**HOW TO ENROL INTO OSHC for 2023 FOR NEW FAMILIES**

HOW TO ENROL INTO THE BRUNSWICK EAST PRIMARY SCHOOL OUT OF SCHOOL HOURS CARE SERVICE (BEPS OSHC) ONLINE FOR 2023 FOR THE FIRST TIME.

Round Two Bookings for preps and other families opening 22/11 and closes COB 2/12.

1. Register with the My Family Lounge via the widget on our website: http://beps.vic.edu.au/oshc/ - this is the only way to register – it must be via our widget. **Do not register for MyFamily lounge if you already have created a previous account with us before! You will still need to create an account with our service via our widget even if you have created a MyFamily Lounge account with another service in the past.**

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

Or contact me; [Ranita.Swamy@education.vic.gov.au](mailto:Ranita.Swamy@education.vic.gov.au)

1. Once you have registered as a user in MyFamily lounge as a new family, you will be prompted to put in a ‘Booking request/waitlist’ for permanent bookings in 2023 which will include your preferred start date, days you wish to have and any notes. You will need to do this for each program; Beforecare and Aftercare – this will then be sent to OSHC and go onto a waitlist awaiting approval.
2. Once the Booking Request waitlist has been reviewed by OSHC, you will receive an ‘offer’ of available places in your email – you must accept and confirm this offer before it expires. Once you have accepted and confirmed the offer – you will then be prompted to complete the online enrolment form. Make sure you click save and submit so that all the information filters through to the OSHC program. When you have accepted/confirmed the offer and completed the enrolment form your enrolment will be confirmed. If you have followed all the steps and received notification in your email – you will be able to log onto your MyFamily lounge account and view your current booking for 2023. Please note: 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 to tell you it has been submitted.
3. Confirmation of your place/s for 2023 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 2023 – if you can see you have a booking with the days you were offered, then this is your confirmation of those places in 2023.
4. Please make sure you provide up to date paper copies of any additional documentation required including the enrolment form; asthma plans, anaphylaxis plans, other medical information and/or court documents.
5. If you are eligible for the Childcare Subsidy you will need to apply for this separately via your myGov account, prior to starting care, and have entered these details into MyFamily Lounge. Once care starts you will need to have confirmed your booking pattern with our service in your myGov account.
6. Please be patient it is a clunky system. Please email me if you have any further queries ; [Ranita.Swamy@education.vic.gov.au](mailto:Ranita.Swamy@education.vic.gov.au)