




City of
KINGSTON



How to Create and Edit Permanent Bookings

Step 1	Using a google chrome web browser log into My Family Lounge: https://www.kingston.vic.gov.au/Services/Family-and-Children/Before-and-After-School-Program/Enrol
Step 2	Locate the 'My Family Lounge' Sign in and enter your details 
Step 3	View your child's current placed booking under 'current bookings'
Step 4	If the booking has an end date select 'EDIT' <ul style="list-style-type: none">• 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

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 2020

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

☎ 9581 4867