**HOW TO RE-ENROL INTO OSHC for 2019**

**Round One bookings opens to families with current permanent bookings in OSHC from 24/09 and closes COB 22/10. Round Two Bookings for preps and other families opening 5/11 and closes COB 19/11.**

1. Register with the My Family Lounge Website; 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 Brunswick East Primary OSHC Service

2. Once you have set-up and logged into your account, you will see all your enrolment 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.

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.

4. If you wish to add or remove siblings — you can do so by editing the enrolment form and booking requests

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

6. You MUST tick the box on the enrolment form that asks you if you wish to continue OSHC in 2019.

7. Casual users can also keep their casual usage open, and edit the enrolment form as per No. 5 & 6. 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.

8. Please let us know if you will not be returning to OSHC in 2019.

9. **Please print off and return a signed copy to the OSHC service to secure your place in 2019.**

10. Please email me if you have any further queries — however, please be aware that I will not answer any queries until we return after the holidays on October 8.