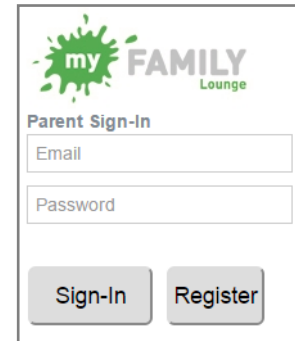


Online Enrolment process for new families to the centre

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

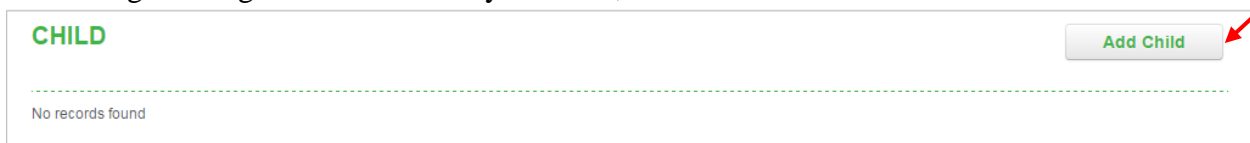
Password

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.

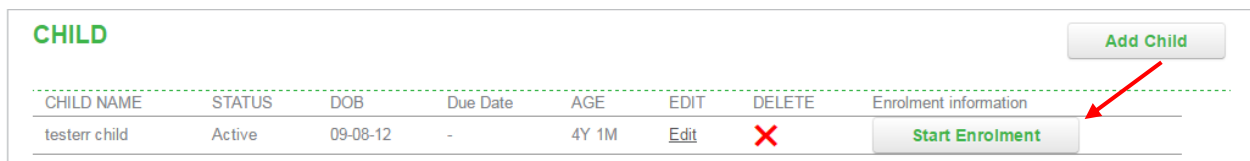
3. Once you have set up the primary account, please also add any other parent and emergency contacts or contacts of anybody who may be regularly picking up your child.
**please note, you must advise if an emergency contact (e.g. grandma) can collect your child from OSHC at any time without advice from 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