



Step 1 – Link an Existing My Family Lounge Account

- To link your existing MFL account to us, locate the My Family Lounge login screen on our website at <https://ooshnb.com.au/parents/enrol-now/>
- Enter your email and password
- Click sign in

My Family Lounge

Parent Sign-in

Email

Password

Step 2 – Select Child Care Company

- On the Enrolment Management page select OOSH Northern Beaches from the Child Care Company drop down list at the top of the page.

Enrolment Management

Child Care Company: OOSH Northern Beaches

Logged in for family: Please Select Database
Epping Before and After School Care Association
OLHC Childcare Association
OOSH Northern Beaches

Step 3 - Add Child Details

- Complete Child Details
- Press **Save**

ADD CHILD DETAILS
Please provide us with the child's details.

Tick the box if the child is unborn

First Name Last Name

DOB Gender

Do you have a Customer Reference Number (CRN) issued by the Government relating to you being registered for child care benefits for this child? Yes No

Does your child have any special considerations we need to take into account for their enrolment? Yes No

Does your child have a diagnosed disability? Yes No

Additional Information: Please provide any information you feel the service should know about the child. eg. allergies, languages, additional needs etc.

Authorisations

Contact Name	Collection	Emergency	Excursion	Medical
Okeefe, Joshua	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
okeefe, Ilsa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
test, test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Please make sure you complete this section by clicking on add priority of access

If you do not wish to request routine bookings at this time please proceed to **Step 5 – Enrolling your Child in our Service** (see below).

Step 4 - Add Waitlist details

- Ensure you are on the Enrolment Management page of your My Family Lounge account
- To add your child to the waiting list go to Booking Requests and click on new request

BOOKING REQUESTS New Request
Requests for new bookings or to change current permanent bookings are displayed here. These requests are yet to be approved.

No records found

- Select which child/children you are requesting days for
- Select the centre **type** and centre **name/s**
- Enter your preferred **start date** and number of **days** you wish your child to attend
- Tick your **preferred days**
- Tick any days that do not suit you (this is not mandatory)
- Enter any comments if required and press **Save** and **Finish**

ADD WAITLIST DETAILS
Select which child/children you are requesting days for *
 Rina River

Step 1: Please select the service type you require: *

<input type="checkbox"/> Long Day Care/ Kindergarten/ Preschool	<input type="checkbox"/> Before School Care <input type="checkbox"/> After School Care	<input type="checkbox"/> Vacation Care	<input type="checkbox"/> Occasional Care
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Step 2: Please select centres from the dropdown that match your service type selection: *
None selected v
Selected Service(s): None selected.

Step 3: Please specify days for your child:
Preferred start date * No. of Days * Will you accept less days? Y N
Preferred days *
Days that do not suit me

Step 4: Please enter any comments on flexibility:

APPLICATION DATE 19-04-2017 SAVE CANCEL

All bookings are subject to your child's enrolment form being completed in full and submitted to us with a review of any mandatory questions by management. We will be in contact once a position has been made available.

Step 5 – Enrolling your Child in our Service

- Ensure you are on the Enrolment Management Page
- Click on the “Start Enrolment” button next to each child’s name
- Complete the enrolment form in full ensuring all questions marked with a red asterisk* are answered as they are mandatory.
- Ensure all phone numbers have 10 digits (area code of 02 in landline numbers) and that there are no spaces
- Ensure no symbols are used (i.e. “&” should be “and”, no slashes, etc.)
- Your child’s immunisation statement, any applicable Court Orders and any applicable Action Plans need to be uploaded where indicated
- Once completed, click on **save**. If the document will not save scroll through the document and any questions not answered will be highlighted in red and an explanation given

Enrolment Form for Child Sample

Services to enrol: * 3 selected ▼

Main Contacts

Additional Contacts

Medical Contacts

Child Information

Immunisations

Other General Questions

CCS Enrolment Agreement

Save&Close Cancel

Save Print

Submit

Main Contacts

Primary Parent/Guardian

(This person's details are used to claim government subsidy)

Given Name *

Last Name *

Relation to child * Mother

Email address *

You must provide at least 1 contact phone number *

Mobile number

Home number

Work number

Building

Street Address *

Suburb *

State *

Post Code *

Date of Birth

Do you have a CRN? Yes No

I acknowledge that I have no CRN to provide in this form and as a result will not have CCS and other Government payments made to my account to reduce my out of pocket expenses.

Authorisation Collection Excursion Emergency Medical

Please note: If parents/guardians are separated please register separate accounts.

Secondary Parent/Guardian

Given Name

Last Name

Relation to child Select

Email address

You must provide at least 1 contact phone number

Mobile number

Home number

Work number

Building

Street Address

Suburb

State

Post Code

Date of Birth

Authorisation Collection Excursion Emergency Medical

Please note: If parents/guardians are separated please register separate accounts.

Is there an external Agency paying fees on your behalf? Yes No

- **Proceed to complete to DDR section, this is mandatory.**

Family Direct Debit Request (DDR) Service Agreement

Maria Regina Kids Club

⚠ You have to setup Direct Debit to enrol to this service. If you have any questions, please contact the service.

Service ABN: 98 399 800 352
Address: P.O. Box 1143, Dee Why New South Wales 2099

Frequency: Fortnightly
Terms: Your payment will be the balance you owe on the latest Sunday from the payment date.

Debitsuccess commission fee
Bank Account fee: 50.88 per transaction
Credit Card fee: 2.3% per transaction

Select billing contact information

Save enrolment form to see newly added contacts

Family ▼

Address: [REDACTED]

Contact number: [REDACTED]

Email: [REDACTED]

- If this is not showing please ensure the relevant Service has been selected from the “Services to Enrol” drop down list at the top of the enrolment form.
- Click that you accept the Debitsuccess terms and conditions
- Click on proceed to payment

Debitsuccess Terms & Conditions

DEBITSUCCESS DIRECT DEBIT REQUEST (DDR) SERVICE AGREEMENT
 This Agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement involving Debitsuccess. It also details what our obligations are to you and forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR Authorisation Form.

INITIAL TERMS
 I/We authorise Debitsuccess Pty Limited (ACN: 095 551 581) APCA User ID 518466 to make periodic debits on behalf of the “Business” as indicated on DDR Authorisation Form (herein referred to as the Business).
 I/We acknowledge that if specified by the Business, in addition to the agreed periodic debits set out in the DDR Authorisation Form, administration/setup, variation, reversal, dishonour, or processing fees may also apply and be debited under the DDR as instructed by the Business.

RELATIONSHIP
 I/We acknowledge that Debitsuccess is acting as an agent of the Business and that Debitsuccess does not provide any goods or services, and has no express or implied liability in relation to the goods and services provided by the Business or the terms and conditions of any agreement with the Business.

I have read and understood the above mentioned and agree to the terms. *

[Proceed to Payment Details](#)

To proceed to payment details, you will be taken to the Debitsuccess website to complete your Direct Debit settings and returned to this Enrolment form once complete.

- Please enter either your credit card or bank account details and click add details

 Save Payment Details

[Credit Card](#) [Bank Account](#)

Credit card details

Name on card

Card number

Valid To /

 I confirm that I have authority over this credit card, and that it can be operated severally.

[Add details](#)

- Once saved successfully click on **submit**
- Your bookings can now proceed subject to our full assessment

******* IMPORTANT *****Please use a computer or laptop for the enrolment and routine bookings and not a mobile phone. Your child’s Immunisation Statement, any relevant Court Orders or medical action plans also need to be uploaded if applicable. Please have your bank details handy and all forms available ready to upload before completing the enrolment process as the enrolment form will not save unless all mandatory questions have been answered and you may risk losing any information that you may have already entered. Please remember we are here to help on 99848089.**