**Brunswick East Primary School Outside School Hours Care Service**

**Re-Enrolment Process Timetable 2019 for 2020**

**October 2019**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Sat** | **Sun** |
| ***7 TERM 4 STARTS***  **Round One Offers**:  2020 Online enrolments opens to existing permanent user families re: care requirements for 2020 (must be completed online via MyFamily Lounge to continue bookings in 2020). Existing Families sent ‘How to Re-Enrol into OSHC in 2020 for Existing Families’ | ***8*** | ***9*** | ***10*** | ***11*** | ***12*** | ***13*** |
| **14** | ***15*** | ***16*** | ***17*** | ***18*** | ***19*** | ***20*** |
| ***21***  **Round One Offers*:***  2020 Online enrolments close with updated enrolment forms, signed and received and $100.00 deposit due by 5.00pm COB. | ***22*** | ***23*** | ***24*** | ***25*** | ***26*** | ***27*** |

**November 2019**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Sat** | **Sun** |
| ***28***  **Round One Offers** confirmed by families logging into their My Family Lounge accounts and viewing their 2020 booking under current bookings tab – if you can see your days then this is booked and confirmed | ***29*** | ***30*** | ***31*** | ***1*** | ***2*** | ***3*** |
| ***4*** | ***5*** | ***6*** | ***7*** | ***8*** | ***9*** | ***10*** |
| **11**  **Round Two Offers**: 2020 Booking Requests via waitlist application open to families; new incoming preps and other families emailed ‘How to Enrol into OSHC in 2020 for New Families’ by request | ***12*** | ***13*** | ***14*** | ***15*** | ***16*** | ***17*** |
| ***18***  **Round Two Offers**: 2020 Booking Requests via waitlist application closes by COB 5.00pm. | ***19*** | ***20*** | ***21*** | ***22*** | ***23*** | ***24*** |

**December 2019**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Sat** | **Sun** |
| ***25***  **Round Two Offers**: 2020 booking Requests via Waitlist applications accepted by OSHC if places are available. Once accepted, an automatic notification as an ‘Offer’ is sent to families via My Family Lounge. Families must accept this Offer which will then prompt them to complete their online enrolment form. Save and submit form. | ***26*** | ***27*** | ***28*** | ***29*** | ***30*** | ***1*** |
| ***2***  **Round Two Offers**: 2020 online Enrolment forms printed and signed by families and given to OSHC together with $100 deposit due by no later than 5.00pm COB. \* | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***8*** |
| **9Round Two Offers**: 2020 Round Two Offers confirmed by families logging into their My Family Lounge account and viewing their 2020 bookings. | ***10*** | ***11*** | ***12*** | ***13*** | ***14*** | ***15*** |
| ***16*** | ***17*** | ***18*** | ***19*** | ***20***  ***END OF TERM 4*** | ***21*** | ***23*** |