

Re-Enrolment process.

This document is to provide step to step process for re-enrolling your child through the My Family Lounge.

Logging into My Family Lounge

You will need to log into your My Family Lounge Portal for the service your child attends.



my FAMILY Lounge

Parent Sign-In

Email

Password

Sign-In Register

- Enter your My Family Lounge registered email
- Enter your password
- **Select Sign-In**

Where to create the new booking

Now logged into your My Family Lounge account, you will need to go to the current bookings to create booking for the New Year.

- **Scroll Down** to the **current bookings** section
- **Select Edit** beside your child's most recent booking that has an end date for the end of term.

CURRENT BOOKINGS							
Current permanent weekly/fortnightly bookings are displayed here. To request a change in booking press the edit option.							
SERVICE	ROOM	CARE TYPE	STATUS	CHILD	START DATE	END DATE	EDIT
Learning and Development	ASC	ASC	Placed	HANSENHANS	22/07/2019	22/09/2019	Edit

Making the new booking

The request to change the existing booking window will pop up and you can put in the request for the New Year.

- **Select the preferred start date** - this is the date you would like for the new booking to start from.
- **Select the number of days for the booking** - how many days in the week do you need your child to attend
- **Will you accept less days** - if you are wanting 5 days but the service only has 4 available at this point, will you take an offer for 4 days until there is more availability?
- **Previous Days** - this will show what your last booking was for.
- **New Days** - tick the days that you are wanting for the new booking.
- You can also tick days that do not suit, so the service will not offer those days instead if they do not have your requested days available. Add on comments you wish.
- **Request booking** - this will send a waitlist booking request through to the service, they will check the availability and reply to you for an offer based on positions they have and the request you have made.

REQUEST CHANGE TO EXISTING BOOKING

(This is a request only and is pending availability. Your service will contact you to confirm change)

Child Name: Care Type: ASC

Currently selected Service(s):

Preferred start date 

No. of Days

Will you accept less days? Y ☐ N ☒

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Previous Booking Days	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Days	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Days that do not suit me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Flexibility
Comments

APPLICATION DATE 

REQUEST

CANCEL