**HOW TO ENROL INTO OSHC for 2020 FOR NEW FAMILIES**

HOW TO ENROL INTO THE BRUNSWISK EAST PRIMARY SCHOOL OUT OF SCHOOL HOURS CARE SERVICE (BEPS OSHC) ONLINE FOR 2020 FOR THE FIRST TIME.

Round Two Bookings for preps and other families opening 11/11 and closes COB 18/11.

1. Register with the My Family Lounge via the widget on our website: http://beps.vic.edu.au/oshc/

For help; www.myfamilylounge.com.au/My-Family-Lounge/help-guide

1. Put in a Booking request for permanent bookings in 2020 – this will go onto a waitlist.
2. Once the waitlist has been reviewed and the request has been accepted by the service you will receive an ‘Offer’, which you will need to accept. Once accepted, you will then be prompted to finish and complete your online enrolment. Please make sure you save and submit this enrolment. You will need to complete all required fields in the enrolment form in order for it to be saved and submitted. Watch carefully when you save and submit as a little ‘success’ box pops up.
3. Confirmation of your place/s for 2020 will be made by you accepting your offer and completing your enrolment in the service and submitting your form. You will also need to provide a printed and signed form to the service. You can then log into your My Family Lounge account and view your booking for 2020 – if you can see you have a booking with the days you were offered, then this is your confirmation of those places in 2020.
4. Please email me if you have any further queries ; [swamy.ranita.r@edumail.vic.gov.au](mailto:swamy.ranita.r@edumail.vic.gov.au)
5. Please be patient it is a clunky system.