

# 2020 Re-Enrolment Process (Current Families)

BEFORE YOU COMMENCE YOUR ENROLMENT/ RE-ENROLMENT PLEASE ENSURE YOU HAVE THE FOLLOWING INFORMATION AT HAND – READY TO COMPLETE, AVOIDING ISSUES WITH MANDATORY FIELDS

PLEASE NOTE THAT ENROLMENT INFORMATION MUST BE COMPLETED ON A COMPUTER – IT IS UNABLE TO BE COMPLETED VIA THE APP.

- Scanned PDF/jpg versions of:
  - Parent/Guardian's 1 & 2 Drivers Licence or Passport
  - Child/ren's birth certificate
  - Child/ren's Immunisation History Statement (which can be sourced from your Medicare/MyGov account) or Exemption Form
  - Details of any diagnosed medical or behavioural disorders (including diagnosis reports, action plans and health card)
  - Photo of child/ren (head shot)
- Additional Contact information (name, address, contact details and drivers license or passport number)
- Child/rens Doctor information
- Details of any regular medication taken
- Details of any diagnosed medical or behavioural disorders (including diagnosis reports and health card).
- Details of any dietary requirements
- Preferred payment information

## STEP 1:

Log into your My Family Lounge account. [Click here](#) to access My Family Lounge Login.

- If you do not know your password – click on forgot password to reset.
- If your email is not working and you are unable to log in, please contact your centre email ([irps@ktoosh.com.au](mailto:irps@ktoosh.com.au) , [rhac@ktoosh.com.au](mailto:rhac@ktoosh.com.au) or [ola@ktoosh.com.au](mailto:ola@ktoosh.com.au) ).



## STEP 2:

Should you wish to make any changes to your current care schedule for 2020, please edit your current bookings and submit a request for the changes to care that is required (as per screenshots below).

If you wish to make NO CHANGES to your current care schedule, please proceed to STEP 3. Please note that 2020 fees will commence as the first day of term in 2020.

### 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
KT OOSH <CENTRE>	ASC	ASC	Placed	<CHILDS NAME>	<DATE>		<a href="#">Edit</a>
KT OOSH <CENTRE>	BSC	BSC	Placed	<CHILDS NAME>	<DATE>		<a href="#">Edit</a>

### REQUEST CHANGE TO EXISTING BOOKING

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

Child Name: <CHILDS NAME> Care Type: ASC

Currently selected Service(s): KT OOSH <CENTRE>

Preferred start date

05-11-2019



No. of Days

5

Will you accept less days? Y  N

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Previous Booking Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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

05-11-2019



REQUEST

CANCEL

**PLEASE NOTE:** in your Request Change to Existing Booking, please ensure that you have the start date as when require the changed care arrangement to commence.

### STEP 3:

Check/Confirm and submit all enrolment details information for your child/ren is correct and complete.

CHILD								<a href="#">Add Child</a>
CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information	
<CHILDS NAME>	Active	<DOB>	-	<AGE>	<a href="#">Edit</a>	-	<a href="#">Start Enrolment</a>	

Please note:

- Additional contacts are to just be individuals who can collect/pick up or to contact in the need of a medical/emergency situation arise. Doctor information is to be input under the Medical Information Section.
- For Risk Minimisation Plans – should a new one be required, Head Office will contact families on an individual basis.

Once your enrolment for your child/ren is correct/complete – the status should show as “View Enrolment”

CHILD								<a href="#">Add Child</a>
CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information	
<CHILDS NAME>	Active	<DOB>	-	<AGE>	<a href="#">Edit</a>	-	<a href="#">View Enrolment</a> <a href="#">Print</a>	
<CHILDS NAME>	Active	<DOB>	-	<AGE>	<a href="#">Edit</a>	-	<a href="#">View Enrolment</a> <a href="#">Print</a>	