

Returning Family Enrolment Guide

Requests for enrolment can be placed throughout the year.

1. Sign into My Family Lounge

Sign into your My Family Lounge account through www.kidsbizoshc.com.au/

Please note that permanent enrolment requests must be completed through the website, and cannot be completed through the mobile app.

2. Confirm enrolment details

Go to the **CHILD** heading and then select: **View Enrolment** to ensure your child's enrolment details are up to date and submit the form

CHILD Add Child

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information
John Smith	Active	03-02-11	-	7Y 8M	Edit	-	<div style="display: flex; align-items: center;"> <div style="border: 2px solid red; padding: 2px 5px; margin-right: 10px;">View Enrolment</div> Print </div>

3. Place booking request

Scroll to the **CURRENT BOOKINGS** section on your family dashboard and click **Edit** next to your child's current or previous booking.

Select the start date along with your required days, and place your booking request. *Please note that if you have a current booking it will remain in place until the new days have been confirmed by Kids Biz.*

CURRENT BOOKINGS

Current permanent weekly/fortnightly bookings are displayed here. To request a change in booking press the edit option.

SERVICE	ROOM	CARE TYPE	STATUS	CHILD	START DATE	END DATE	EDIT
Kids Biz OSHC - MTS	MTS - Before School Care	BSC	Placed	████████	6/02/2018	29/11/2018	Edit
Kids Biz OSHC - MTS	MTS - Before School Care	BSC	Placed	████████	1/03/2016	28/06/2016	Edit
Kids Biz OSHC - MTS	MTS - Before School Care	BSC	Placed	████████	1/03/2016	28/06/2016	Edit
Kids Biz OSHC - MTS	MTS - Before School Care	BSC	Placed	████████	1/02/2015	19/12/2015	Edit
Kids Biz OSHC - MTS	MTS - Before School Care	BSC	Placed	████████	1/02/2015	19/12/2015	Edit

REQUEST CHANGE TO EXISTING BOOKING
(This is a request only and is pending availability. Your service will contact you to confirm change)

Child Name: ██████████ Care Type: BSC

Currently selected Service(s): Kids Biz OSHC - MTS

Preferred start date: 05-02-2019 No. of Days: 2

Will you accept less days? Y N

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Previous Booking Days	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Days	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Days that do not suit me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Flexibility Comments:



















APPLICATION DATE: 30-10-2018

4. Kids Biz sends offer

Kids Biz will review your request and send through an offer. You will be notified via email

5. Accept and confirm offer

Log into your My Family Lounge account and scroll to the **OFFERS** section on your family dashboard. Click **View Offer**, and review the offer details.

OFFER														
Legend														
	Offered		Not Offered		Change to Existing Booking		Invalid							
CHILD NAME	START DATE REQ'D START DATE	STATUS	CARE TYPE	CENTRE NAME	DAYS	M	T	W	T	F	S	S	OFFER EXPIRY ACCEPTED DATE	
Grace F	07-11-17 S:07-11-17	Accepted	BSC	Kids Biz OSHC - MTS	5								03-11-17 31-10-17	View Offer
Grace F	05-02-19 S:05-02-19	Open	ASC	Kids Biz OSHC - MTS	3								02-11-18	View Offer

You can then **accept** and **confirm** the booking.

Your child is now booked to attend Kids Biz! Your booking can be viewed in the **Current Bookings** section of your family dashboard.

If you have any questions or would like any further information please contact us at admin@kidsbizoshc.com.au or on 0439 927 053