

Online Enrolment process for new families to the centre

Part A: Enrolling your child online

1. Access the **My Family Lounge** widget at the bottom of <http://www.allambiekids.com.au/out-of-school-hours-care.html>
2. If you have an existing **My Family Lounge** account from a previous centre please sign in.



my **FAMILY** Lounge

Parent Sign-In

Email

Password

Sign-In Register

If you are new to the portal, click **Register** and follow the steps to create an account. This step is setting up the primary contact account, please put in the details of the primary caregiver for the child.

This will give you a link to follow to complete the rest of the enrolment.

3. Once you have set up the primary account, please also add any other parent and emergency contacts or contacts of anybody who may be regularly picking up your child.
**please note, you must advise if an emergency contact (e.g. grandma) can collect your child from OSHC at any time without advice from you. All other emergency contacts will only be able to pick up your child if you have advised us prior to or on the day of collection, in our communication diary, via email or phone call.*
4. Begin filling out the details of your child, under the **Child** section select **Add Child**



CHILD Add Child

No records found

5. Please fill out all the details, including selecting any emergency contacts.
please note if your child has any allergies or special dietary requirements, select **YES for **Special Considerations** and then **Other Needs** in the drop down box that will appear. You will need to write the details in the **Additional Information** section.*
6. You will need to then begin the enrolment by clicking **Start Enrolment** for each child



CHILD Add Child

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information
testerr child	Active	09-08-12	-	4Y 1M	Edit	✗	Start Enrolment

7. Select **OSHC – Allambie Heights Children Centre as the service**
8. Please note - if you are unsure of your CRN please select **no** for the mean time and return back and edit the details when you have your numbers
9. Please fill out each section accordingly and remember to attach any asthma/anaphylaxis or medical plans

P.T.O for Part B

Part B: Wait listing your Child's days

1. Once you have set up all your contacts and enrolled your child you will be able to begin adding your child to the waitlist. Scroll down and find the **Booking Requests** section and select **New Request**

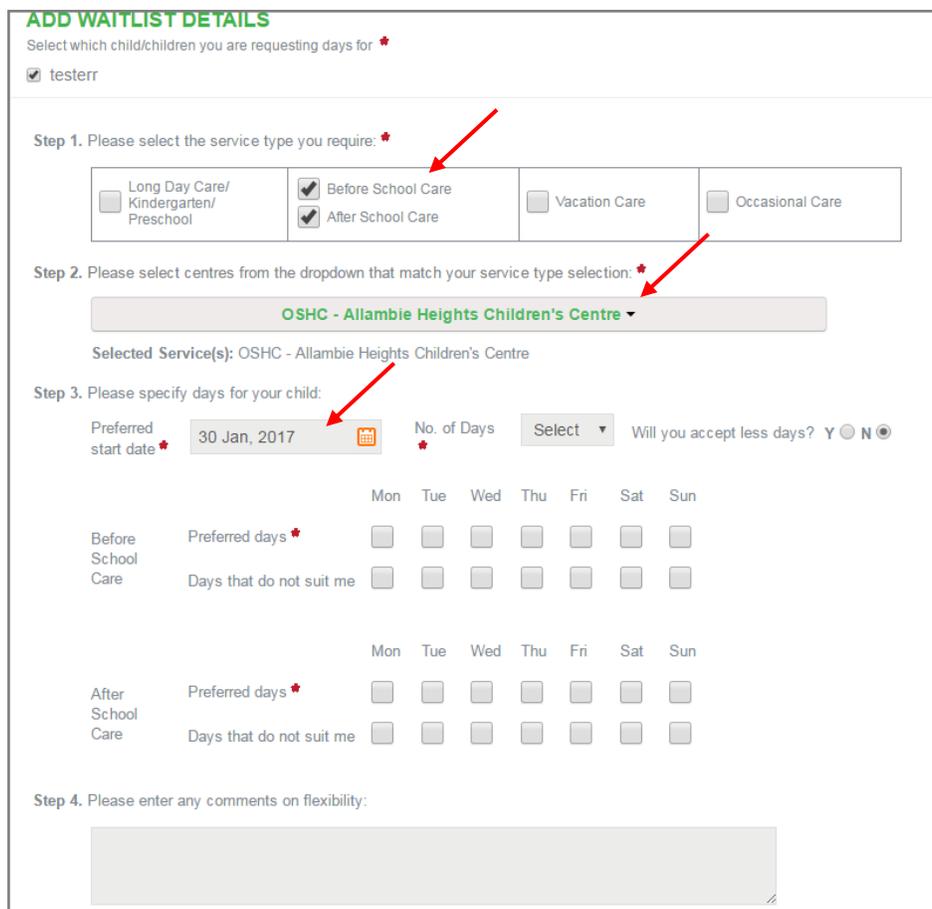


BOOKING REQUESTS

Requests for new bookings or to change current permanent bookings are displayed here. These requests are yet to be approved.

No records found

2. Select **OSHC – Allambie Heights Children's Centre**
3. Please use **Monday 28th January 2018** as the preferred start date (actual start date TBC from the school.)



ADD WAITLIST DETAILS

Select which child/children you are requesting days for *

testerr

Step 1. Please select the service type you require: *

<input type="checkbox"/> Long Day Care/ Kindergarten/ Preschool	<input checked="" type="checkbox"/> Before School Care	<input type="checkbox"/> Vacation Care	<input type="checkbox"/> Occasional Care
	<input checked="" type="checkbox"/> After School Care		

Step 2. Please select centres from the dropdown that match your service type selection: *

OSHC - Allambie Heights Children's Centre

Selected Service(s): OSHC - Allambie Heights Children's Centre

Step 3. Please specify days for your child:

Preferred start date * 30 Jan, 2017  No. of Days * Select Will you accept less days? Y N

		Mon	Tue	Wed	Thu	Fri	Sat	Sun
Before School Care	Preferred days *	<input type="checkbox"/>						
	Days that do not suit me	<input type="checkbox"/>						
After School Care	Preferred days *	<input type="checkbox"/>						
	Days that do not suit me	<input type="checkbox"/>						

Step 4. Please enter any comments on flexibility:

4. Follow the steps for selecting which days you require and click **Submit**