
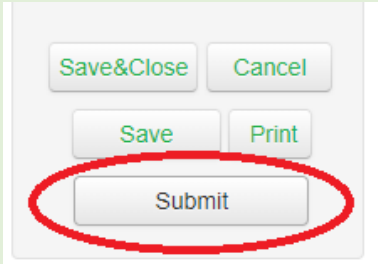
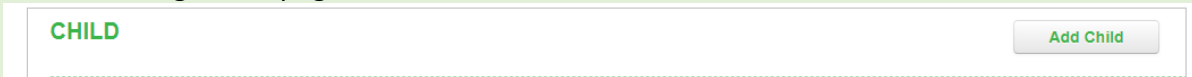




How to Re-Enrol Using My Family Lounge

Step 1	<p>Using a google chrome web browser log onto: https://www.kingston.vic.gov.au/Services/Family-and-Children/Before-and-After-School-Program/Enrol</p>																
Step 2	<p>Locate the 'My Family Lounge Sign in and enter your log in details</p> <div data-bbox="983 1272 1353 1617" style="border: 1px solid #ccc; padding: 10px; text-align: center;">  <p>Parent Sign-In</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>If you have forgotten your password click this link to reset https://www.qkenhanced.com.au/external/AccountRecovery/ForgottenPassword</p>																
Step 4	<p>On the Enrolment Management page, navigate to the 'Child Section' Click on 'View Enrolment' or 'Edit Enrolment', which is located next to your child's name</p> <div data-bbox="363 1899 1217 2000" style="border: 1px solid #ccc; padding: 5px;"> <p>CHILD</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>Ryder Harkness</td> <td>Active</td> <td>18-09-08</td> <td>-</td> <td>11Y 2M</td> <td>Edit</td> <td>-</td> <td><input type="button" value="View Enrolment"/></td> </tr> </tbody> </table> </div>	CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information	Ryder Harkness	Active	18-09-08	-	11Y 2M	Edit	-	<input type="button" value="View Enrolment"/>
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Step 5	<p>Complete your Enrolment form for your child</p> <ul style="list-style-type: none"> • Ensure that all sections of the form are complete, and up to date. • Ensure all your contacts/phone numbers/ addresses have been updated. • All relevant documentation/ health plans/ action plans are attached and are current and relevant. All health management plans need to be signed by a doctor and dated within two years • Add in your new bookings requests under section titled “2020 bookings” • Click on the submit button located on the left of the screen 
Step 6	<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>
Step 7	<p>Within 5 business days of successfully submitting your enrolment form, you will receive a email confirming your child's enrolment for 2020. This email will come from our administration team: beforeandafterschoolprogram@kingston.vic.gov.au</p> <ul style="list-style-type: none"> • 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'  <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>

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