

Laugh out loud - learn through play!

Before you get started, please ensure you have the below with you:

- + CRN (Client Reference Number from Centrelink) for both yourself and your child to link to Centrelink
- + Contact details for family/friends (emergency contacts)
- + Contact details for your doctor
- + Immunisation records for your child
- A copy of your Medical Action Plan if your child has a medical condition or disability
- + The number and expiry date of your Medicare & Health Care Card if applicable
- + Bank account or credit card details for your Direct Debit
- + A certified copy of any plan/order in place under the Family Law Legislation (if applicable)
- Letter of Diagnosis or other supporting documents if your child has additional needs



HOW TO ENROL

A QUICK GUIDE ON HOW TO ENROL IN OUTSIDE SCHOOL HOURS CARE WITH SCHOOL PLUS

If you need assistance with completing your enrolment, please contact our School Plus Support Office and our friendly team will be there to help.



Turn over for a step by step guide

CHILDREN WITH ADDITIONAL NEEDS

We strongly advocate for inclusion and equity for all children to participate in the program. For new families, we require relevant information upon enrolment should your child have additional needs as further support may be required. We may seek your permission to apply for Inclusion Support Funding with specialty services. We require a minimum of six weeks' notice for funding applications for staffing purposes.

SUPPORT OFFICE CONTACT DETAILS

SCHOOL PLUS ENROLMENTS ARE COMPLETED ONLINE

Head to www.schoolplus.com.au

*Your enrolment is best completed on a computer or laptop rather than a phone or tablet.

Register for My Family Lounge
Under the Familes tab at the top of the page select New Families.

Enter your email address and the password you would like to use and click Register.

Once you have registered your details, you'll receive an email to confirm your registration.



Add your child/ren's details

Enter the details of all children you wish to enrol.



MY FAMILY LOUNGE APP

For your utmost convenience, download the My Family Lounge app where you're able to manage and secure casual bookings, as well as mark days absent.

Prior to using the app you will need to have your enrolment confirmed by the service.

The free app is available for both Android and Apple devices. Simply go to the Google Play or App Store and search 'My Family Lounge'.





ARE YOU AN EXISTING MY FAMILY LOUNGE USER?

If you have used My Family Lounge with another Child Care
Centre or OSHC, simply enter your email and password and click
Sign-In on the registration page in Step 1.

This must be done through our website to link you to our service.

Once you have logged in you will be able to select School Plus from the dropdown menu in the top right and complete our enrolment form.

Add your contact details

Enter the primary and secondary (if applicable) carer's contact details.

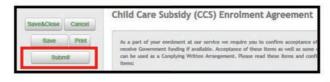


Complete an enrolment form for each child

Click on 'Start Enrolment'. Select the service you are enrolling with at the start of the form and fill out all required questions.



*Click 'SUBMIT' on the left side of the form when you're finished to ensure your enrolment form is sent to the service for processing. This takes up to two business days.





YOU WILL NEED TO UPLOAD INTO YOUR ENROLMENT:

Immunisation history (this can be downloaded from MyGov)
Any medical action plans (if applicable)
A signed copy of your enrolment form
Completed and signed direct debit form
Court Order (if appliable)
Letters of diagnosis (if applicable)

*If any additional information is required to finalise your enrolment, the service will contact you directly.