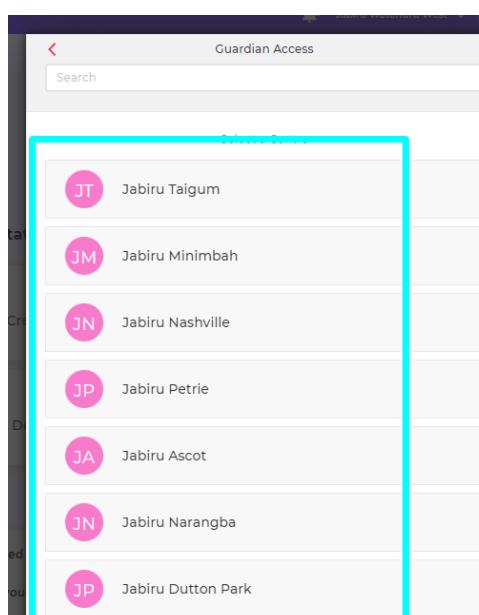
1. In your Xap login through the website, go to the section showing which service you are logged in at.



2. Click on the drop down arrow and you will see an option for Guardian Access.

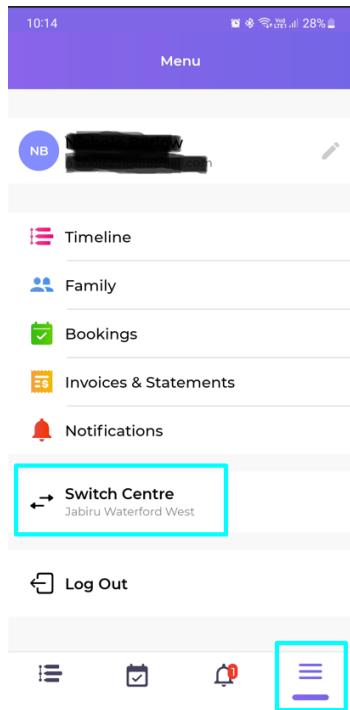


3. You will see a list of all services connected to your details through your Xap account. Choose the service you need to log into.

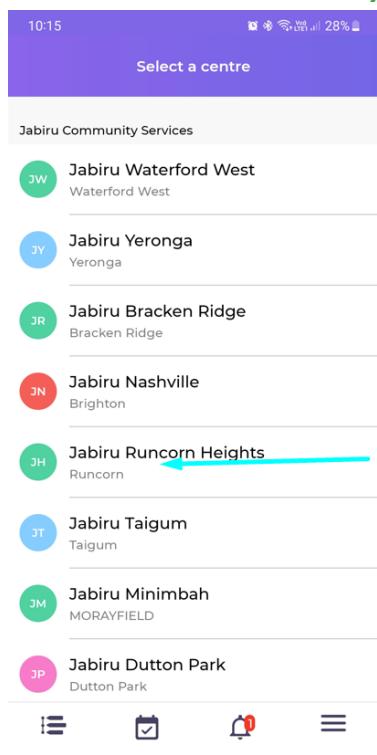


## For the Xap Smile app

### 1. In the Xap Smile app chose the Menu on the bottom right hand of the screen



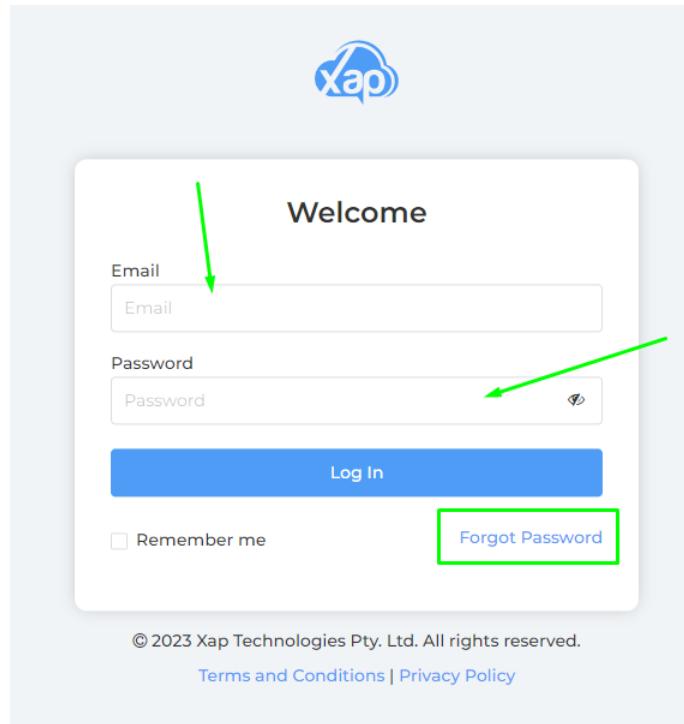
### 2. Now select the service you wish to log into



## Edit & Complete Enrolment Forms

1. Go to [xap.rocks](https://xap.rocks) and use your email address and password that you have created from your Account Activation email from Xap.

If no email has been received you can use the Forgot Password button or contact our Office Support team to send a password reset email.



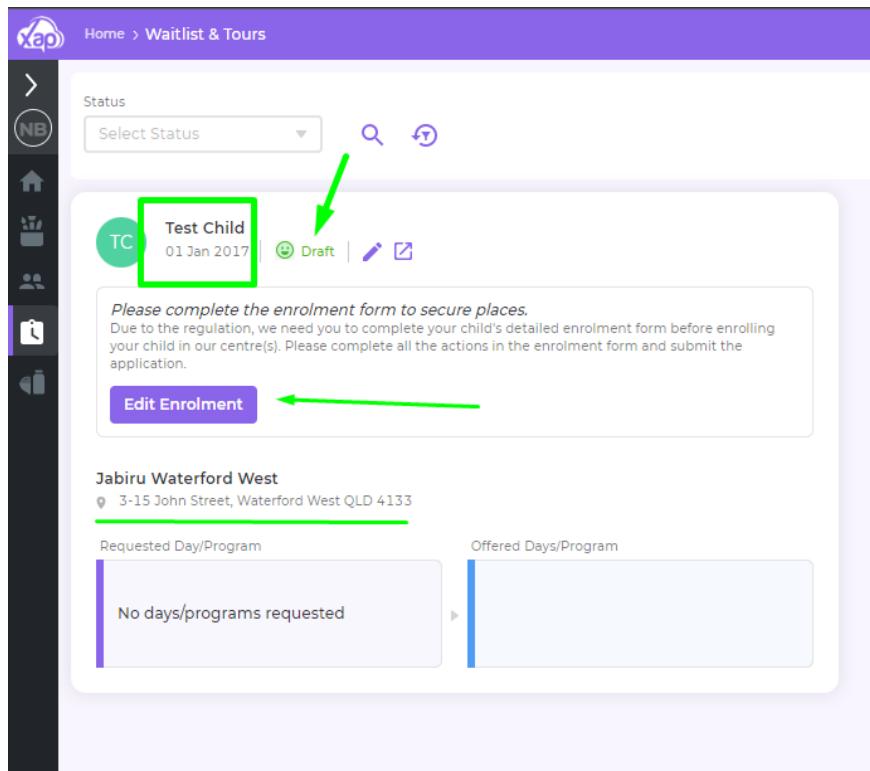
2. When logged into your Parent Portal account, navigate to the Waitlist & Tours page by clicking on the below icon.

The screenshot shows the Xap Parent Portal Dashboard. The top navigation bar is purple with the 'xap' logo and 'Dashboard' text. The main content area has a purple header 'Action Required' and a white body with a 'Hello, [REDACTED]' greeting. Below this is a 'Booking Notes' section with a list of events. The central part of the screen is a 'Bookings' calendar for April. A green box highlights the 'NB' icon in the sidebar, and a green arrow points from the 'Forgot Password' link on the login page to this icon. The calendar shows dates from 17 to 23 April, with a callout for Thursday, 20 April. The footer of the dashboard includes a copyright notice and links to 'Special Guest: Silent Dis' and 'Team Sports Day'.

# Edit & Complete Enrolment Forms

3. In the Waitlist & Tours screen you will be able to see your child's details and that your request is in Draft.

Click on the Edit Enrolment button.

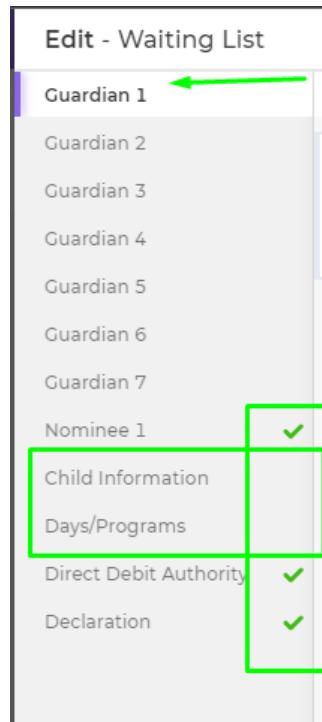


The screenshot shows the 'Waitlist & Tours' screen. At the top, there is a purple header with the 'xap' logo and a 'Home > Waitlist & Tours' breadcrumb. Below the header, there is a 'Status' dropdown set to 'Select Status'. A green box highlights the 'Test Child' section, which includes the child's name and a date of birth (01 Jan 2017). A green arrow points from this section to the 'Edit Enrolment' button, which is highlighted with a green box. The 'Edit Enrolment' button is located in a box below the child's details, along with a note: 'Please complete the enrolment form to secure places. Due to the regulation, we need you to complete your child's detailed enrolment form before enrolling your child in our centre(s). Please complete all the actions in the enrolment form and submit the application.' At the bottom of the screen, there are sections for 'Jabiru Waterford West' (address: 3-15 John Street, Waterford West QLD 4133) and 'Requested Day/Program' (No days/programs requested) and 'Offered Days/Program'.

4. When the page appears on the right hand side of the screen it will display the Title of each part of the enrolment forms.

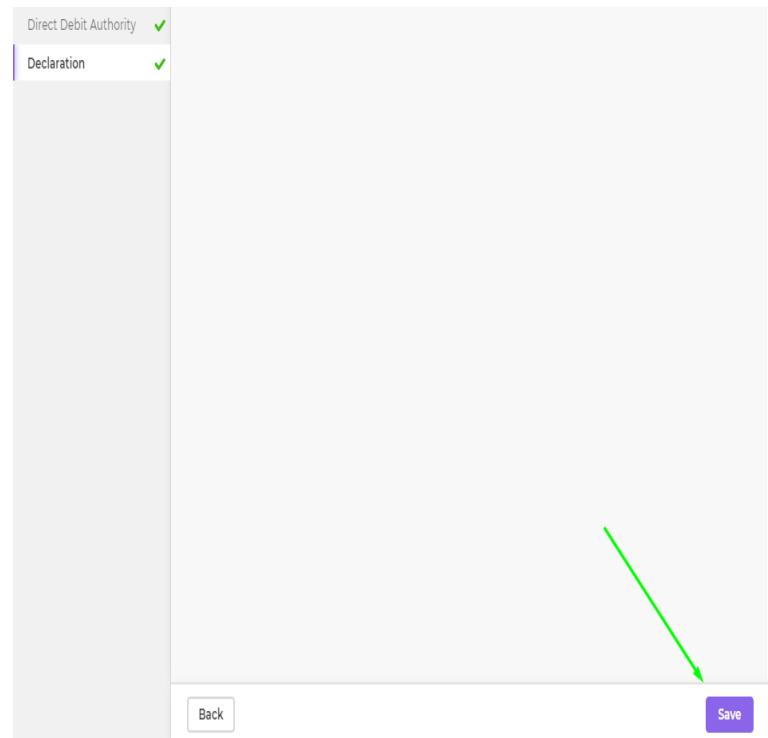
Pages that are complete will show a green tick.

Your enrolment forms will not show to our Office support team as complete until each page has a green tick besides with all required fields information entered.



The screenshot shows the 'Edit - Waiting List' page. On the left, there is a list of sections: 'Guardian 1' (highlighted with a green box and a green arrow pointing to it), 'Guardian 2', 'Guardian 3', 'Guardian 4', 'Guardian 5', 'Guardian 6', 'Guardian 7', 'Nominee 1', 'Child Information' (highlighted with a green box and a green arrow pointing to it), 'Days/Programs', 'Direct Debit Authority' (highlighted with a green box and a green arrow pointing to it), and 'Declaration' (highlighted with a green box and a green arrow pointing to it). Each section has a green checkmark to its right, indicating it is complete. The 'Child Information' section is highlighted with a green box and a green arrow pointing to it.

5. Once all pages have the green tick press the Save button at the bottom of the Declaration page.



The screenshot shows the Declaration page. At the top, there are two sections: 'Direct Debit Authority' and 'Declaration', both with green checkmarks. At the bottom, there are 'Back' and 'Save' buttons. A green arrow points from the text in step 5 to the 'Save' button.

# Edit & Complete Enrolment Forms

6. On the Days/Program page is where you can nominate which program and days you require for your child.

Casual can be selected and this will enable us to enrol your child with no permanent days into the centre and casual bookings can be requested by you through the Parent Portal.

**Edit - Waiting List**

Guardian 1	<b>Days/Programs</b>
Guardian 2	
Guardian 3	
Guardian 4	
Guardian 5	
Guardian 6	
Guardian 7	
Nominee 1	✓
Child Information	
<b>Days/Programs</b>	✓
Direct Debit Authority	✓
Declaration	✓

7. Select the program needed, the start date for your child (end date is automatically entered by system for the current year) and click on the days required.

You can tick the boxes to advise if you are flexible with the days or can accept less days, this way if only a couple of requested days are available this can be offered to you.

Click on the Add New Program box to add another program such as Before School Care and repeat this process

**Days/Programs**

**JW Jabiru Waterford West**  
3-15 John Street, Waterford West QLD 4133  
waterfordwest@jabiru.org.au  
04 0854 2846

**Booking Type \***  
**Permanent** **Casual**

**Select the Program you want to enrol \***  
After School Care

**Booking Start Date \*** 24/04/2023 **Booking End Date \*** 10/12/2023

**Select Preferred Days (Minimum 1 days required) \***  Weekdays  
Mon Tue **Wed** Thu Fri Sat Sun

I am flexible with days  
 I can accept less days

**Add New Program**

10. To add more children to your Xap account, press the Green plus button in the right hand corner of the Waitlist & Tours page.



9. Click on the below buttons that are showing as purple and then enter the information for your next child for enrolment.

The enrolment forms for any additional children added to the account will need to be completed as per Steps 4 & 5

**Add - Wait-list Application**

**New/Existing Service \*** **New Service** **Existing Service**

**Service** Jabiru Waterford West

**New/Existing Family \*** **New Family** **Existing Family**

**Family** AA Barlow (Nic) TEST

**Child Information**

**New/Existing Child \*** **New Child** **Existing Child**

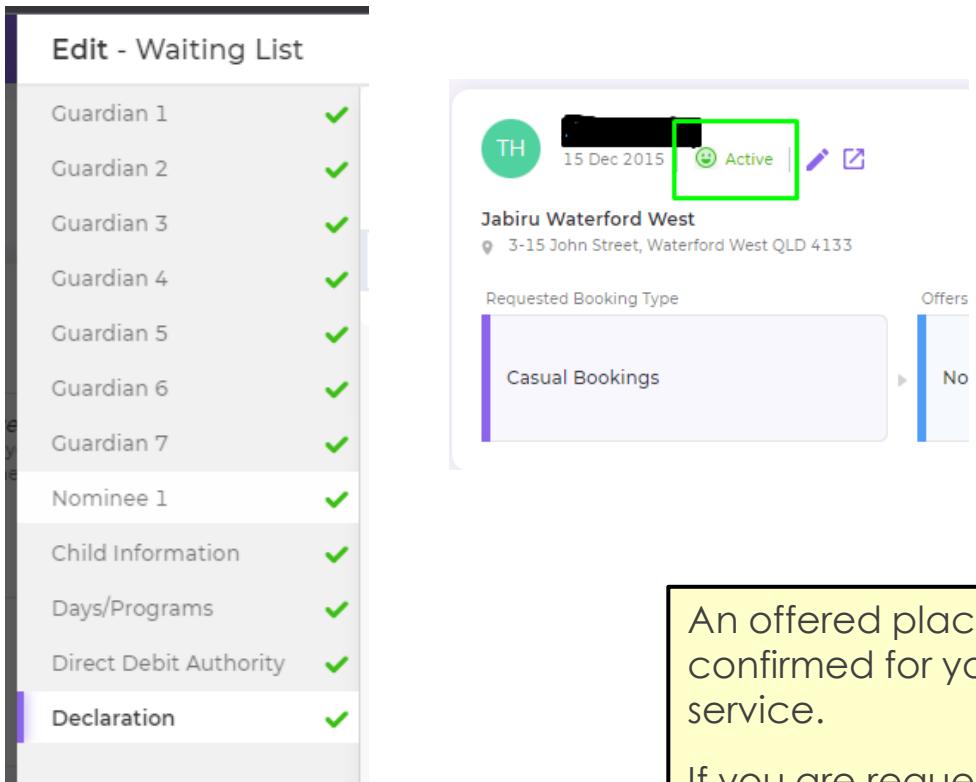
**First Name \*** Second **Last Name \*** Child **Date of Birth \*** 01/01/2016

**CRN** **CRN**

## Edit & Complete Enrolment Forms

6. When all pages of the enrolments forms for each child are complete with green ticks of every section, your application will now show as Active on our Waitlist

**Edit - Waiting List**



The screenshot shows the 'Edit - Waiting List' interface. On the left, a vertical list of items is checked (Guardian 1-7, Nominee 1, Child Information, Days/Programs, Direct Debit Authority, Declaration). The main area displays a nomination for 'Jabiru Waterford West' with address '3-15 John Street, Waterford West QLD 4133'. The nomination status is 'Active', which is highlighted with a green box. Below this, the 'Requested Booking Type' is 'Casual Bookings' and the 'Offers' status is 'No'.

An offered places email will be sent to your nominated email address when sessions are confirmed for your child and we are able to complete the enrolment process into the service.

If you are requesting care at a new Jabiru service, the above process will be actioned closer to the operating start date that has been provided in the flyer to your school.