

## OATLEY OUT OF SCHOOL HOURS CARE CENTRE

Phone - 9580 6591 Oatley Public School Phone – 9570 1142 Oatley Community Hall

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# Online Enrolment Guide

Visit [www.oatleyoosh.org.au](http://www.oatleyoosh.org.au)

## Step 1: Register

- Create an account with *MyFamily Lounge* by following the prompts on our website
  - If you have used this portal before at another child care centre – you can use your existing account and simply add Oatley OOSHCare Inc. as another service
- Please use your child's surname as the account name
- **Finish Registration** Please note that any permanent booking requests made before the enrolment date will be deleted.

## Step 2: Child Enrolment Form

- Start Enrolment by adding a child
- Ensure all sections are completed
  - Including doctor information, address, contact information
- Include at least two contacts outside your immediate family
- An enrolment form needs to be complete for each individual child you are registering for care

*CRN Number - children have an individual CRN Number in addition to the family number*
- Please **SAVE** your enrolment form – it will not allow you submit your form until you receive and accept an offer

## Step 3: Recurring Booking Request

- On the indicated date, make a **New Request** and follow prompts for all care sessions required
- You will receive a confirmation email for your request

## Step 4: Accept or Decline Offer

- Oatley OOSH will email you a position of offer on a specified date (see Important Dates page)
- Follow the emailed link and accept or decline the offer before its expiry date
- From your family dashboard, **submit** your child's enrolment form
- **Print and sign** the enrolment form before returning it to Oatley OOSH with receipt of payment of the bond.