
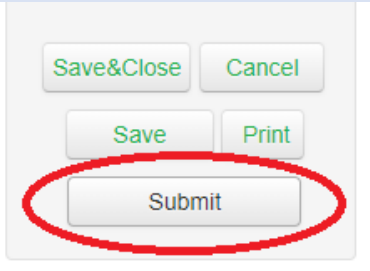
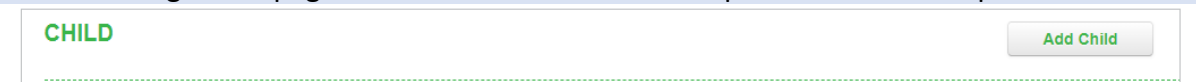




# How to Enrol Using My Family Lounge

Step 1	<p>Using a google chrome web browser log into <a href="https://www.kingston.vic.gov.au/Services/Family-and-Children/Before-and-After-School-Program/Enrol">https://www.kingston.vic.gov.au/Services/Family-and-Children/Before-and-After-School-Program/Enrol</a></p>																
Step 2	<p>Locate the 'My Family Lounge' Logo and click on 'Register'</p> <div data-bbox="1125 1265 1460 1579" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;">  <p><b>Parent Sign-In</b></p> <p>Email <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Sign-In"/> <input type="button" value="Register"/></p> </div>																
Step 3	<p>Complete the registration steps sent to you via email</p> <ul style="list-style-type: none"> <li>Once completed, the page will open in My Family Lounge on the 'Enrolment Management' Section'</li> </ul>																
Step 4	<p>On the Enrolment Management page, navigate to the 'Child Section'</p> <p>Click on 'Start Enrolment'</p> <div data-bbox="279 1859 1444 2027" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: fit-content;"> <p><b>CHILD</b> <span style="float: right;"><input type="button" value="Add Child"/></span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>CHILD NAME</th> <th>STATUS</th> <th>DOB</th> <th>Due Date</th> <th>AGE</th> <th>EDIT</th> <th>DELETE</th> <th>Enrolment information</th> </tr> </thead> <tbody> <tr> <td>Xander Harkness</td> <td>Active</td> <td>09-02-12</td> <td>-</td> <td>7Y 9M</td> <td><a href="#">Edit</a></td> <td><span style="color: red;">✗</span></td> <td><input type="button" value="Start Enrolment"/></td> </tr> </tbody> </table> </div>	CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information	Xander Harkness	Active	09-02-12	-	7Y 9M	<a href="#">Edit</a>	<span style="color: red;">✗</span>	<input type="button" value="Start Enrolment"/>
CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information										
Xander Harkness	Active	09-02-12	-	7Y 9M	<a href="#">Edit</a>	<span style="color: red;">✗</span>	<input type="button" value="Start Enrolment"/>										

<p>Step 5</p>	<p>Complete the Enrolment form for your child</p> <ul style="list-style-type: none"> <li>• Ensure that all sections of the form are complete, and up to date.</li> <li>• All relevant documentation/plans are attached and in date.</li> <li>• Click on the submit button located on the left of the screen</li> </ul> 
<p>Step 6</p>	<p>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.</p>
<p>Step 7</p>	<p>Within 5 business days of successfully submitting your enrolment form, you will receive an email confirming your child's enrolment for 2020. This email will come from our administration team: <a href="mailto:beforeandafterschoolprogram@kingston.vic.gov.au">beforeandafterschoolprogram@kingston.vic.gov.au</a></p> <ul style="list-style-type: none"> <li>• If you have any questions about enrolment please contact our friendly administration team on 95814867</li> <li>• 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.</li> </ul>  <p>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.</p> <p>We look forward to your family joining us at the Before and After School Program in 2020</p> <p>Kingston Before and After School Programs</p>