

# HOW TO GUIDE

## ONLINE ENROLMENT FOR NEW PARENTS

**MONDAY 19<sup>th</sup> 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.

**MY FAMILY LOUNGE LOG IN**

EXISTING FAMILIES - DO NOT REGISTER!  
You already have an account

**my FAMILY Lounge**

Parent sign in

SHARNACOX4

.....

[I forgot my password](#)

**Sign in** **Register**

Any 2015 booking requests will be disregarding until specified dates [HERE](#)

### **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.



### REGISTER: STEP 1

#### START A NEW myFAMILY ACCOUNT

Please enter your Family Name to start a new account.

Family Account Name	DOE2
First Name	JOHN
Last Name	DOE
Email	sbstar1@hotmail.com
Confirm Email	sbstar1@hotmail.com
Password	.....
Confirm Password	.....

[Terms & Conditions](#)

☒ I have read and accept the [Terms & Conditions](#).

CANCEL

REGISTER

## 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 OOSH-Care Inc. policies and procedures.

Please see our parent handbook on our website

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

### STEP 3. ADD CHILD DETAILS

Please provide us with the child's details.

ADD ANOTHER CHILD

☐ Tick the box if the child is unborn

First Name *		Last Name *	
DOB *		Gender *	Select
CRN ?			

ADD PRIORITY OF ACCESS

Additional Information  
Please provide any information you feel the service should know about the child. eg, allergies, languages, additional needs etc.

### Authorisations

Contact Name	Collection	Emergency	Excursion	Medical
abc, abc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please select:

I would like to request permanent bookings for my child/ren.

MAKE PERMANENT BOOKING

I do not wish to make a waitlist booking request at this time.

FINISH REGISTRATION

I would like to finish registration without saving information which I just entered.

CANCEL

## FINISH 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 deleted.

**You can make a booking request on Monday 19<sup>th</sup> October ONLY.**

# USER DASHBOARD

## Contact Details

Enrolment Management

Oatley OOSH-Care

COX

Role Parent

You are in Enrolment Management | [Change Password](#) | [Logout](#)

Editing Family: COX

### CONTACTS

For waitlist, a main myFAMILY contact must be entered as the main point of contact. Additional contacts are optional.

NAME	RELATION	CONTACT TYPE	ADDRESS	CONTACT NO.	EMAIL	USER	EDIT
SHARNA COX	Mother	Primary Contact			sharna.cox@oatleyoosh.org.au	True	Edit
GEORGIA WILLIAMS (COX)	Friend				-	False	Edit
BILL PAPAKASTAS	Doctor				-	False	Edit
HAYLEY	Aunt		OATLEY NSW 2223		-	False	Edit
CHRIS - BILL COX	Grandparent		OATLEY NSW 2226		-	False	Edit

## 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

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information	
OLIVIA COX	Active	20-09-05	-	9Y 1M	Edit		<button>View Enrolment</button>	<a href="#">Print</a>

To edit child details click here.

## 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

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information	
OLIVIA COX	Active	20-09-05	-	9Y 1M	Edit		<button>View Enrolment</button>	<a href="#">Print</a>

To add a child to your account, click here.

## 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.

### ADD CHILD DETAILS

Please provide us with the child's details.

☐ Tick the box if the child is unborn

First Name \* JANICE Last Name \* DOE

DOB \* 25 Feb, 2010 Gender \* Female

CRN  [ADD PRIORITY OF ACCESS](#)

Additional Information HAS A PHOBIA OF DOGS

### Authorisations

Contact Name	Collection	Emergency	Excursion	Medical
DOE, JOHN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[CANCEL](#) [SAVE](#)

# 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 19<sup>th</sup> October

Please use Thursday 28<sup>th</sup> January 2016 as your start date.

## RECURRING BOOKING REQUESTS



Legend

☒ Requested

☒ Not Requested

☒ Not Requested But Flexible

Change to Existing Booking

CHILD NAME	START DATE	APPLICATION DATE LAST UPDATED	SIBLING CARETYPE	SERVICE	DAYS LESS	M	T	W	T	F	FLEX NOTES	EDIT	DELETE
JANE DOE	23-10-14	A. 08-10-2014 U. 08-10-14	<input checked="" type="checkbox"/> BSC	Oatley O	1 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Edit	<input checked="" type="checkbox"/>

## ADD WAITLIST DETAILS

Please enter waitlist details below

Select which child / children you are requesting days for

Child Names

☒ ef

Preferred start date

28 Jan, 2015

No. of Days

3

Services Required

☐ Long Day Care

Or

☒ Before School Care

☐ After School Care

Select Service/s

None selected

Available services:

Before School Care

Preferred days

Mon

Tue

Wed

Thu

Fri

Sat

Sun

☐

☐

☐

☐

☐

☐

☐

Days that do not suit me

☐

☐

☐

☐

☐

☐

☐

Will you accept less days?

☐ Y

☒ N

Flexibility Comments

APPLICATION DATE

08-10-2014

CANCEL

SAVE










DO NOT SELECT SATURDAY OR SUNDAY!

This will create an error and not allow you to move forward and make the booking request.



# Accepting and Declining Offers

## OFFER

Legend											
 Offered		 Not Offered		 Change to Existing Booking							
CHILD NAME	START DATE	REQ'D START DATE	STATUS	CARE TYPE	DAYS	M	T	W	T	F	OFFER EXPIRY
JANE DOE	28-01-15	S:28-01-15		ASC	3						09-10-14

Please take note of the Care type. You will receive different offers for Before School Care and After School Care. You will have to respond to both.

Once an offer has been created for you, you will be given an Offer Expiry Date to which you must either accept or decline the position.

If you do not your position will be offered to the next person on the waiting list.

## OATLEY OOSHCARE INCORPORATED

### Letter of Offer

Date Submitted: 08-10-14

We are offering your child a place at the following centre:

Centre Oatley OOSHCAre Incorporated  
Care Type ASC  
Start Date 28/01/2015  
Days Offered Wed,Thu,Fri

### Accept/Decline Offer

Please accept or decline this offer **before its expiry date of 9/10/2014.**

Accept

Decline

Decline & Change

## 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.