

Completing the online Enrolment Form

All enrolments are managed through an online system, My Family Lounge!



The portal can be accessed from the Kids Biz Holidays website and gives you control to create enrolments and manage your own account information instantly. You will also have the flexibility of booking vacation care dates as well as reporting absences for your child through the website.

Instructions for making casual bookings are available online in the: [Guide to making casual bookings using your my FAMILY Lounge Online Account](#)

Once you have signed into your My Family Lounge account a pop-up box will appear as shown to the right. If this happens, we recommend for your first sign-in that you close this box by clicking the word **CLOSE** in the top right hand corner.



You are now viewing your **my FAMILY Lounge** account dashboard.

From here you can:

- ADD/EDIT CONTACT
- ADD/EDIT CHILD
- CREATE, VIEW OR EDIT AN ENROLMENT FORM
(Under **CHILD** heading)
- ADD CASUAL BOOKING
(Under **CASUAL BOOKINGS** heading –see *Casual Place Information Guide*)

Do not use the Booking Requests section – this is for permanent before and after school care bookings only not for vacation care.

CONTACTS Add Contact

For welfare, 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
Jannet Smith	Mother	Primary Contact	17 Cherry Tree Lane Gungahlin ACT 2912	0400555555	emailtest@gmail.com		Edit
Jason Smith	Father	Secondary Contact	17 Cherry Tree Lane Gungahlin ACT 2912	0400555556	emailtest2@gmail.com		Edit
Geoff Smith	Grandparent			0400555558	-		Edit
David Smith	Doctor			0400555557	-		Edit
Denis Smith	Grandparent			0400555559	-		Edit

CHILD Add Child

CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information
Jane Smith	Active	08-12-10	-	6Y 11M	Edit	-	View Enrolment Print

CASUAL BOOKINGS Add Casual Booking

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

No records found

Completing the Enrolment Form

An enrolment form needs to be completed for all children you would like to enrol in the vacation program. You can always add additional children at a later date.

You can access the enrolment form under the **CHILD** heading by selecting:

- **Start Enrolment;** or **View Enrolment;** or **Finish Enrolment**

CHILD							Add Child
CHILD NAME	STATUS	DOB	Due Date	AGE	EDIT	DELETE	Enrolment information
Jane Smith	Active	08-12-10	-	7Y	Edit	-	View Enrolment Print
Jack Smith	Active	30-03-05	-	12Y 9M	Edit	-	View Enrolment Print
Jake Smith	Active	15-08-10	-	7Y 4M	Edit	✗	Start Enrolment

*Once completed you can also update your enrolment form to change your details at any time by selecting [View Enrolment](#).

At the Top of your enrolment Form please select the service:

[Kids Biz Holidays – Pearce](#) or [Kids Biz Holidays – Gungahlin](#) or [Kids Biz Holidays – Deakin](#)

Enrolment Form for Jake Smith

Services to enrol: * Kids Biz Holidays & Sports - Pear...

Please note all * marked fields must be completed for your enrolment to be submitted.

The Primary parent/guardian is the person linked for any eligible Child Care Subsidy entitlements. The Secondary parent/guardian is another person who will also have full access to your account and can request, change or cancel bookings and edit contact and child information. **You are not required to have a Secondary contact.**

Enrolment Form for Jake Smith

Services to enrol: * Kids Biz Holidays & Sports - Pear...

Main Contacts

Primary Parent/Guardian	Secondary Parent/Guardian
<small>(This person's details are used to claim government subsidy)</small>	
Given Name * Jannet	Given Name * Jason
Last Name * Smith	Last Name * Smith
Relation to child * Mother	Relation to child * Father
Email address * emailtest1@gmail.com	Email address * emailtest2@gmail.com
You must provide at least 1 contact phone number *	You must provide at least 1 contact phone number *
Mobile number 0400555555	Mobile number 0400555556
Home number	Home number
Work number	Work number
Building	Building
Street Address * 17 Cherry Tree Lane	Street Address * 17 Cherry Tree Lane
Suburb * Gungahlin	Suburb * Gungahlin
State * ACT	State * ACT
Post Code * 2912	Post Code * 2912
Date of Birth 21/11/1982	Date of Birth
Do you have a CRN? * <input checked="" type="radio"/> Yes <input type="radio"/> No <small>I acknowledge that I have no CRN to provide in this form and as a result will not have CGB and other Government payments made to my account to reduce my out of pocket expenses.</small>	
Authorisation Collection <input checked="" type="checkbox"/> Excursion <input checked="" type="checkbox"/> Emergency <input checked="" type="checkbox"/> Medical <input checked="" type="checkbox"/>	Authorisation Collection <input checked="" type="checkbox"/> Excursion <input checked="" type="checkbox"/> Emergency <input checked="" type="checkbox"/> Medical <input checked="" type="checkbox"/>
Gender * Male	Gender * Male

Your enrolment form must have:

- at least two contacts (this can be the Primary & Secondary contact or the Primary & an Additional Contact); and
- at least one **Medical Contact** (the medical contact is your family doctor or doctors' practice).

You can add as many additional contacts as you like.

Additional Contacts

Add Contact

Please enter at least 1 additional contact for this child's enrolment. This may include emergency contacts when you are not available to be contacted or authorised nominees who may drop off or pick up this child.

Contact - Geoff Smith

Given Name * Geoff Last Name * Smith Relation to child * Grandparent

Email address

Phone numbers : You must provide at least 1 contact phone number *

Mobile number 040055558 Home number Work number

Building Street Address Suburb

State Post Code

Authorisation Collection Emergency Excursion Medical

Gender * Female

Main Contacts

Additional Contacts

Medical Contacts

Child Information

Immunisations

Other General Questions

Save&Close Cancel

Save Print

Submit

Once you have completed the enrolment form please select the **Submit** button from the menu located on the left hand side of the screen.

If the enrolment form does not submit there is an error in the form. Please scroll to the top of the form for advice on the error and how to fix it.

Enrolment Form for Jake Smith

Services to enrol: * Kids Biz Holidays & Sports - Pear...

Main Contacts

Additional Contacts

- Please complete the fields that are marked mandatory
- Mobile number length should be exactly 10 characters

The fields that are incorrect will also be highlighted in red to make them easier to identify. Please do not enter any spaces in phone numbers or your CRNs.

Additional Contacts

Add Contact

Please enter at least 1 additional contact for this child's enrolment. This may include emergency contacts when you are not available to be contacted or authorised nominees who may drop off or pick up this child.

Contact - Geoff Smith

Given Name * Geoff Last Name * Smith Relation to child * Grandparent

Email address

Phone numbers : You must provide at least 1 contact phone number *

Mobile number 040055555 Home number Work number

Once the errors have been corrected please select the **Submit** button.

Once you enrolment form is successfully submitted you will be taken back to your account dashboard.

Congratulations!

Your child is now successfully enrolled and casual bookings can be created. To make vacation care bookings for your child please refer to the:

Guide to using my FAMILY Lounge Online for Casual Bookings

Available at: <https://www.kidsbizholidays.com.au/enrolments>

If you need any assistance or would like further information please contact us at:
admin@kidsbizshc.com.au