

OUTSIDE SCHOOL HOURS CARE (OSHC) BOOKING PROCEDURE

Booking for our Outside School Hours Care service now works entirely through an online booking service called Qikkids Enrol, where you log into a Parent Portal called 'My Family Lounge'

From **My family Lounge** you have access to;

1. Registering your child's details and enrolling into our service
2. Providing detailed dietary or medical details
3. Managing your account information
4. Make permanent booking requests
5. Make or cancel a casual booking
6. Changing days your child is currently booked in
7. Record your child as 'absent' in advance for a permanent session (a cancellation fee will apply if cancelled within a NO REFUND period)

Visit www.myfamilylounge.com.au to see how to register and get more information about how it works,

To Register for My Family Lounge and Enrol in ASC, BSC or Vacation Care;

1. Go to the school website and under the Parents & Community tab, click on O.S.H.C.
2. On the **My Family Lounge** icon, click 'Register' and complete your details. An email will be sent straight to your inbox to complete your registration.
3. Complete your password details and your registration is complete
4. Sign In
5. Follow the prompts to complete all relevant information about your child/ren and contacts
6. Complete your child's enrolment to be able to make casual bookings and apply for permanent bookings.
7. Download the 'My Family Lounge' App from Google Play or the App Store for the convenience and flexibility of booking in casual days or reporting absences from your phone.

Important Information- OSHC

It is really important for families using OSHC, to do a Centrelink Child Care Assessment now, if you have not already.

You can do your assessment through myGov using your Centrelink online account, or through the Express Plus Centrelink mobile app.

This is important, because if you don't do your assessment, your child care fee assistance may be disrupted and/or you may have to pay full fees.

Please do this as soon as possible. To find out more, visit: education.gov.au/childcare