

How to re-enrol using My Family Lounge

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' and enter your log in details



Parent Sign-In

Sign-In

Register

Step 3

If you have forgotten your password, click this link to reset

<https://www.qkenhanced.com.au/external/AccountRecovery/ForgottenPassword>

Step 4

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

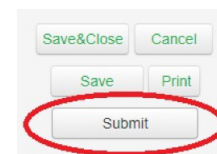
CHILD

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information
Ryder Harkness	Active	18-09-08	-	11Y 2M	Edit	-	View Enrolment

Step 5

Complete the Enrolment form for your child

- 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 “2021 bookings”
- Click on the submit button located on the left of the screen
- Ensure you (digitally) sign and date the enrolment form at the end of the form



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’

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 | ☎ 9581 4867