



How to Enrol Using My Family Lounge

Step 1	<p>Using a google chrome web browser log into https://www.kingston.vic.gov.au/Services/Family-and-Children/Before-and-After-SchoolProgram/Enrol</p> <p>(unfortunately you cannot enrol using an smart phone or smart device)</p>
Step 2	<p>Locate the 'My Family Lounge' Logo and click on 'Register'</p> <div data-bbox="726 1433 1061 1736" data-label="Image"> </div>
Step 3	<p>Complete the registration steps sent to you via email</p> <ul style="list-style-type: none"> Once completed, the page will open in My Family Lounge on the 'Enrolment Management' Section'

Step 4

On the Enrolment Management page, navigate to the 'Child Section'

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information
Xander Harkness	Active	09-02-12	-	7Y 9M	Edit	X	Start Enrolment

Click on 'Start Enrolment'

Step 5

Complete the Enrolment form for your child

- Ensure that all sections of the form are complete, and up to date.
- All relevant documentation/plans are attached and in date.
- Sign and Date the Placement agreement, using the date you are completing the form
- Click on the submit button located on the left of the screen

Save&Close Cancel
Save Print
Submit

Step 6

You will receive an email once you have successfully submitted your enrolment form. Please read the information carefully as it relates to your child's enrolment with our program.

Step 7

Within 5 business days of successfully submitting your enrolment form, you will receive an email confirming your child's enrolment for 2021. This email will come from our administration team: beforeandafterschoolprogram@kingston.vic.gov.au

- If you have any questions about enrolment, please contact our friendly administration team on 95814867
- If you are enrolling a sibling for the first time, please return to the enrolment management page and click 'Add Child' and complete enrolment as per above.

CHILD Add Child

If you get stuck along the way, please contact our administration team. Alternatively, you can pop over to our website and read through our Frequently Asked Questions Factsheet.

We look forward to your family joining us at the Before and After School Program in 2021

Kingston Before and After School Programs

Operating every school day from 6.45 – 8.45am & 3.30 – 6.15pm

Child Care Subsidy is available to eligible families.

Contact our friendly administration team now to enrol your child to our program.

✉ [**beforeandafterschoolprogram@kingston.vic.gov.au**](mailto:beforeandafterschoolprogram@kingston.vic.gov.au)