**HOW TO RE-ENROL INTO OSHC in 2020 For Existing Families: Round One**

Round One bookings opens to families with current permanent bookings in OSHC from 7/10/19 and closes COB 21/10/19.

1. Log on to your account on the My Family Lounge Website using your original email and login that you set-up the account with (contact OSHC if you have forgotton the email that you used); via

 www.myfamilylounge.com.au Or: http://beps.vic.edu.au/oshc/

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

Families who already have a My Family Lounge account should be able to go in and see the tab top right hand corner: Brunswick East Primary OSHC Service

2. Once you have logged into your account, you will see all your account, enrolment and booking information come up including options to make booking requests, etc. Under ‘Current bookings’, you should see your current days, at this stage you will only be able to continue the days you have, check your days and make sure that there is no end date set if you wish to continue these for next year. Please email me; swamy.ranita.r@edumail.vic.gov.au to let me know that you wish to keep your current booked days, I will then set you up a booking pattern for the continuing days in 2020.

3. If you wish to make changes to your permanent days you will be able to request these in ‘Booking Request’, and go onto a waiting list — however this will only be reviewed once all Round one and Round Two offers are received and we assess what we have left to offer. Please note this does NOT apply to Beforecare or Friday aftercare as we always have spaces available on these days. If you wish to remove days this is easily accommodated, by putting in a request to change days.

4. If you wish to add siblings — you can do so by adding a child under the ‘Child tab’, you can then edit the enrolment form and put in a booking request for them

5. To remove siblings you can do this by ending their bookings under the current bookings tab; end of term 23/12/18. Send me an email; swamy.ranita.r@edumail.vic.gov.au if you cannot—I will end their bookings for the date you request.

6. You must review and edit the enrolment form and make changes to any details that are incorrect

7. You MUST tick the box on the enrolment form that asks you if you wish to continue OSHC in 2020.

8. Casual users only can also keep their casual usage open, and review and edit the enrolment form. However, at this stage you cannot access permanent requests. If you wish to have permanent days you can request to go in the Round Two Offer, and put in a booking request.

10. Please let us know by email if you will not be returning to OSHC in 2020. Please end your bookings in the current bookings tab; 22/12/19.

11. If you are returning, please print off and return a signed copy to the OSHC service, as well as making a $100.00 Qkr! payment to secure your place in 2020. Accounts must be in credit by $100 at the end of term 4

12. Please email me if you have any further queries: swamy.ranita.r@edumail.vic.gov.au