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

**Re-Enrolment Process Timetable in 2022 for 2023 ENROLMENTS**

**November 2023**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Sat** | **Sun** |
| ***31*** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** |
| ***7*** | ***8*** | ***9*** | ***10***  **Round One Offers**:  2023 Online enrolments opens to existing permanent user families re: Care requirements for 2023 - must be completed online via MyFamily Lounge to continue bookings in 2023). Existing Families sent ‘How to Re-Enrol into OSHC in 2023 for Existing Families’ | ***11*** | ***12*** | ***13*** |
| **14** | ***15*** | ***16*** | ***17*** | ***18*** | ***19*** | ***20*** |
| ***21***  **Round One Offers*:***  2023 Online enrolments close with updated enrolment forms, signed and received and $100.00 deposit due by 5.00pm COB. | ***22***  **Round Two Offers**: 2023 Booking Requests via waitlist application open to families; new incoming preps and other families emailed ‘How to Enrol into OSHC in 2023 for New Families’ by request  If places are available, families receive an ‘offer’ in their emails, which they must accept – once they have accepted, this will confirm their bookings and they are then prompted to complete their online enrolment form. Save and submit form. | ***23*** | ***24*** | ***25*** | ***26*** | ***27*** |
| ***28***  **Round One Offers** confirmed – which families can view by logging into their My Family Lounge accounts and viewing their 2023 booking under current bookings tab – if you can see your days then this is booked and confirmed |  |  |  |  |  |  |

**December 202**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Sat** | **Sun** |
|  | ***29*** | ***30*** | ***1*** | **2**  **Round Two Offers**: 2023 Booking Requests via waitlist application closes by COB 5.00pm.  If places are available, families receive an ‘offer’ in their emails, which they must accept – once they have accepted, this will confirm their bookings and they are then prompted to complete their online enrolment form. Save and submit form to OSHC. | ***3*** | ***4*** |
| ***5*** | ***6*** | ***7*** | ***8*** | ***9***  **Round Two Offers**: 2023 Round Two Offers confirmed by families logging into their My Family Lounge account and viewing their 2023 bookings. | ***10*** | ***11*** |
| **12** | ***13*** | ***14*** | ***15*** | ***16*** | ***17*** | ***18*** |
| ***19*** | ***20***  ***END OF TERM 4*** | ***21*** | ***22*** | ***23*** | ***24*** | ***25*** |