

G.A.T.E.WAYS JOURNEYS/ON LOCATION PROGRAMS – INFORMATION FOR PARENTS

Teacher Enrolled Programs: Only teachers can nominate a child for a Journeys/On Location program

1. If your child is nominated by teachers for a Journeys/On Location program, you will be emailed/handed a program brochure or a link to the relevant pdf on the G.A.T.E.WAYS website, as well as an *Expression of Interest* slip.
2. Parents are to provide /arrange transport. To assist with transport arrangements, it may be helpful to contact your school G.A.T.E.WAYS coordinator who can advise you of other participants.
3. Please check the dates of the program carefully to ensure they do not conflict with school commitments (eg school photos, excursions, concerts, sports' days etc). Once enrolments are finalised G.A.T.E.WAYS is unable to give refunds or credits.
4. If you would like your child nominated for the program, return the *Expression of Interest* slip to the teacher as soon as possible. You MUST enter your email address on the Expression of Interest. Please make a note of the program dates and venue. The teacher will then log on to their G.A.T.E.WAYS school account, and nominate your child for the selected program.
5. Following this, you will be notified by email automatically. This email contains your child's G.A.T.E.WAYS online account details. Please keep a record of this information to use for future programs.
6. To progress from a teacher nomination to a confirmed place in the program, click the 'link' in the email from G.A.T.E.WAYS and follow the online prompts.

Medical conditions: During the enrolment process you will be asked if he/she has a medical condition. If you check YES (eg. if your child is anaphylactic, has diabetes, asthma, hearing loss etc.), you will be able to upload a plan/further details. If your child is anaphylactic you must upload a current ASCIA Action Plan with an up-to-date photo and signed by a doctor. You will be required to complete a plan Expiry Date: ASCIA Action Plans (anaphylaxis) and Asthma plans need to be re-endorsed annually and updated as required. For any other conditions you can upload a word document or a pdf advising us of anything we need to know.

Special Needs: You can provide details of any special need, eg. in the case of a child with Asperger's or a learning difficulty such as dyslexia.

7. You will then be prompted to complete the enrolment by doing an online payment. In order to maximize the chance of your child getting a confirmed place in the program, you should do this immediately.
8. Successful enrolment: If there is still a place in the program, the enrolment will be processed, and you will receive an automatic receipt and further information. In the body of this email is a link to **further important information**. Please make sure that you open this link and print off the information.
9. If the program is full, the transaction will not proceed, and you will receive an email advising you that your child is on the waiting list.
10. Should a vacancy arise in a previously full program, you will be advised by email.

Further General Information: Parent Enrolled Programs

Parents can enrol directly with G.A.T.E.WAYS for the following programs:

- The Brainwaves Club – 2018 Clubs ENROLLING NOW for Semester 2!

Details on all programs are posted on our website www.gateways.edu.au during the course of the year.

We also post upcoming program enrolment dates on our [Facebook](#) and [Twitter](#) feeds.