

We are excited to inform you that our service has a fantastic online booking and enrolment program called My Family Lounge. This program will give you access to manage your own account information, complete and submit an online enrolment and give you the ability to make bookings at any time of the day or night.



Laugh out loud – learn through play!

Before you get started, please ensure you have the below with you:

- + CRN (Customer Reference Number from Centrelink) for both yourself and your child to link to Centrelink
- + Contact details for family/friends (emergency contacts)
- + Contact details for your doctor
- + Immunisation records for your child
- + A copy of your child's Medical Action Plan if your child has a medical condition or disability
- + The number and expiry date of your Medicare & Health Care Card if applicable
- + Bank account or credit card details for your Direct Debit
- + A certified copy of any current Court Orders in place under the Family Law Legislation (if applicable)
- + Letter of Diagnosis or other supporting documents if your child has additional needs



HOW TO ENROL

If you need assistance with completing your enrolment, please contact our School Plus Support Office and our friendly team will be there to help.

To receive Child Care Subsidy please log into <https://my.gov.au/> and navigate to Centrelink. From the menu button select Child Care Subsidy and complete the required information for Centrelink.

Please Note: Once you receive your enrolment confirmation email from School Plus you will need to log back into MyGov to confirm your enrolment so that your Subsidy can be applied to your bookings.



Turn over for a step by step guide

CHILDREN WITH ADDITIONAL NEEDS

We strongly advocate for inclusion and equity for all children to participate in the program. We require relevant information upon enrolment should your child have additional needs as further support may be required. We may seek your permission to apply for Inclusion Support Funding. We require a minimum of six weeks' notice for funding applications for staffing purposes.

SUPPORT OFFICE CONTACT DETAILS

07 3395 8099

enrolments@schoolplus.com.au

www.schoolplus.com.au

SCHOOL PLUS ENROLMENTS ARE COMPLETED ONLINE

Head to
www.schoolplus.com.au

*Your enrolment is best completed on a computer or laptop rather than a phone or tablet.

1 Register for My Family Lounge

Under the Families tab at the top of the page select New Families.

Enter your email address and the password you would like to use and click Register.

Once you have followed the prompts and registered your details, you'll receive an email to confirm your registration.



my FAMILY Lounge
Parent Sign-In
Email
Password
Sign-In Register

3 Add your child/ren's details

Enter the details of all children you wish to enrol.



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
Do you have a Customer Reference Number (CRN) issued by the Government relating to you being registered for child care benefits for this child? * Yes No
Does your child have any special considerations we need to take into account for this enrolment? * Yes No
Does your child have a diagnosed disability? * Yes No
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
Smith, Jane
Please select one of the following 3 options to move forward:
I would like to place my children on the waiting list. CREATE WAITLIST APPLICATION

ARE YOU AN EXISTING MY FAMILY LOUNGE USER?

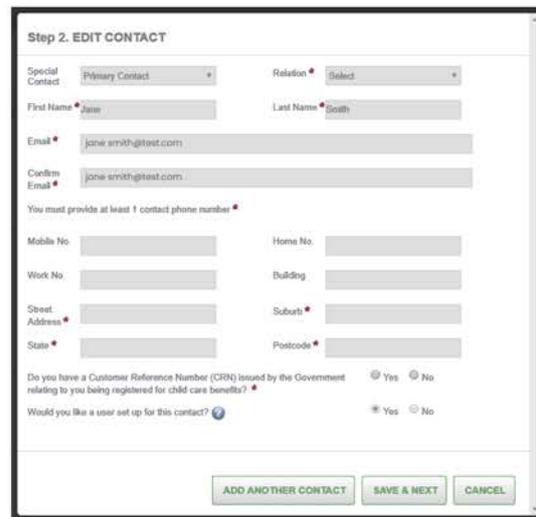
If you have used My Family Lounge with another Child Care Centre or OSHC, simply enter your email and password and click Sign-In on the registration page in Step 1.

This must be done through our website to link you to our service. Once you have logged in you will be able to select School Plus from the dropdown menu in the top right and complete our enrolment form.

2 Add your contact details

Enter the primary and secondary (if applicable) carer's contact details.

*The Primary Contact is the person whose CRN is linked for CCS purposes.

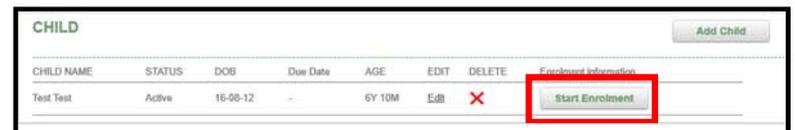


Step 2. EDIT CONTACT
Special Contact: Primary Contact Relation: Select
First Name: Jane Last Name: Smith
Email: jane.smith@test.com
Confirm Email: jane.smith@test.com
You must provide at least 1 contact phone number *
Mobile No: Home No:
Work No: Building:
Street Address: Suburb:
State: Postcode:
Do you have a Customer Reference Number (CRN) issued by the Government relating to you being registered for child care benefits? * Yes No
Would you like a user set up for this contact? Yes No
ADD ANOTHER CONTACT SAVE & NEXT CANCEL

4 Complete an enrolment form for each child

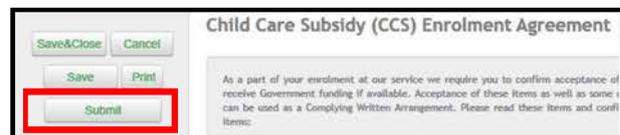
Click on 'Start Enrolment'. Select the service you are enrolling with at the start of the form and fill out all required questions.

*Click 'SAVE' at any time during the process to save your enrolment and come back later to complete.



CHILD	CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment Information
	Test Test	Active	16-08-12		6Y 10M	Edit	X	Start Enrolment

*Click 'SUBMIT' on the left side of the form when you're finished to ensure your enrolment form is sent to the service for processing. This takes up to two business days.



Save & Close Cancel
Save Print
Submit
Child Care Subsidy (CCS) Enrolment Agreement
As a part of your enrolment at our service we require you to confirm acceptance of receive Government funding if available. Acceptance of these items as well as some can be used as a Complying Written Arrangement. Please read these items and confirm:

MY FAMILY LOUNGE APP

For your utmost convenience, download the My Family Lounge app where you're able to manage and secure casual bookings, as well as mark days absent.

Prior to using the app you will need to have your enrolment confirmed by the service.

The free app is available for both Android and Apple devices. Simply go to the Google Play or App Store and search 'My Family Lounge'.



PLEASE UPLOAD THE BELOW DOCUMENTS IN YOUR ENROLMENT FORM:

- Immunisation history (this can be downloaded from MyGov)
- Any medical action plans (if applicable)
- A signed copy of your enrolment form
- Current Court Order (if applicable)
- Letters of diagnosis (if applicable)

*If any additional information is required to finalise your enrolment, the service will contact you directly.