

# How to create and edit Permanent Bookings

## Step 1

Using a google chrome web browser log into <https://www.kingston.vic.gov.au/Services/Family-and-Children/Before-and-After-SchoolProgram/Enrol>

PLEASE NOTE: you cannot enrol using a smart phone or smart device

## Step 2

Locate the 'My Family Lounge' sign in and enter your log in details



### Parent Sign-In

Email
Password

Sign-In

Register

## Step 3

View your child's current placed booking under 'current bookings'

## Step 4

If the booking has an end date, select 'EDIT'

- Change the START date and No. of days required
- Change days in 'new days' section and your preferred start date
- Select REQUEST to submit the change of request to the service

## Step 5

If we have availability for the days you have selected, you will receive a 'Letter of Offer' to accept and secure the NEW days requested

- Keep an eye on your email and when you receive your 'letter of offer'
- Confirm your offer
- If you have not received an email within 5 business days, please contact our administration team on 95814867

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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) | ☎ 9581 4867