# HOW TO GUIDE ONLINE ENROLMENT FOR NEW PARENTS

## MONDAY 19th October - 6:00am

Booking Requests will be accepted for new families

Booking Requests and Changes are time stamped – any received before this date and time will be deleted and you will have to submit again.

You will be advised of the outcome of your booking request approximately 3 weeks after submission date.

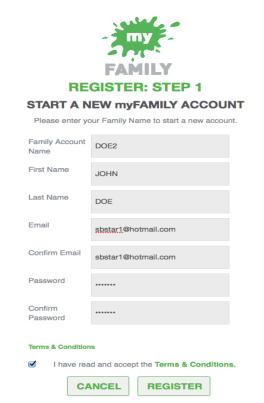


## REGISTERING

Create and account with MyFamily Lounge.

It is important that you retain your login information.

If you misplaced your login details, please see Sharna for a password reset.



## **REGISTRATION - Before Monday 19th**

Complete the prompted forms.

You must fill out ALL information.

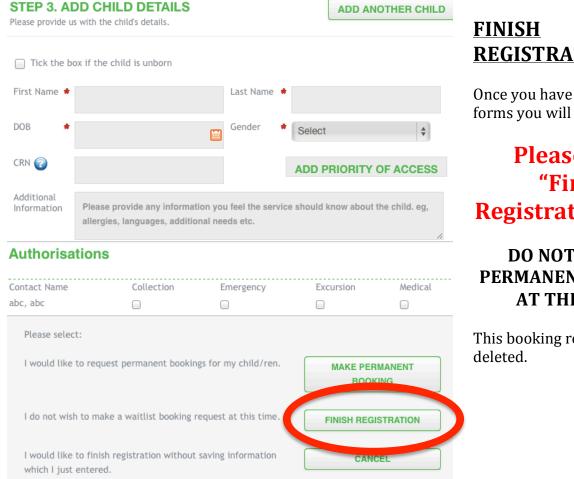
Bond - \$300 per family

Please print, sign and return the enrolment form to the centre.

By registering you are confirming all information is accurate and up-to-date. You are also agreeing to Oatley OOSHCare Inc. policies and procedures.

Please see our parent handbook on our website

#### FAMILY ACCOUNT NAME - PLEASE USE CHILD'S LAST NAME



## **REGISTRATION**

Once you have completed all forms you will reach this page.

Please click "Finish Registration" only.

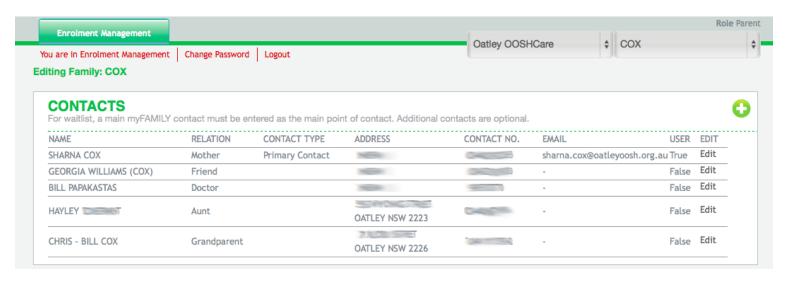
DO NOT MAKE A PERMANENT BOOKING AT THIS TIME.

This booking request will be

You can make a booking request on Monday 19th October ONLY.

## **USER DASHBOARD**

## **Contact Details**



#### **CONTACT INFORMATION**

Please ensure all your child's contact information is up-to-date.

Include per contact:

- Full Name
- Relation to Child
- Address
- Email
- Phone Numbers

Please include a minimum of two contacts outside your immediate family (e.g. friend, neighbour, aunt)

All phone numbers entered here will automatically update our QK Kiosk (Ipad signing in and out).

## **Child Details**



### **CHILD INFORMATION**

Please ensure all your child's information is up-to-date.

You will only be able to edit certain details. If you need to change un-editable details, please see Sharna or Georgia.

TO EDIT - Click on the "Edit" button and not the "View Enrolment".

## **Adding Siblings / Additional Children**



## CHILD INFORMATION

To add children to your account (e.g. siblings), please select the green plus button and follow the prompts.

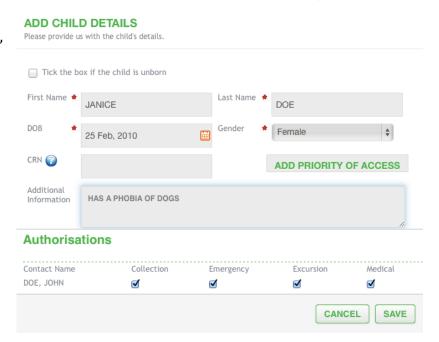
Please do not add any unborn children.

#### **CLIENT REFERENCE NUMBER - CRN**

If you are eligible to receive CCB/CBR, your child will need their individual CRN Number. This is different from your family number. If you do not provide us with this we cannot process payments.

Please indicate the authorisations for EACH contact.

To add a child to your account, click here.

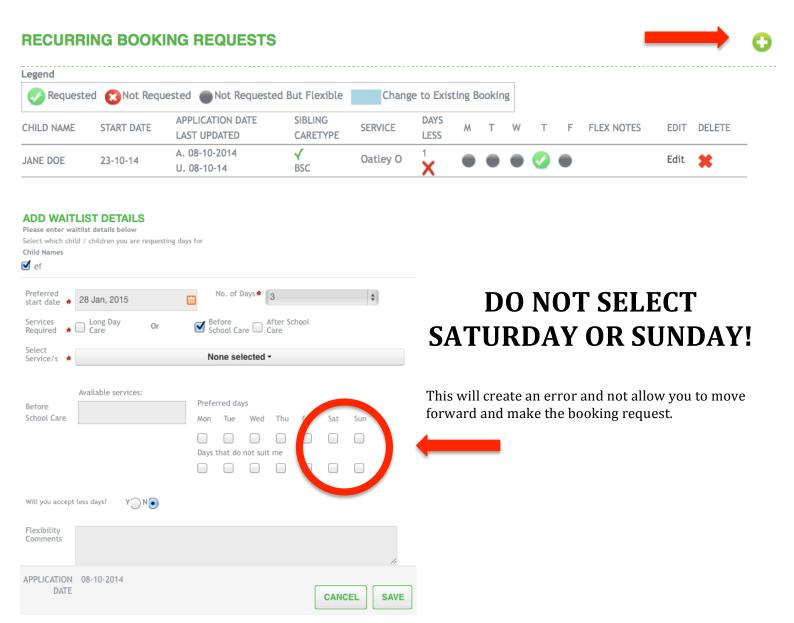


## **RECURRING BOOKING REQUEST**

You will need to make a Recurring Booking Request for both the Before School Care and After School Care sessions.

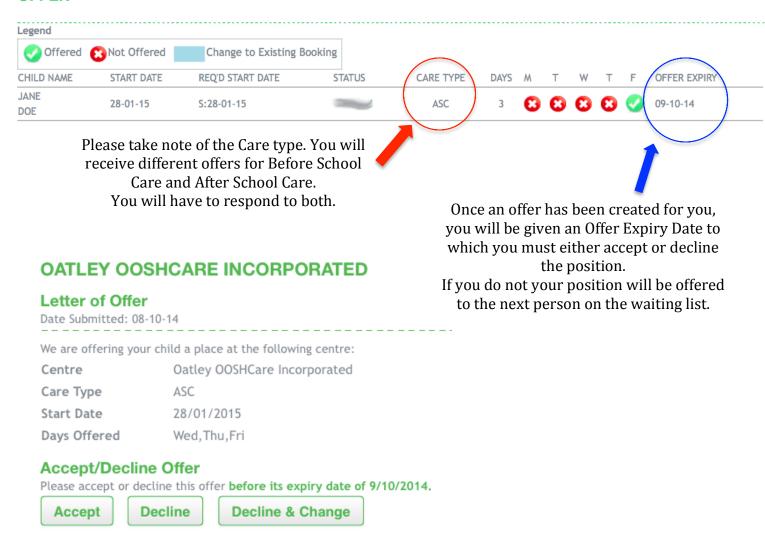
Please do not submit a request until 6 am on Monday 19th October

Please use **Thursday 28th January 2016** as your start date.



## **Accepting and Declining Offers**

#### **OFFER**



#### **ENROLMENT FORMS**

Please note that enrolment forms can only be submitted after a offer has been created. You can however begin and save it to be prepared.

If you have any problems or questions, please don't hesitate to contact the centre on 9570 1142.