

ENROLMENT PROCESS

(<http://www.children.ymcawa.org.au> → Metro and select the OSHC Service)

Step 1: For new families to My Family Lounge, click on the Register button below. You will then be taken through a registration process to create your 'My Family Lounge' account. For families with existing 'My Family Lounge' accounts, proceed to step 2!



Step 2: For existing families. Click on the 'Sign In' button below to access your My Family Lounge account and tell us about you, your child and what bookings you would like to make.



Step 3: If you have requested permanent bookings, we will come back to you within forty eight (48) hours and advise if we have a spot available for your child. If we have a spot, we will email you an offer and ask you to accept the offer and complete and submit the Enrolment Form in the My Family Lounge portal.



Step 4: Fill out the Payment Form (see the reverse page) and email to oshc@ymcawa.org.au to ensure your payment is processed and your position is secured.

If you have trouble enrolling online, please go to: <http://www.myfamilylounge.com.au/My-Family-Lounge/help-guide> for My Family Lounge support.

If after that you still have trouble enrolling, please contact OSHC YMCA (WA) at Ph: 9473 8400 for support.