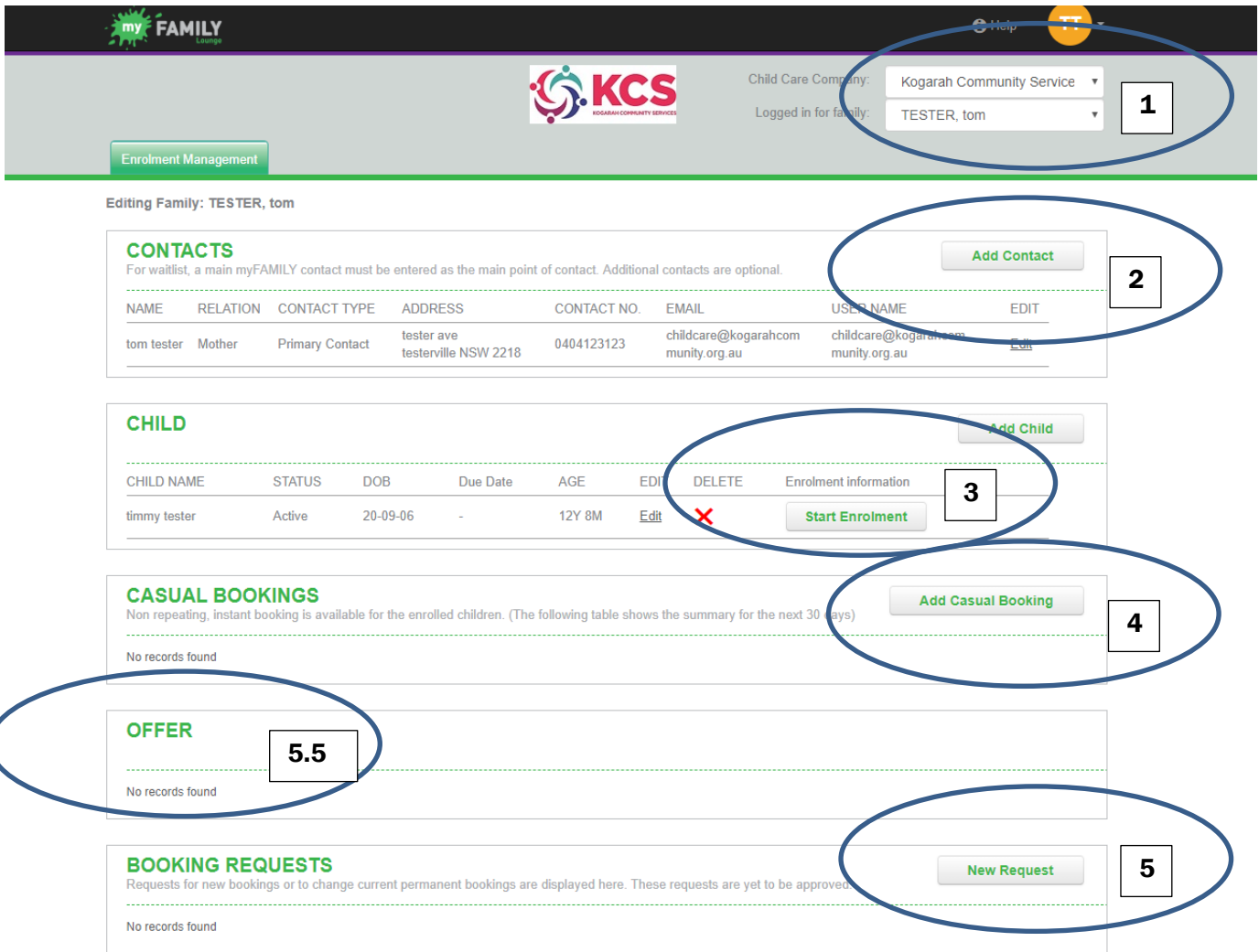


## KCS Parent Fact Sheet – Enrolling through My Family Lounge (MFL)



**my FAMILY Lounge**

Child Care Company: Kogarah Community Service

Logged in for family: TESTER, tom

Enrolment Management

Editing Family: TESTER, tom

**CONTACTS**  
For waitlist, a main myFAMILY contact must be entered as the main point of contact. Additional contacts are optional.

NAME	RELATION	CONTACT TYPE	ADDRESS	CONTACT NO.	EMAIL	USER NAME	EDIT
tom tester	Mother	Primary Contact	tester ave testerville NSW 2218	0404123123	childcare@kogarahcommunity.org.au	childcare@kogarahcommunity.org.au	Edit

**CHILD**

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information
timmy tester	Active	20-09-06	-	12Y 8M	Edit	X	Start Enrolment

**CASUAL BOOKINGS**  
Non repeating, instant booking is available for the enrolled children. (The following table shows the summary for the next 30 days)

No records found

**OFFER**

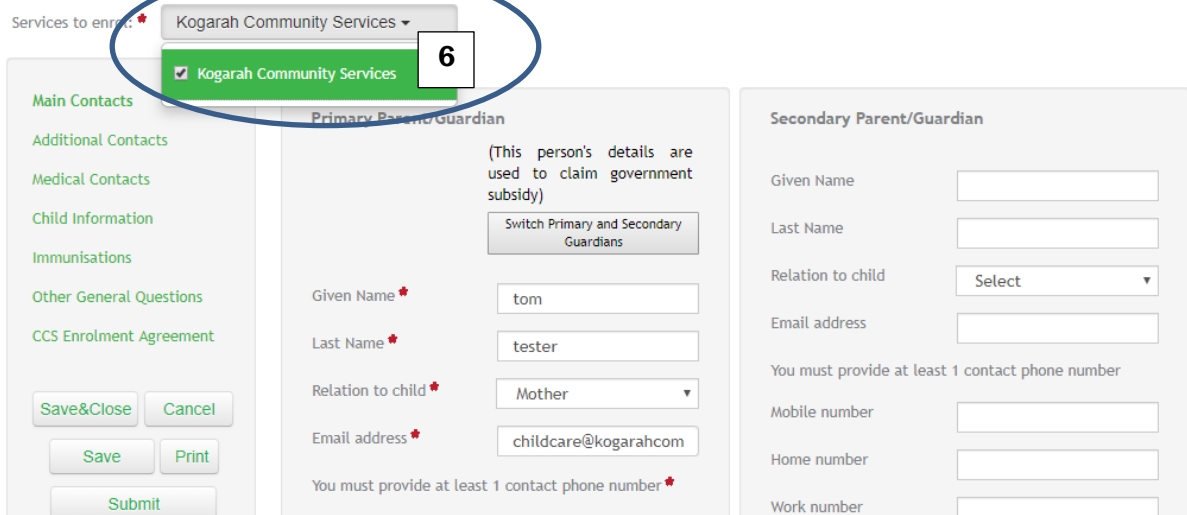
No records found

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

No records found

1. **Child Care Company** - Just make sure that Kogarah Community Services is selected as your Child Care Company – for families that are new to KCS but already have a MFL log in – this may default to their previous/other child care provider and they will need to chose KCS from the drop down list
  2. **Contacts** – this information can be entered via the Enrolment Form or Add Contacts button - so no need to enter information twice!
  3. **Start Enrolment** - to update enrolment details for your children a Enrolment Form must be completed for each child, once the form is **Submitted** this button will change to **View Enrolment**. To access online Casual Bookings you must complete an Enrolment Form.
  4. **Casual Bookings** – If a child has a completed Enrolment then parents can book casual care for before and after school care via the Add Casual Bookings button – from July 2019, parents will also be able to book Vacation Care online
  5. **Booking Requests** – if a child has a completed Enrolment then parents can requests changes to their permanent bookings via the New Request button.
- 5.5 – If a request to change a permanent booking is submitted, you must accept the Offer

### Enrolment Form for timmy tester



Services to enrol: 6

Kogarah Community Services

**Main Contacts**

**Primary Parent/Guardian**

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

Switch Primary and Secondary Guardians

Given Name: tom

Last Name: tester

Relation to child: Mother

Email address: childcare@kogarahcom

You must provide at least 1 contact phone number

**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:

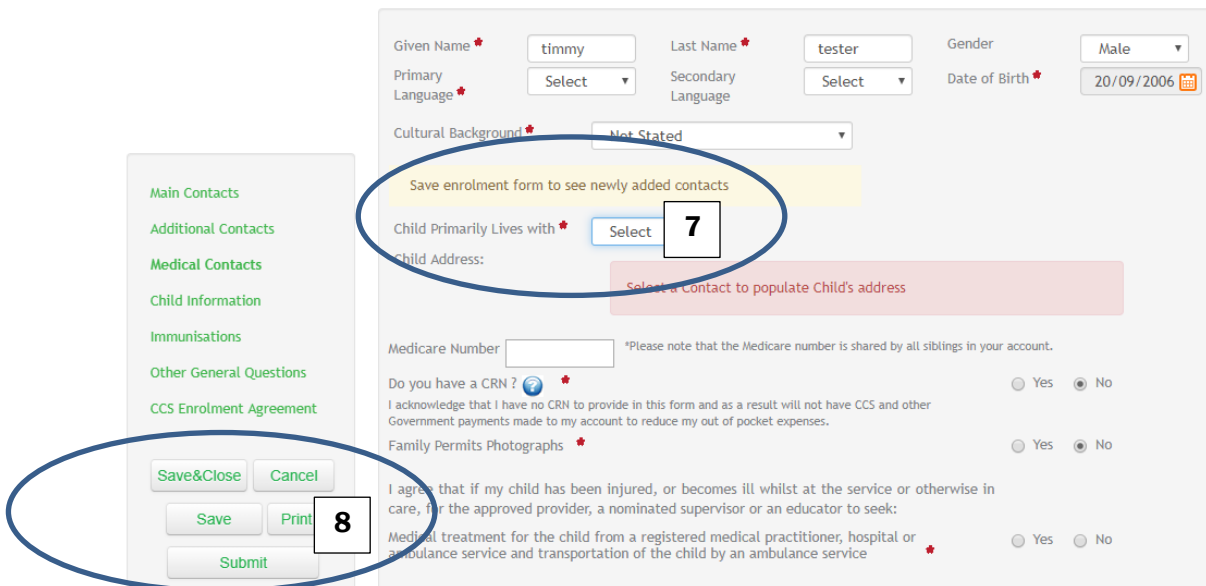
Save&Close Cancel

Save Print

Submit

**6. Services to Enrol** – please select Kogarah Community Services from the drop down list

### Child Information



Given Name: timmy Last Name: tester Gender: Male

Primary Language: Select Secondary Language: Select Date of Birth: 20/09/2006

Cultural Background: Not Stated

Save enrolment form to see newly added contacts

Child Primarily Lives with: 7

Child Address: Select a Contact to populate Child's address

Medicare Number:  \*Please note that the Medicare number is shared by all siblings in your account.

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.

Family Permits Photographs  Yes  No

I agree that if my child has been injured, or becomes ill whilst at the service or otherwise in care, for the approved provider, a nominated supervisor or an educator to seek:

Medical treatment for the child from a registered medical practitioner, hospital or ambulance service and transportation of the child by an ambulance service  Yes  No

Save&Close Cancel

Save Print 8

Submit

**7. Child Primarily Lives with** – this means the parent who is linked to the child's CRN

**8. Submit** – you must select Submit on completion of the form for your details to update in our database