# ENROLLING IN OUT OF SCHOOL HOURS CARE
## QikKids & My Family Lounge Enrolment Information

**Welcome to Primary OSHCare. You are invited to register for electronic enrolment for instant placement and offers; booking confirmations and wait list spaces on all permanent, casual and vacation care places.**

All Primary OSHCare bookings are managed through QK Enrol using the My Family Lounge (MFL) parent portal. Many families are familiar with MFL from long day care, so transitioning into OSHC is simple – however, even if you are registered with MFL, your initial log in for OSHC must be via www.primaryoshcare.com.au/find-a-centre

### What can I do in My Family Lounge?

- As a new family you can easily register your child and manage booking enquiries
- Request changes to booked days
- Book casual days (subject to availability)
- Securely attach detailed information about your child onto your enrolment form (eg, medical information, diet requirements, emergency contact details and more)

### How do I log in?
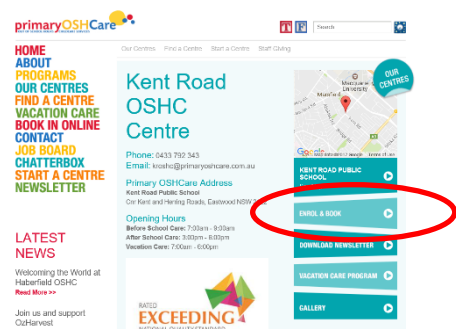


**Step 1:  FIND YOUR CENTRE**
You **must** enter the MFL site through the link on the Primary OSHCare centre page.

Visit **primaryoshcare.com.au** and choose 'book in on line' to find your centre.

Using the information buttons at the right of your centre page, choose *Enrol & Book*
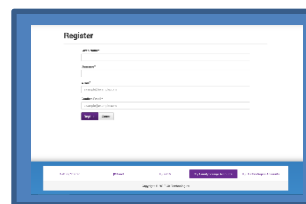
You will then connect to the Enrolment & Booking page.

### How do I Register for Permanent Bookings?



**Step 2:  REGISTER**
From your centre page, you will connect to the Enrol & Booking page.

New Families should choose the REGISTER button to be directed to MFL and commence completion of the 'Register' form.



**Please note: Families already registered with MFL should also sign in from this centre page screen.**

**Step 3: BOOKING REQUESTS**

Once registered and signed in, you can check your family information and request bookings on your DASHBOARD.

New booking requests are made through the **booking requests** tab – at the bottom of the dashboard screen.

**Step 4: REQUEST SESSION TIMES AND CENTRES**

Once in the booking request screen, ADD WAITLIST DETAILS, following through <u>all the steps 1-4</u>.

Complete steps in order, otherwise you will not progress through the screen.



This is where your service will appear for selection in the drop down list (Step 2).

Once submitted, you will receive notice of availability within 48 hours if places are available.

**Step 5: OFFER & ACCEPTANCE**

An email offer will be sent for you to accept along with a link to the enrolment form in the MFL portal

## Vacation Care & Casual Bookings

- STEP 1 Families register (as above) and create an MFL account
- STEP 2 Download the APP through your favourite APP supplier
- STEP 3 Log in and book casual and holiday places – bookings are processed and confirmed immediately if still available

For a better understanding of how My Family Lounge works, please view www.myfamilylounge.com.au or find your centre page at primaryoshcare.com.au We are thrilled to be able to provide you with an easier and more efficient way of managing your child's bookings at our service.

For any additional information, please contact your Centre Coordinator, service phone numbers and other details are available on your centre page at primaryoshcare.com.au We look forward to meeting you at the centre soon.


Michelle
Qikkids Co-ordinator