



**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

07 3395 8099

enrolments@schoolplus.com.au

www.schoolplus.com.au

# SCHOOL PLUS ENROLMENTS ARE COMPLETED ONLINE

Head to  
[www.schoolplus.com.au](http://www.schoolplus.com.au)

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

## 1 Register for My Family Lounge

Under the Families 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.

my FAMILY Lounge  
Parent Sign-In  
Email  
Password  
Sign-In **Register**

## 3 Add your child/ren's details

Enter the details of all children you wish to enrol.

STEP 3. ADD CHILD DETAILS  
Please provide us with the child's details.  
ADD ANOTHER CHILD  
Tick the box if the child is unborn  
First Name: Last Name:  
DOB: Gender: Select  
Do you have a Customer Reference Number (CRN) issued by the Government relating to you being registered for child care benefits for this child? Yes No  
Does your child have any special considerations we need to take into account for their enrolment? Yes No  
Does your child have a diagnosed disability? Yes No  
ADD PRIORITY OF ACCESS  
Additional Information: Please provide any information you feel the service should know about the child, eg. allergies, languages, additional needs etc.  
Authorisations: Contact Name: Collection: Emergency: Excursion: Medical: Smith, Jane  
Please select one of the following 3 options to move forward:  
I would like to place my children on the waiting list. CREATE WAITLIST APPLICATION

# 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.

## 2 Add your contact details

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

Step 2. EDIT CONTACT  
Special Contact: Primary Contact Relationship: Select  
First Name: Jane Last Name: Smith  
Email: jane.smith@test.com  
Confirm Email: jane.smith@test.com  
You must provide at least 1 contact phone number  
Mobile No. Home No.  
Work No. Building  
Street Address Suburb  
State Postcode  
Do you have a Customer Reference Number (CRN) issued by the Government relating to you being registered for child care benefits? Yes No  
Would you like a user set up for this contact? Yes No  
ADD ANOTHER CONTACT SAVE & NEXT CANCEL

## 4 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.

CHILD	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment Information
Test Test	Active	16-08-12	-	6Y 10M	Edit	X	<b>Start Enrolment</b>

\*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.

Child Care Subsidy (CCS) Enrolment Agreement  
Save & Close Cancel  
Save Print  
**Submit**  
As a part of your enrolment at our service we require you to confirm acceptance of receive Government funding if available. Acceptance of these items as well as some can be used as a Complying Written Arrangement. Please read these items and confirm items:

## 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'.



## 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 applicable)
- Letters of diagnosis (if applicable)

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

