

ENROL AND BOOK YOUR CHILD INTO CHILD CARE

ENROLLING YOUR CHILD

- STEP 1** Visit www.ashburton.boroondaraleisure.com.au
Select Children then click Child Care (*in the drop down menu*)
Click on 'My Family Lounge' icon
- STEP 2** Register with My Family Lounge
(*Only for families new to using My Family Lounge*)
- STEP 3** Sign in to My Family Lounge Website
Use your current sign in username and password (*if already registered*)
Start Enrolment
Select the Child Care service/s you wish to enrol your child in
- STEP 4** Complete enrolment form
Upload Immunisation History Statement
Upload any relevant Medical Action Plans
Submit
- STEP 5** Once your enrolment has been received, our Admin team will email you to confirm all of your details are correct and complete.
- STEP 6** After your confirmation email, you may now make a booking for your child. See steps below.



MAKING A BOOKING

Bookings and cancellations may be made up to 7 days in advance and up to 9.00pm on the day prior to requiring care by through the website and My Family Lounge portal or using the My Family Lounge App (*see below*).

- STEP 1** Simply download the 'My Family Lounge App' from Google Play or your App Store.
- STEP 2** Click on the My Family Lounge app icon on your phone and enter your email address and password.

Your My Family Lounge log in details will travel with you for life as you move childcare services that use the My Family Lounge portal and app. You are able to log in anywhere, anytime as long as you have access to the internet. Through the My Family Lounge portal you may update or change your child's enrolment information at any time and upload current Immunisation History Statements.